

SOUTH HADLEY PLANNING BOARD FEE SCHEDULE Appendix 1

(As Amended on January 27, 2004 effective January 27, 2004)

APPLICATION FEES

FORM A – Subdivision Approval Not Required (ANR) \$125/new lot

FORM B – Preliminary Subdivision Plan

Small Subdivision*	\$100 plus \$100 per lot
For Any Other Subdivision:	
<6 lots	\$400 plus \$100/lot
6-25 lots	\$400 plus \$ 75/lot
>25 lots	\$400 plus \$ 50/lot

FORM C – Definitive Subdivision Plan (After Preliminary Plan)

Small Subdivision*:	\$100 plus \$100 per lot
For Any Other Subdivision:	\$400 plus \$100/lot plus \$2.00 per linear foot of roadway

FORM C – Definitive Subdivision Plan (without Preliminary Plan)

Small Subdivision*:	\$400 plus \$200 per lot
For Any Other Subdivision:	
<6 lots	\$1,000 plus \$200 per lot+
6-25 lots	\$1,000 plus \$175 per lot+
>25 lots	\$1,000 plus \$150 per lot+
	+plus \$2.00 per linear foot of roadway*

**This fee will apply if the Planning Board denied the Preliminary Plan or if a period of 12 months or longer has elapsed since the Preliminary Plan was approved.*

**Small Subdivision is defined as a proposed subdivision meeting all of the following conditions: a. Creation of no more than 2 building lots; and, b. Proposed street length of no more than 400 feet; and, c. Street is proposed to be privately owned and maintained; and, d. All municipal services to be provided only to the edge of the public right of way.*

FORM H – More Than One Building for

Dwelling Purposes per Lot	\$200 & \$ 25/unit
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PUBLIC HEARING NOTICES -

In addition to the required application fee, whenever an application for Planning Board approval requires a public hearing, the following fees are to be assessed to and paid by the applicant:

- **Notices to Abutters** - \$50.00 plus actual cost of postage (certified mail with return receipts). This charge must be paid prior to beginning of public hearing.
- **Public Hearing Advertisement** – actual cost (to be billed directly to the applicant from the newspaper in which the notice is advertised)

SPECIAL PERMIT - FORM SP

Two-Family (new)	\$125*
Three-Family	\$200*
Multi-Family	\$200 plus \$50 per unit*
Mobile Home	\$125*
Major Excavation Activity	\$1,000 plus \$0.05 per cu. yd.
Other Excavation Activity	\$100 plus \$0.05 per cu. yd.
Wireless communications Facility	
New tower:	\$250 plus \$5 per linear foot*
Addition to existing tower:	\$125 plus \$2.50 per linear foot*
Professional Business	\$125*
Other	\$200 & \$0.05/sq. ft.*

**This fee is in addition to the fee required for a Site Plan Review for the same project.*

SITE PLAN REVIEW – FORM SPR

Appendix 1
\$150 plus \$0.05 per sq. ft. of new construction and \$1 per new parking space

OTHER REVIEWS/WAIVERS

Waiver of site plan review	\$75
Illuminated sign request	\$50*
Waiver of subdivision or Site plan review requirements	\$25 for each requirement requested for waiver

**In addition to the cost for notification of abutters as if the request was subject to a public hearing.*

OTHER REVIEWS -

Chapter 40-A, Section 3 – Initial Plan Review	\$ 75 & \$0.04/ sq. ft.
Chapter 40-A, Section 3 – Revised Plan Review	\$ 50 & \$0.025/ sq. ft.
Plan Reviews Not Otherwise Specified – Initial Plan Review	\$ 75 & \$0.04/ sq. ft.
Plan Reviews Not Otherwise Specified – Revised Plan Review	\$ 50 & \$0.025/ sq. ft.

APPLICATION REVIEW (Per Appendix C of Zoning By-Law – Special Municipal Account)

Subdivision – Preliminary	\$ 2,500
Subdivision – Definitive	\$ 7,500
Earth Gravel Removal	\$ 2,500
Multi-Family (under 25 units)	\$ 3,500
Multi-Family (greater than 25 units)	\$ 5,000
Commercial (less than 10 acres)	\$ 3,500
Commercial (greater than 10 acres)	\$ 7,000
Industrial (less than 10 acres)	\$ 5,000
Industrial (greater than 10 acres)	\$10,000
Acquifer	\$ 3,500
Detention/Retention Basins	\$ 3,500
Hazardous Material	\$ 5,000
Other Special Use/Specific	\$ 2,500

AMENDMENTS

Amendment to Definitive Plan	\$ 350
Amendment to Special Permit	\$ 50 & \$10/unit
Amendment to Site Plan Review	\$ 100

EASEMENT REVIEW – TOWN COUNSEL

\$100/ 8 or less easements
\$ 20/ each additional easement

INSPECTION FEES

Sewer Mains & Appurtenances	\$ 2/lineal foot
Storm Drainage & Appurtenances	\$ 2/lineal foot
Road Construction, including curbing & paving	\$ 3/lineal foot
Sidewalk	\$ 1/lineal foot

