

Chapter 40B Comprehensive Permit Application Checklist

The following information and documents must be submitted with the application for a comprehensive permit:

Preliminary site development plans showing the locations and outlines of proposed buildings; the proposed locations, general dimensions and materials for streets, drives, parking areas, walks and paved areas; and proposed landscaping improvements and open areas within the site. An applicant proposing to construct or rehabilitate four or fewer units may submit a sketch of these matters. All structures of five or more units must have site development plans signed by a registered architect;

A report on existing site conditions and a summary of conditions in the surrounding areas, showing the location and nature of existing buildings, existing street elevations, traffic patterns and character of open areas, if any, in the neighborhood. This submission may be combined with that required in section above;

Preliminary, scaled, architectural drawings. For each building the drawings shall be signed by a registered architect, and shall include typical floor plans, typical elevations, and sections, and shall identify construction type and exterior finish;

A tabulation of proposed buildings by type, size (number of bedrooms, floor area) and ground coverage, and a summary showing the percentage of the tract to be occupied by buildings, by parking and by other paved vehicular areas, and by open areas;

Where a subdivision of land is involved, a preliminary subdivision plan;

A preliminary utilities plan showing the proposed location and types of sewage, drainage, and water facilities, including hydrants, cisterns and/or fire ponds;

Documents showing that the applicant fulfills the jurisdictional requirements of 760 CMR 56.04(1), that is:

the applicant shall be a public agency, a non-profit organization, or a limited dividend organization

the project shall be fundable by a subsidizing agency under a low or moderate income housing subsidy program, and

the applicant shall control the site;

A list of requested exceptions to local requirements and regulations, local codes, ordinances, by-laws or regulations.

A check made out to "Town of Townsend" in the amount required under the application fee schedule.