



SITE PLAN REVIEW – CLUSTER SUBDIVISION APPLICATION

**For Office Use Only:**

Application #: \_\_\_\_\_ Received by Planning Dept: \_\_\_\_\_  
 Reference #: \_\_\_\_\_ Filed with Town Clerk: \_\_\_\_\_  
 Fee Paid: \$ \_\_\_\_\_ (65 days from date filed): \_\_\_\_\_  
 Book: \_\_\_\_\_ Page: \_\_\_\_\_  
 Related Subdivision App. #: \_\_\_\_\_  
 \_\_\_\_\_  
 Town Clerk

**APPLICANT INFORMATION:**

Applicant: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**ATTORNEY/DESIGNER/CONSULTANT:**

Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**IS THIS AN AMENDMENT TO A PREVIOUSLY GRANTED PERMIT?**

Yes  No

**NAME AND BRIEF DESCRIPTION OF PROJECT:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PROPERTY INFORMATION:**

Property Address/Description:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PROPERTY OWNER:**

*(if different from applicant)*  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**DEED OF PROPERTY RECORDED IN:**

Hampshire Cty. Reg. of Deeds  Mass. Land Court  
 Book: \_\_\_\_\_ Page: \_\_\_\_\_  
 Map/Parcel: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant(s)

\_\_\_\_\_  
Signature of property owner(s)

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*This Page for Town Hall Office Use Only:*

Town Reviews (date completed):

Town Engineer		DPW Superintendent	
Fire Chief		Health Department	
Building Commissioner		Conservation Director	
Other:		Other:	

Abutters Notified: \_\_\_\_\_ (date)

Legal Ad Published in Gazette: \_\_\_\_\_ (dates)

Public Hearing Date(s): \_\_\_\_\_

Members Sitting: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Decision: \_\_\_\_\_

Decision Sent to Applicant: \_\_\_\_\_ (date)

Town Clerk/Building Commissioner/Town Engineer notified of Planning Board action: \_\_\_\_\_ (date)

**PLEASE NOTE:** *The Town of Amherst - Planning Board Rules and Regulations (attached), Rules and Regulations Governing the Subdivision of Land, Zoning Bylaw Sections 4.3, Cluster Development and 11.2, Site Plan Review, and Landscaping Guidelines (available at the Planning Department office) should be used for reference in completing applications.*

THE FOLLOWING ITEMS ARE REQUIRED WITH THE CLUSTER SUBDIVISION SITE PLAN REVIEW APPLICATION  
Please check that each item is attached or completed:

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- This completed Site Plan Review for Cluster Subdivision **Application form**.
- Filing Fee:** There is a **\$300.00** application fee for Site Plan Review for Cluster Subdivisions.
- Legal Ad Fee:** Include a **\$300.00** legal ad fee for Site Plan Review for Cluster Subdivisions.
- A **request for a certified list of abutters** must accompany all site plan applications. The **Planning Department will submit the application** for an Abutters List to the Assessor's Office and send out the abutters notices. It may take up to 10 business days for your certified list to be produced.
- If the property for which the permit is being sought has any tenants or lessees, they must be notified of the application. Please ask for the Planning Department's "**Tenant/Lessee Notification**" instruction sheet.

**Request for Waiver(s)**

If waiver(s) are requested from any of the application requirements in Article II, Section 3B or 3E of the Planning Board Rules and Regulations, please indicate in writing here. **List section numbers to be waived and indicate reason(s) for request.**

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**Project Information:**

Number of Existing Parcels/Lots: \_\_\_\_\_

Number of Proposed Parcels/Lots: \_\_\_\_\_ Flag Lots: \_\_\_\_\_

Land area of entire development \_\_\_\_\_ sq. ft. \_\_\_\_\_ acres

Total number of dwelling units \_\_\_\_\_

single family \_\_\_\_\_ duplex \_\_\_\_\_ townhouse \_\_\_\_\_ apartments \_\_\_\_\_ subdividable dwelling \_\_\_\_\_

Number of affordable units \_\_\_\_\_ % of affordable units \_\_\_\_\_

Common Land Area: Required \_\_\_\_\_ acres Provided \_\_\_\_\_ acres

Usable Open Space Area: Required \_\_\_\_\_ acres Provided \_\_\_\_\_ acres

Water supply: public water  wells

NEW STREETS	Name	Right-of-way width	Pavement Width	Length	Cul-de-sac? (yes/no)
1					
2					
3					
4					
5					

*If more streets need to be included, please attach a separate sheet*

Streets are to be: Public  Private

- ONE (1) ORIGINAL **site plan** at scale 1" = 20', on a 24"x36" sheet; ONE (1) 11"x17" **copy of the site plan**, and ONE (1) **electronic copy of the site plan and application materials**. Plans shall be prepared by a Registered Professional Engineer, Land Surveyor or Landscape Architect. Site plan review for cluster subdivision applications may be filed at the same time as the Definitive Subdivision Plan. If so, the plans submitted with the Definitive Subdivision Plan can be used to meet the filing requirements for the site plan (see Rules & Regulations Governing the Subdivision of Land). Additional information to also fulfill the requirements detailed in Section 3B of the attached Planning Board Rules and Regulations will be required by the Board. Please note that town staff may request up to 6 full-size copies of plans for distribution at a later date.