MISCELLANEOUS

Zoning By-Laws	\$ 25 with Zoning Map
Subdivision Regulations	\$ 20
Zoning Map	\$ 5
Special Permit Requirements	\$ 1
Site Plan Review Requirements	\$ 1
Copy Fee (8 ½ x 11) -	\$ 0.20/page
(8 ½ x 14) -	\$ 0.30/page
(11 x 17) -	\$ 0.40/page

GIS MAPPING REPRODUCTION CHARGES

<u>Paper Size</u>	<u>Dimensions</u>	<u>Base Map*</u>	<u>Additional Layers</u>
A	8 ½ x 11	\$ 1.00	\$ 0.50 each
B	11 x 17	2.00	1.00
C	18 x 24	5.00	3.00
D	22 x 34	8.00	3.00
E	34 x 44	15.00	3.00

** All dimensions are in inches. The Base Map includes the corporate boundary, streets, and water features (3 layers).*

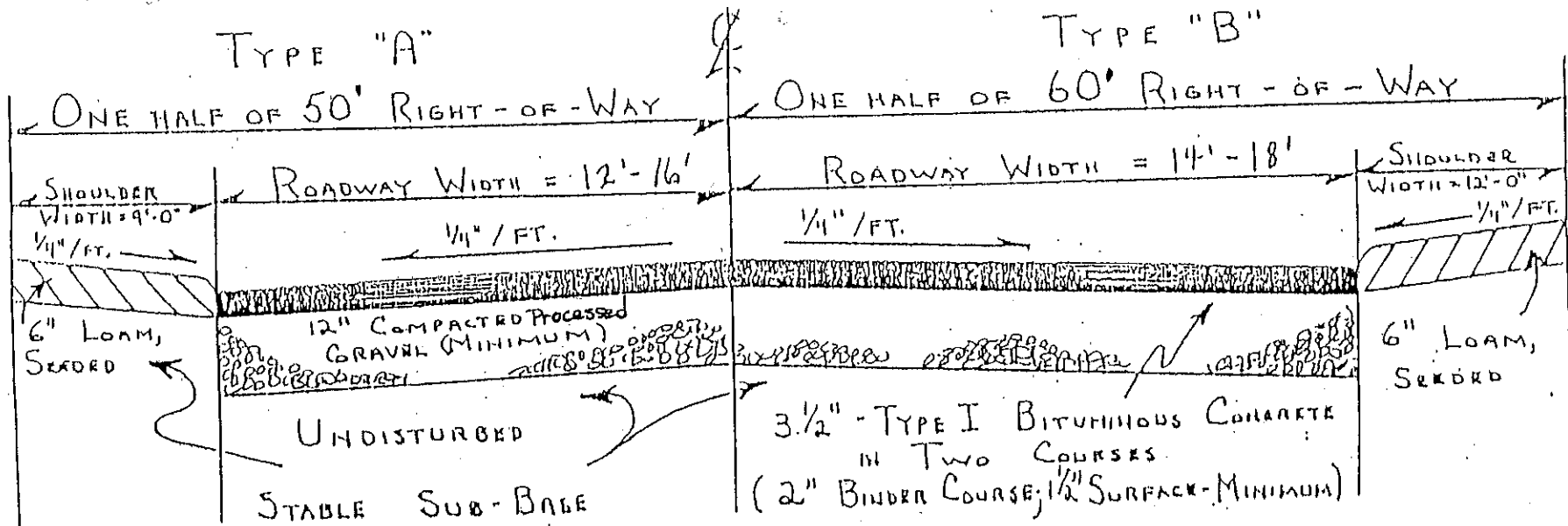
CRITERIA FOR WAIVING APPLICATION OR INSPECTION FEE

The Planning Board may waive all or a portion of a required application or inspection fee if a majority of the Board members present at a meeting agree that one or more of the following criteria are met:

1. Reasonable Fee. The project is at such a scale that the cost to the Town for the level of review of the application or inspection of the work is substantially lower than the amount of the fee which is otherwise required to be paid.
2. Waiver Granted. The Planning Board has granted a waiver which exempts an otherwise required public facility from being constructed. Examples of such conditions would be the waiver of sidewalks or roadway construction specifications for a private roadway. In such instances it may be appropriate to waive a portion or all of the inspection fee associated with such improvements.
3. Town Agency Applicant. The applicant agency is a department or agency of the Town of South Hadley.
4. Affordable Housing Development/Open Space Protection. The proposed development will substantially further the Planning Board’s goals of promoting affordable housing and/or open space protection while also providing reasonable funds for covering the costs of the application review and inspections.

