

**GARDNER ZONING CODE**  
**SUBSECTION 675-1010 SITE PLAN REVIEW**  
**Summary of Application & Review Procedures**

**Step One: Preparation of Preliminary Site Plan**

*The applicant is required to submit the following to the Planning Director:*

1. A graphic and written description of the conceptual plan for site and building use improvements and functional/visual character.
2. A tentative diagrammatic plan of property subdivision to include identification of public/private access ways, utility services, parking facilities and open spaces.
3. A description of the potential impacts upon the environment and the neighborhood and, as appropriate, identification of mitigating solutions.
4. A summary of proposed uses and phasing parameters.

**Step Two: The Preliminary Plan Conference**

The purpose of this meeting is to obtain an explanation of the proposed project, to gain substantive reactions from the public representatives, and to determine agreement on detailed approach and submittal requirements for the Definitive Development Plan. The Planning Director will report the findings of the Conference to the Applicant, Owner and Planning Board.

**Step Three: The Definitive Development Plan**

The Definitive Development Plan must be of sufficient detail that construction could be completed without major adjustments. Schematic design and engineering drawings of professional quality must be submitted. Narrative and outline specifications of design and construction standards will usually be required. Depending on the environmental and economic significance of the site and project, landscaping and exterior architectural treatments may be required for presentation in a rendered site plan, building elevations, and site/building cross sections.

If required by the Planning Director or Planning Board, submittals concerning environmental, traffic, fiscal and neighborhood impacts will be presented as well as a final summary of project implementation and phasing strategy.

Immediately after receipt of the Definitive Development Plan, portions will be circulated to relevant agencies, followed by a review conference. Responsible staff will then prepare a summary of departmental comments/endorsements and assist the applicant to route all related materials to the Planning Board. The Planning Board will then schedule a Public Hearing and initiate internal review. The Planning Board has 90 days from the date of Definitive Plan submission to approve or not approve the Site Plan.

***For additional information and clarification, contact Trevor Beauregard, Planning Director, 978-630-4014 (#2) or [tbeauregard@gardner-ma.gov](mailto:tbeauregard@gardner-ma.gov).***

**CITY OF GARDNER**  
**APPLICATION FOR APPROVAL OF PRELIMINARY SITE PLAN REVIEW**

The Applicant shall file **two completed copies** of this application -- **First:** Bring **both copies** to the Planning Board to determine fee approval, and after determination then file one copy with the City Clerk. The copy submitted to the City Clerk must be accompanied by approved fee of **\$500.00**. A copy of the required plan need not be filed with the City Clerk. The application filed with the Planning Board must be accompanied by Eight (8) copies of the Preliminary Site Plan as required by Subsection 675-1010 of the Zoning Code.

**TO:** Gardner Planning Board  
115 Pleasant Street, Room 201  
Gardner, MA 01440  
**CC:** City Clerk

**DATE:** \_\_\_\_\_

The undersigned herewith submits the accompanying plans for review and approval as required in Subsection 675-1010 of the Zoning Code.

1. Name of Owner(s) \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Name and Address of Applicant  
(if different from Owner) \_\_\_\_\_  
\_\_\_\_\_

2. Location and address of proposed development  
\_\_\_\_\_  
\_\_\_\_\_

3. Deed of property recorded in \_\_\_\_\_ Registry of Deeds  
Book \_\_\_\_\_ Page \_\_\_\_\_

4. Applicability of Site Plan Review \ refer to Section 1010 (B)  
\_\_\_\_\_

5. Name of Engineer/Surveyor \_\_\_\_\_  
Address and Telephone # \_\_\_\_\_

\_\_\_\_\_  
*Signature(s) of Owner(s)*

\_\_\_\_\_  
*Signature(s) of Applicant*

\_\_\_\_\_  
Print Name                      Date

\_\_\_\_\_  
Print Name                      Date

**CITY OF GARDNER**  
**APPLICATION FOR APPROVAL OF DEFINITIVE SITE PLAN REVIEW**

The Applicant shall file **two completed copies** of this application-- **First:** Bring **both copies** to the Planning Board to determine fee approval, and after determination, file one copy with the City Clerk. The copy submitted to the City Clerk must be accompanied by approved fee of **\$750.00 plus \$50 per dwelling unit and \$0.25 per square foot of gross floor area** of non-residential building space. A copy of the required plan need not be filed with the City Clerk. The application filed with the Planning Board must be accompanied by the original Definitive Development Plan and **Eight (8) copies** of this plan as required by Subsection 675-1010 of the Zoning Code.

