



Instructions for Site Plan Review Application

Town Of East Longmeadow
Planning & Community Development

Notwithstanding anything contained in the by-law to the contrary, no building permit for construction, exterior alteration, or relocation, occupancy, or change in use of any building, structure, or premises shall be issued without Site Plan Review and approval by the Planning Board. In considering a Site Plan Review, the Planning Board shall consider that all structures and uses are developed in a manner which considers community needs, including protection of abutting properties and visual amenities, convenience and safety of vehicular and pedestrian movement within the site and in relation to adjacent areas, adequacy of methods of disposal for waste and surface water drainage and protection of environmental features on the site and in adjacent areas. Please contact the Department of Planning and Community Development with any questions while filing a request for Site Plan Review.

A Complete Application Must Include the Following Required Documents:

- **Zoning Determination** signed by the Building Commissioner (7 copies)
- Site Plan Review application packet and supporting projective narrative (7 copies)
- **Property Deed and Owner Authorization Letter**, if applicant is not the property owner (1 copy)
- **Certified Abutters List** signed and stamped by the Assessor's Office (1 copy)
 - Stamped envelopes equaling the number of abutters, plus 6 (number varies)
- **Tax Collector Affidavit** signed by the Collector's Office (1 copy)
- Site Plans (1 digital copy of each and # of paper copies as indicated below)
 - Existing conditions/parking plan/landscape plan 11x17 (6 copies)
 - Existing conditions/parking plan/landscape plan 24x36 (2 copies)
 - Proposed conditions/parking plan/landscape plan 11x17 (6 copies)
 - Proposed conditions/parking plan/landscape plan 24x36 (2 copies)
- Stormwater Report (if required by the Department of Public Works) (2 copies)
- Traffic Study (if required by the Planning Board) (6 copies)
- Payment for the \$250 filing fee

To file a request for Site Plan Review, the Applicant will:

1. Obtain/receive a completed, signed Zoning Determination from the Building Commissioner indicating a Site Plan Review is needed.
2. Complete the Site Plan Review application packet and compile all required attachments.
Note: Please include a brief "project narrative" to explain your request for Site Plan Review.
 - a. If the applicant is not the property owner, obtain a notarized Letter of Authorization from the property owner indicating they allow you to file this request for Site Plan Review. Accompany this letter with a copy of the property deed (obtained online from the Hampden County Registry of Deeds).
 - b. Complete the Request for Certified Abutters List and file it with the Assessor's Office. Allow 10 business days for the Assessor's Office to email you a mailing list of all properties within 300 ft. of the subject parcel.
 - c. Bring stamped envelopes, equaling the total number of abutters plus 6, when handing in your completed application.

- d. File the Tax Collector Affidavit with the Collector's Office. The Collector's Office will indicate whether there are any unpaid bills or taxes that would prohibit the issuing of a permit.
3. Submit the appropriate number of copies of each required document and a check payable to the Town of East Longmeadow in the amount of \$250 to the Planning Department.
Note: *filing fees are non-refundable; payment for filings fees will not be accepted until the Planning Department has received completed application materials.*
4. The Planning Department will review your application for completeness and schedule you to the next available meeting of the Planning Board.
Note: *attendance is required at public hearings.*

Before the public hearing:

1. The Planning Department will send legal notice of the public hearing, to be advertised twice in The Reminder newspaper in accordance with M.G.L Chapter 40A §11.
Note: *This notice is at the expense of the applicant. The Reminder will mail an invoice directly to the applicant's address provided on the application.*
2. The Planning Department will mail notice of the public hearing to the mailing list generated by the Certified Abutters List using the stamped envelopes provided by the applicant.
3. The Planning Department will circulate the application to various applicable department heads. The department heads will send any comments, questions, or concerns to the Planning Board for their review during the public hearing.

During the public hearing:

1. The Planning Board will ask the applicant to provide information on their request for Site Plan Review.
2. Members of the public will be allowed to speak in opposition or support of the applicant's request for Site Plan Review.
3. The Planning Board will vote to approve or deny the request for Site Plan Review.
Note: *requests for Site Plan Review may be continued over multiple public hearings of the Planning Board.*

After the public hearing:

1. The Planning Department staff will create a formal written decision based on the approval/denial issued by the Planning Board, which will be filed with the Clerk's Office.
2. In accordance with M.G.L. Chapter 40A §15, there will be a twenty (20) day appeal period in which any person aggrieved with the Planning Board's decision may file an appeal.
3. Following the twenty (20) day appeal period, barring any appeals, the Clerk's Office will mail the applicant a copy of the Certified Decision. The Certified Decision must be recorded at the Hampden County Registry of Deeds.
Note: *failure to record the Certified Decision at the Hampden County Registry of Deeds within six (6) months of the decision date will render the Site Plan Review null and void.*
4. Once recorded, the Applicant must call or email the Planning Department with the Book & Page number.