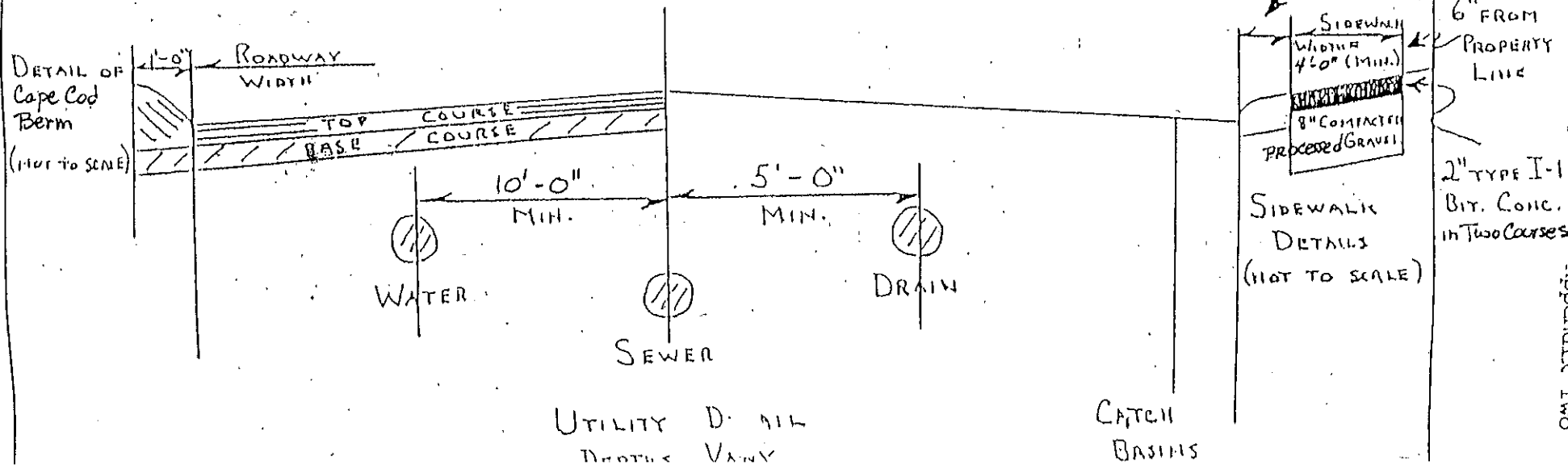
NOTES:

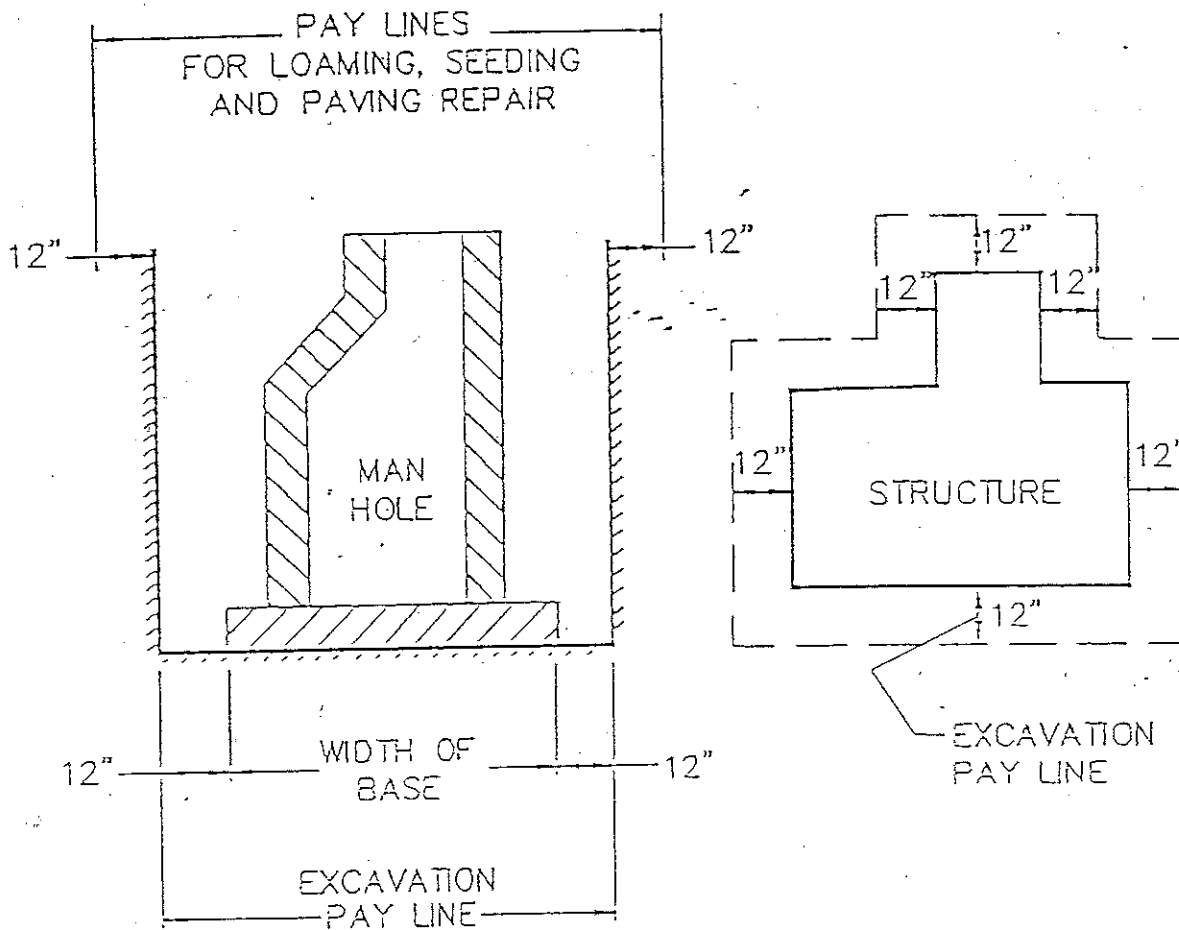
1. Waiver of any portion of a required application or inspection fee is solely at the determination of the Planning Board. Any project or applicant meeting any of these criteria is not entitled to a waiver of any fee.
2. Any request for a wavier of an inspection fee must be made in writing at the time the project application is submitted for review. The request must detail the reasons the applicant feels such a waiver is warranted.
3. Any request for a wavier of an application fee must be made in writing to the Planning Board 30 days prior to the date the applicant is intending to submit an application for Planning Board review. The request must detail the reasons the applicant feels such a waiver is warranted. This request must clearly demonstrate how one or more of the above criteria are satisfied.