**In addition to the site plan**, the Board normally requires the following information/plans unless waived:

*(Request waivers on previous page)*

- |  |  |
|--|--|
| <input type="checkbox"/> Landscape Plan    | <input type="checkbox"/> Sign plan                                       |
| <input type="checkbox"/> Lighting Plan     | <input type="checkbox"/> Site management plan (See Management Plan Form) |
| <input type="checkbox"/> Soil erosion plan | <input type="checkbox"/> Traffic impact statement (TIS)                  |

Information to be included in these other required plans is detailed in Section 3B of the attached Planning Board Rules and Regulations.

- Yield Plan:** All applications for a cluster subdivision shall include a yield plan showing a standard subdivision that could realistically be approved by the Board on the parcel proposed for the cluster subdivision. The Board shall use the yield plan to determine the number of lots that would be allowed under the cluster plan. (See Zoning Bylaw, Article 12, for Definition of Yield Plan)
- Homeowners/Condominium Association documents:** The proposed Homeowners/Condominium Association documents shall be submitted to the Planning Board for review and approval prior to the release of lots for the purposes of building.
- Affordable units:** Under the bonus provisions for the inclusion of affordable units, it is the Planning Board's intent that the 120% maximum bonus be given only in those instances where the application is including affordable units. (See Zoning Bylaw, Article 12, for Definition of Housing, Affordable)
- Common Land management plan:** A detailed Common Land management plan shall be submitted with the Site Plan Review application for any cluster development proposed in a resource protection overlay zoning district, and for any open space community development, when the Common Land is to be retained by a private owner or a homeowners association corporation or trust. Information to be included in the Common Land management plan is detailed in Section 3E of the attached Planning Board Rules and Regulations.

**AMHERST BOARD OF ASSESSORS  
REQUEST FOR CERTIFIED LIST OF ABUTTERS**

**Note: THE ASSESSORS OFFICE REQUIRES 10 BUSINESS DAYS TO PREPARE AN ABUTTERS LIST. WE THEREFORE ADVISE YOU NOT TO SCHEDULE A HEARING UNTIL YOU HAVE THIS LIST.**

**\*\*\*WHEN THE LIST IS READY WE WILL CALL YOU TO PICK IT UP CENTRAL SERVICES. FOR ANY OTHER METHOD OF DELIVERY CONTACT THE BOARD REQUESTING THE LIST.\*\*\***

**Please Print**

STREET ADDRESS	MAP	PARCEL
OWNER'S NAME	APPLICANT'S NAME	
STREET	STREET	
CITY                      ST	CITY	STATE                      ZIP
CONTACT PERSON & PHONE #		

**\*\*\*Please note that if requesting abutters lists for two different departments for the same parcel, you must fill out separate abutters request forms.\*\*\***

**Please circle type of permit or variance requested:**

- A:    Liquor License – Immediate abutters, also 500’ from all borders for churches/hospitals/public & private schools.**
- B:    Planning Board – Subdivision or Special Permit - 300’**
- C:    Zoning: - Special Permit or Variance Appeals - 300’**
- D:    Conservation: -Wetland Hearing - 300’**
- E:    Planning - Site Plan Review 300’**
- F:    Town Council - 300’**
- G:    Health – Livestock, Poultry, Wells**

**NOTE:    THE ABUTTERS LIST IS ONLY OFFICIAL FOR A PERIOD OF 30 DAYS FROM THE DATE OF CERTIFICATION BY THE ASSESSOR. AFTER 30 DAYS, YOU WOULD NEED TO REAPPLY FOR A NEW LIST.**



# ***ATTENTION!***



## **HOMEOWNERS, BUILDERS, CONTRACTORS, LANDSCAPERS & ARCHITECTS**

**Do NOT cut down, remove, or alter any existing TREE, SHRUB, or STONE WALL near a street until you have confirmed that they are *entirely* on private property!**

Under the Shade Tree Act (MGL Ch. 87) and the Scenic Roads Act (MGL Ch. 40, Sec 15C) existing TREES, SHRUBS & STONE WALLS in Amherst are protected in the following areas:

- ☞ On private property if the tree trunk, shrub, or stone wall touches or extends into the public way (the public property that includes the street, sidewalks, and utility corridors); or
  
- ☞ In the public way, including in front of any private property being prepared/cleared for driveways, construction, connection to utilities, etc.

Violations of these laws can involve FINES up to **\$500**, PLUS the cost of replacing all trees, shrubs, and walls. Don't take the chance! Ask first.

FOR PROPERTY LINE INFO:

Jason Skeels, Town Engineer  
Public Works Dept.  
586 South Pleasant Street  
Amherst, MA 01002  
(413) 259-3050  
[skeelsj@amherstma.gov](mailto:skeelsj@amherstma.gov)

FOR PUBLIC SHADE TREE INFO:

Alan Snow, Tree Warden  
Public Works Dept.  
586 South Pleasant Street  
Amherst, MA 01002  
(413) 259-3211  
[treewarden@amherstma.gov](mailto:treewarden@amherstma.gov)

FOR SCENIC ROADS INFO:

Amherst Planning Dept.  
Town Hall, 4 Boltwood Ave.  
Amherst, MA 01002  
(413) 259-3040  
[planning@amherstma.gov](mailto:planning@amherstma.gov)

