



The Rules and Regulations of both the Planning Board and the Zoning Board of Appeals require that applicants submit a management plan as part of the process for most applications.

APPLICANT INFORMATION:

Applicant: _____

Address: _____

Telephone: _____

Email: _____

Owner: _____

(if different from applicant)

Address: _____

Telephone: _____

Email: _____

PROJECT INFORMATION:

Project Address and Description:

Amendment to previously approved management plan?

yes

no

INFORMATION REQUIRED FOR ALL PROJECTS:

(Attach additional sheets as necessary)

Trash and recycling, including storage location, enclosure or screening, with frequency of pickup and name of hauling company, and responsible party to contact in case of complaint:

Parking, including size and number of spaces, location, screening, provision for handicapped spaces:

Lighting, including hours of illumination by location, types and wattage of fixtures:

Signage, including location, size, materials, and any illumination:

Landscape Maintenance, including annual schedule of watering, fertilizing, mowing, pruning, leaf pick-up, and so forth, and maintenance and replacement schedule of site furnishings:

Snow Removal, including name of contractor:

(Please see Article IV of the Town Bylaw for regulations regarding the removal of snow and ice from sidewalks)

ADDITIONAL INFORMATION FOR SPECIFIC PROJECT TYPES (ATTACH ADDITIONAL SHEETS):

ADDITIONAL INFORMATION REQUIRED FOR RESTAURANTS:

- Type of menu
- Number of seats (indoor and outdoor)
- Is any outdoor dining on public or private land?
- Number of employees
- Hours of operation
- Alcohol
- Plans for delivery and/or take-out service
- Live or prerecorded entertainment
- Noise management of patrons, music, fans and HVAC
- Management of patrons gathering outdoors on property
- Odor mitigation measures
- Waste kitchen oil management
- Litter control
- Deliveries to or from the site

ADDITIONAL INFORMATION REQUIRED FOR PERMIT

RENEWALS:

- Special permit #
- Date of issuance
- Any changes to the proposal
- Any changes to the neighborhood

ADDITIONAL INFORMATION REQUIRED FOR APARTMENTS:

- Number of units, existing and proposed
- Number of bedrooms, existing and proposed
- Number of tenants
- Owner-occupied?
- On-site manager?
- Copy of standard lease
- Noise management of tenants, parties, music, and any outdoor HVAC equipment
- Material, equipment, and large household goods storage
- On-site recreational facilities

ADDITIONAL INFORMATION REQUIRED FOR HOME

OCCUPATIONS:

- Type of business
- Number of Employees
- Hours of operation
- Deliveries to the site
- Equipment used/ Noise generated
- Material and equipment storage

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

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

FOR SCENIC ROADS INFO:

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