TYPICAL STREET CROSS SECTION

(NOT TO SCALE)



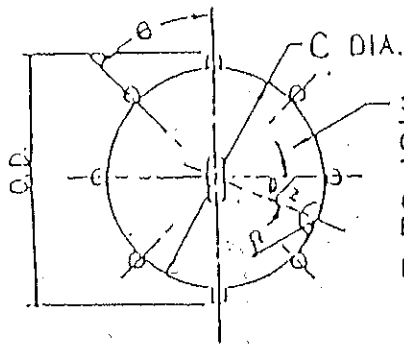


NOTE:

EXCAVATION WILL BE PAID FOR ONCE AND ONLY ONCE, REGARDLESS OF HOW OFTEN IT FALLS WITHIN THE PAYLINES FOR VARIOUS PIPES AND STRUCTURES DUE TO OVERLAPPING OF PAYLINES, AND REGARDLESS OF HOW OFTEN CONTRACTOR REHANDLES MATERIAL.

STANDARD DETAILS
STRUCTURE PAY LINES
TOWN OF SOUTH HADLEY ENGINEERING DEPARTMENT

Appendix 2 Crosssections



STAMP IDENTIFICATION
ONE END TYP.

OPTIONAL—SCALLOPS. (CENTERED
BETWEEN RUNNERS)