**TO:** Gardner Planning Board  
115 Pleasant Street, Room 201  
Gardner, MA 01440  
**CC:** City Clerk

**DATE:** \_\_\_\_\_

The undersigned herewith submits the accompanying plans for review and approval as required in Subsection 675-1010 of the Zoning Code.

1. Name of Owner(s) \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Name and Address of Applicant  
(If different from Owner) \_\_\_\_\_

2. Location and address of proposed development  
\_\_\_\_\_  
\_\_\_\_\_

3. Deed of property recorded in Worcester District Registry of Deeds, Book \_\_\_\_\_, Page \_\_\_\_\_  
Plan recorded in Worcester District Registry of Deeds, Plan Book \_\_\_\_\_, Page \_\_\_\_\_

4. Applicability of Site Plan Review /refer to Section 1010 (B) and relevant Special Permits  
\_\_\_\_\_

5. Name of Engineer/Surveyor \_\_\_\_\_  
Address and Telephone # \_\_\_\_\_

\_\_\_\_\_  
*Signature(s) of Owner(s)*

\_\_\_\_\_  
*Signature(s) of Applicant*

\_\_\_\_\_  
Print Name                      Date

\_\_\_\_\_  
Print Name                      Date

**Requirements for a Definitive Site Plan Review Application**

**CHECK LIST**

**Zoning Code – Subsection 675-1010**

**OFFICE USE ONLY – This Checklist is to be completed by Planning Staff, however, applicants may find the checklist useful for plan preparation.**

	<b><u>YES</u></b>	<b><u>NO</u></b>
A. <u>Site Plan</u> , acceptable Scale (1" = 20') indicating:		
• water service	<input type="checkbox"/>	<input type="checkbox"/>
• sewer service	<input type="checkbox"/>	<input type="checkbox"/>
• waste disposal	<input type="checkbox"/>	<input type="checkbox"/>
• other public utilities on and adjacent to site	<input type="checkbox"/>	<input type="checkbox"/>
B. <u>Landscape Plan</u> at same scale as Site Plan, showing:		
• limits of work	<input type="checkbox"/>	<input type="checkbox"/>
• existing tree lines	<input type="checkbox"/>	<input type="checkbox"/>
• all proposed landscape features & improvements inc. planting areas	<input type="checkbox"/>	<input type="checkbox"/>
C. <u>Isometric line drawing</u> at same scale as the Site Plan, showing:		
• entire project and its relation to existing areas, buildings and roads for a distance of 100 feet from the project boundaries	<input type="checkbox"/>	<input type="checkbox"/>
D. <u>Locus Plan</u> at a scale 1" = 100' showing:		
• entire project and its relation to existing areas, buildings and roads for a distance of 1000' from project boundaries, or a distance approved/required by the Planning Board	<input type="checkbox"/>	<input type="checkbox"/>
E. <u>Building Elevation Plan</u> at a scale 1/4" = 1' or 1/2" = 1' showing:		
• elevations of all proposed buildings & structures indicating type and color of materials to be used on all facades	<input type="checkbox"/>	<input type="checkbox"/>
F. Citywide location map at a scale of 1" = 1000' showing:		
• property lines of project	<input type="checkbox"/>	<input type="checkbox"/>
• City boundaries	<input type="checkbox"/>	<input type="checkbox"/>
• major streets	<input type="checkbox"/>	<input type="checkbox"/>
• other factors deemed relevant by the Planning Board that will help analyze the proposed development project	<input type="checkbox"/>	<input type="checkbox"/>
G. <u>Development Impact Statement</u> , including the following elements as required by the Planning Director:		
• Traffic Impact Assessment	<input type="checkbox"/>	<input type="checkbox"/>
• Environmental Impact Assessment	<input type="checkbox"/>	<input type="checkbox"/>
• Fiscal Impact Assessment	<input type="checkbox"/>	<input type="checkbox"/>
• Community Impact Assessment	<input type="checkbox"/>	<input type="checkbox"/>