



**Hingham Planning Board**  
**APPLICATION FOR SITE PLAN APPROVAL**  
**IN ASSOCIATION WITH APPLICATION FOR SPECIAL PERMIT A2**  
**Revised October, 2007**

**This application must be accompanied by a completed copy of the application for a Special Permit A2 submitted to the Zoning Board of Appeals.**

*For information on the Site Plan Approval process for projects requiring a Special Permit A2, , please see the Planning Board Regulations Relative to the Issuance of Special Permits and Site Plan Review, available [www.hingham-ma.gov](http://www.hingham-ma.gov) or at the Planning Board Office*

**Application Date:** \_\_\_\_\_

**Contact Information** for Applicant or Authorized Agent (Attorney, Contractor, etc.)

Name/Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**Brief Description of Work:**

**Submittal Requirements for Site Plan Review in Association with a Special Permit A2**

- a. locus plan; diagram and statement of the ownership, area, dimensions, boundaries and principal elevations of the subject property; location of structures within 100 feet of property line;
- b. scaled and dimensioned plan of the location and footprint of existing and proposed buildings and structures; if applicable, building elevations and floor layouts;
- c. if applicable, plan showing proposed circulation of traffic within the development and in all adjacent public ways; dimensioned plan of loading and parking areas, aisles and driveways; plan with detail sheets if appropriate, profile and representative cross sections of proposed driveways and parking areas;
- d. analysis of compliance with all relevant dimensional provisions of this By-Law;
- e. detailed information on utilities, lighting, landscaping, refuse storage and removal;
- f. grading plan, drainage analysis and traffic analysis, as applicable;
- g. analysis of the capacity of Town soils, water supply, ways and services to absorb the impact of the proposed development;
- h. analysis of compliance with the most current versions of the Massachusetts Department of Environmental Protection Stormwater Management Policy and Standards, and Massachusetts Erosion Sediment and Control Guidelines; and
- i. such other materials necessary to enable Town boards to make a positive determination on the proposed development.

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**Request for Waiver from Site Plan Review Requirements**

The Planning Board, may, upon written request of the applicant, waive any of the requirements of this section, including the requirement for a public hearing, if the project constitutes a minor site plan review. In order to constitute a minor site plan, the proposed work must be limited to interior renovations to a building or structure which do not require a Special Permit A-2 or A-3 and/or do not materially or adversely affect conditions on the site. Additionally, even when Site Plan Review is required, the Planning Board may, at their discretion waive certain submittal requirements.

**Please indicate requested relief** (for example, “I request a waiver from the requirement for a public hearing” or “I request a waiver from the requirement to submit a utilities plan and lighting plan”):

Waiver Granted

Waiver NOT Granted

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Signature of Authorized Agent (Chairman of the Planning Board or Town Planner) \_\_\_\_\_ Date \_\_\_\_\_