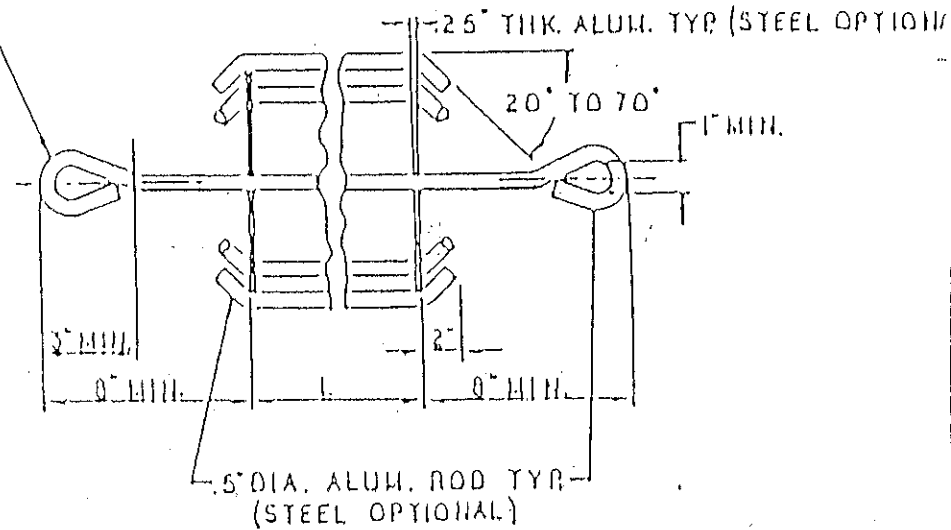
RADIUS, R=1" FOR 10", 12" & 15" SIZE

R=3/4" FOR 8" SIZE

R=1/2" FOR 6" SIZE

NUMBER OF RUNNERS	7	8	9	10	11	12
ANGLE θ	51.4°	45°	40°	36°	32.7°	30°

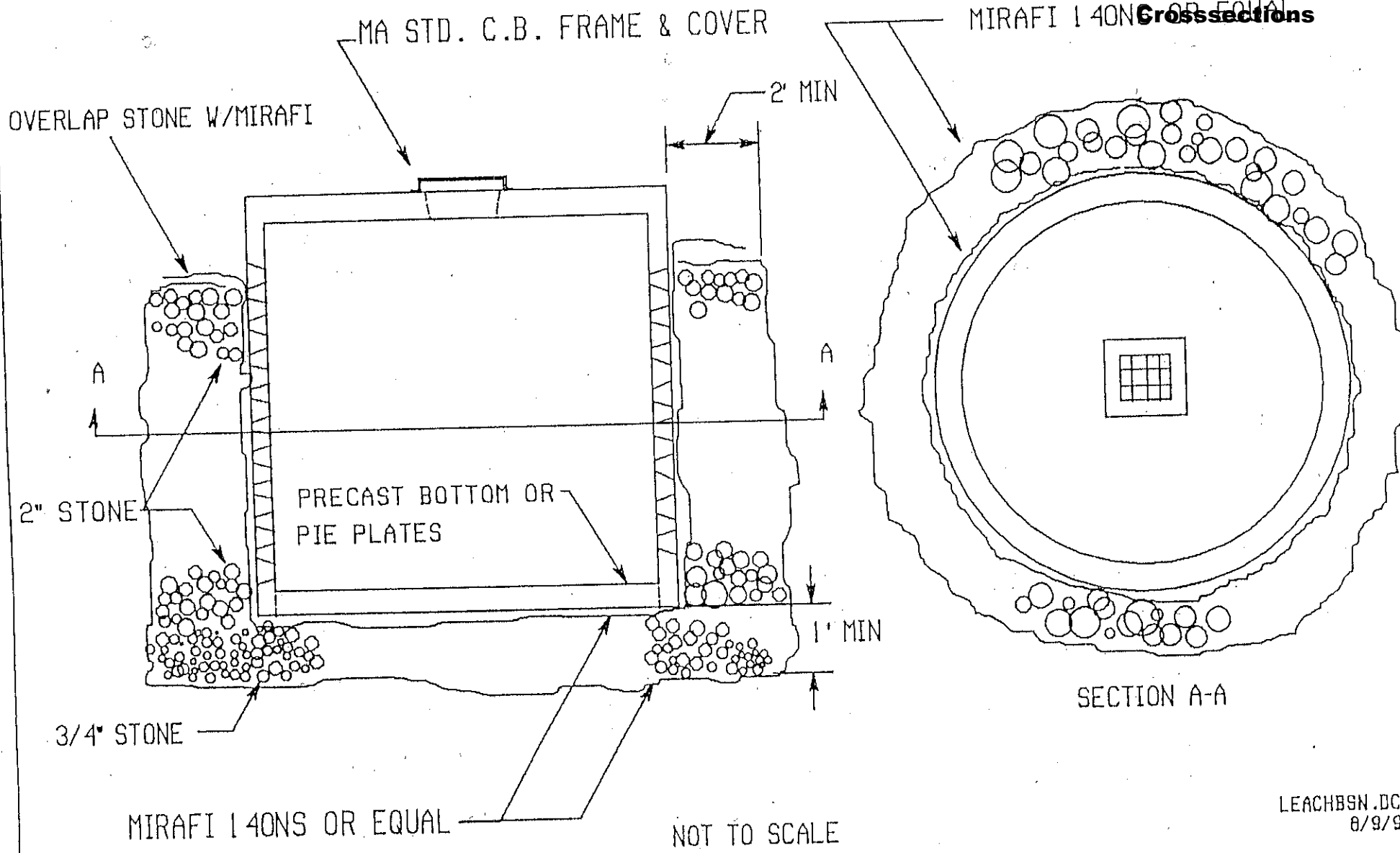
NOTE: IF A SWIVEL CONNECTION IS
DESIRED, USE A SWIVEL CLIP
ON THE PULL ROPE OR CABLE



ALL DIMENSIONS IN INCHES

STAMPED IDENTIFICATION	5% LIMIT	
	O.D.	C
D-3034 DR-35 15"	13.20	12.20
D-3034 DR-35 12"	10.79	9.79
D-3034 DR-35 10"	9.08	8.08
D-3034 DR-35 8"	7.28	6.28

L	MIN.-MAX.	UNI-BELL PLASTIC PIPE ASSOC. 2655 VILLA CREEK DR. SUITE 150 DALLAS, TX, 75234 TEL/115-3			
4" TO 15"	OVERALL LENGTH				DETAIL — FAB. & ASSY
3 1/2" TO 12"	OF RUNNER MAT'L.				ASTM D-3034 SEWER PIPE
1 1/2" TO 10"	REQ'D. L+4"				60/110-60 MANHOLE FOR
1 1/4" TO 8"	OVERALL LENGTH				DEFLECTION TESTING OF
	OF CENTER ROD				INSTALLED SEWER PIPE
	MAT'L. REQ'D.				DATE: 12-9-80 BY:
	L+26"				DWG. NO. NO SCALE
TOLERANCE ± 1/16"		NO.	REV.		UNI-PP-04



LEACHBSN.DCH
8/9/93

STANDARD DETAIL

PRECAST LEACH BASIN

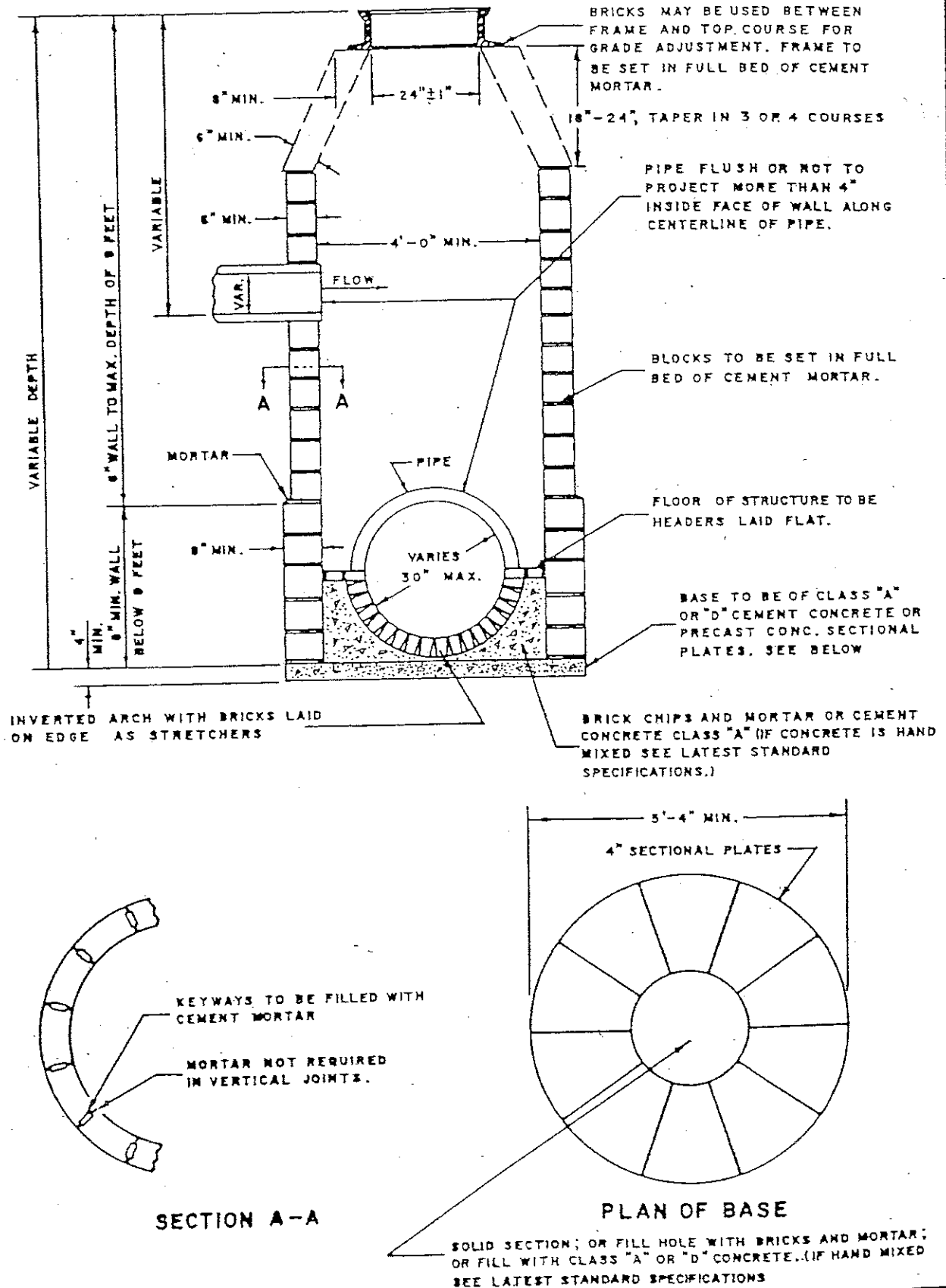
SOUTH HADLEY
DEPT. OF PUBLIC WORKS
ENGINEERING DEPT.

CONCRETE BLOCK MANHOLES MANHOLES OVER 9 FT. IN DEPTH

Appendix 2 Crosssections

NOTE:

MANHOLE DESIGN SHOWN IS FOR PIPE DIAMETER OF 30 INCHES OR LESS

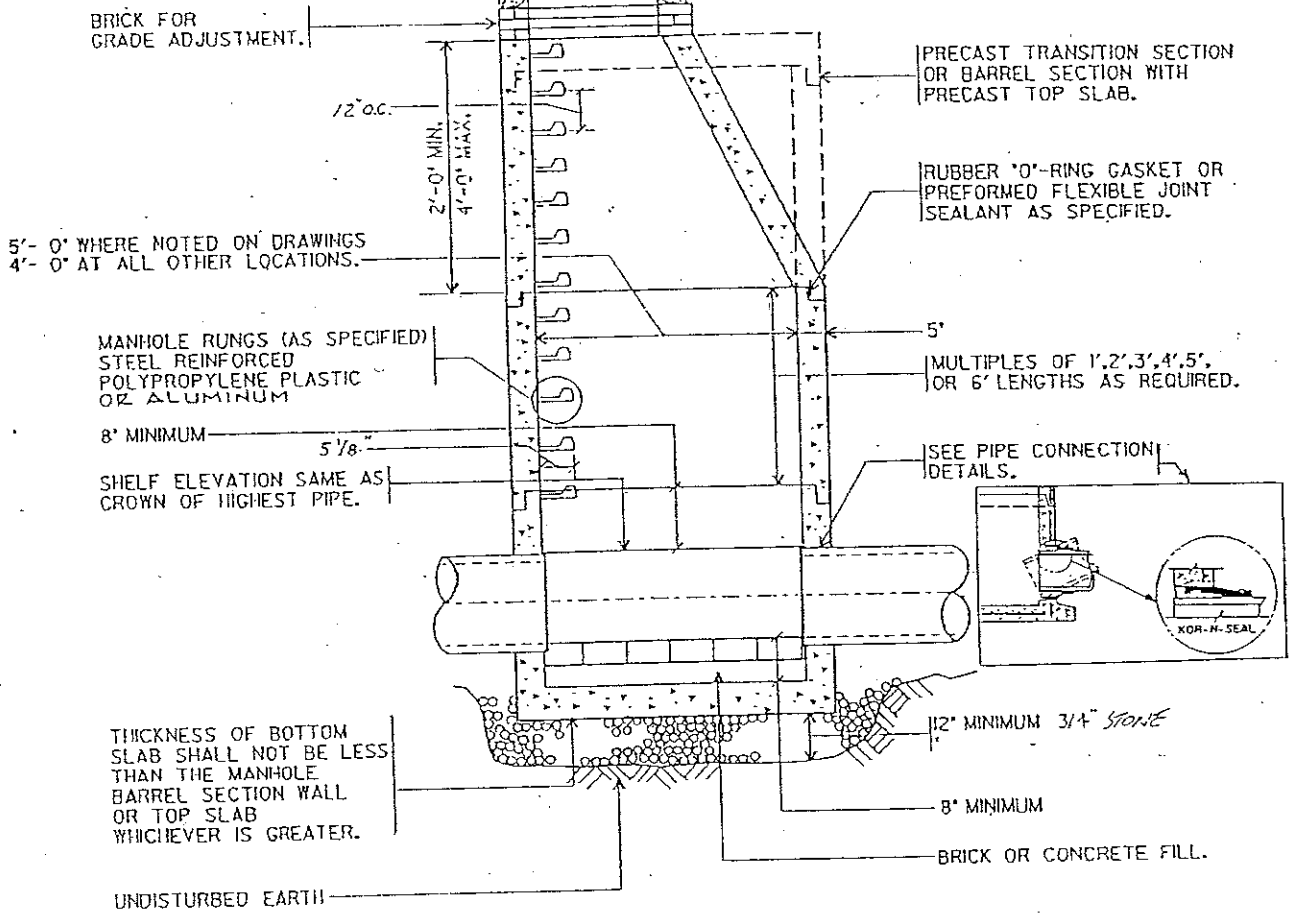


MASS. D.P.W. — MARCH 1977

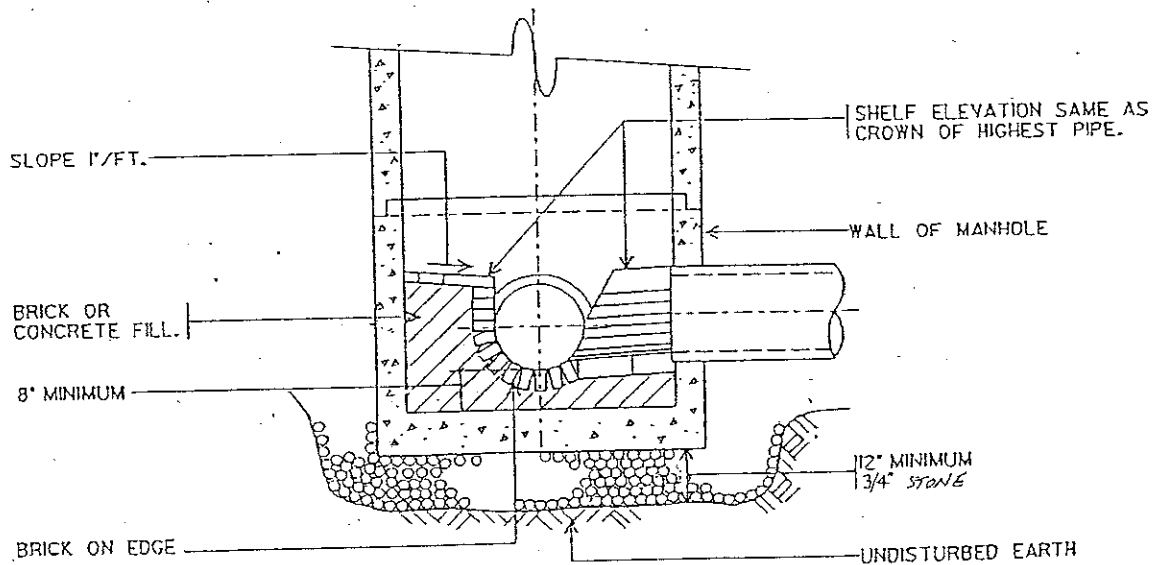
MANHOLE FRAME AND COVER AS SPECIFIED.

EXISTING GROUND SURFACE OR FINISHED GRADE.

Appendix 2 Crosssections



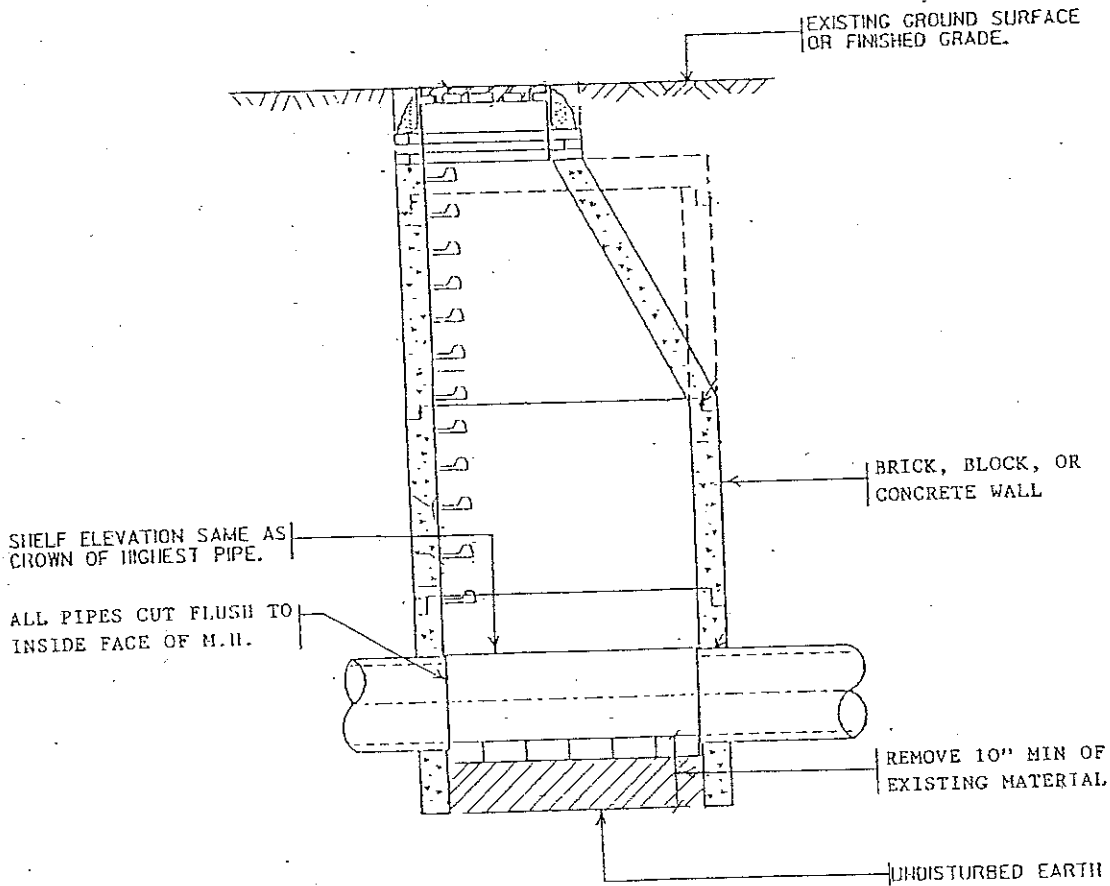
SECTION B-B



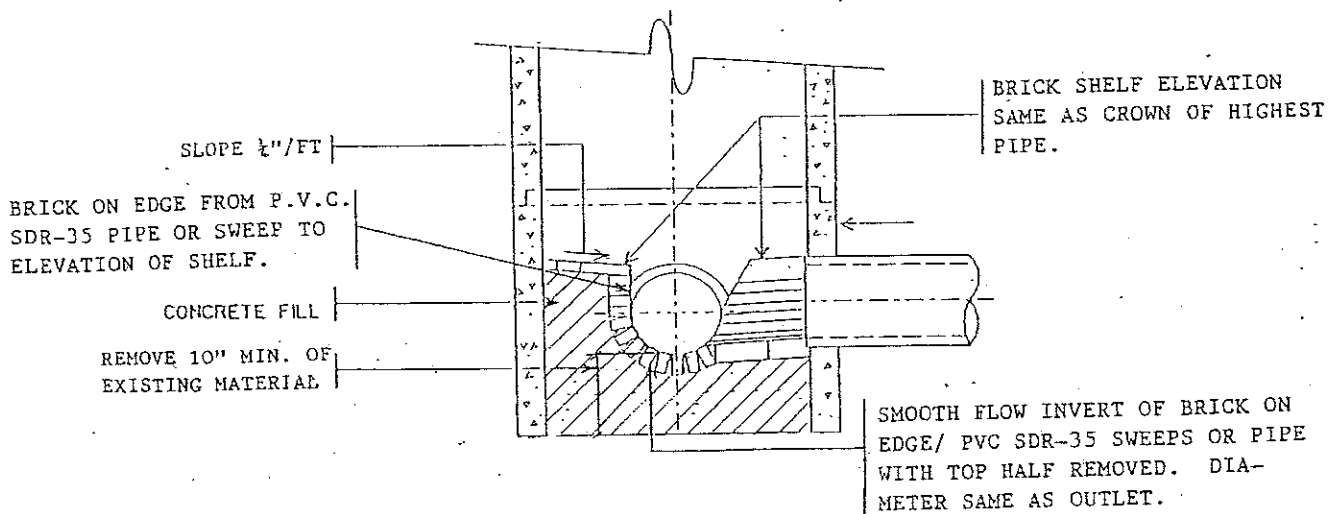
SECTION A-A

STANDARD DETAILS
48" SANITARY MANHOLE
TOWN OF SOUTH HADLEY
ENGINEERING DEPARTMENT

Appendix 2 Crosssections



SECTION A-A



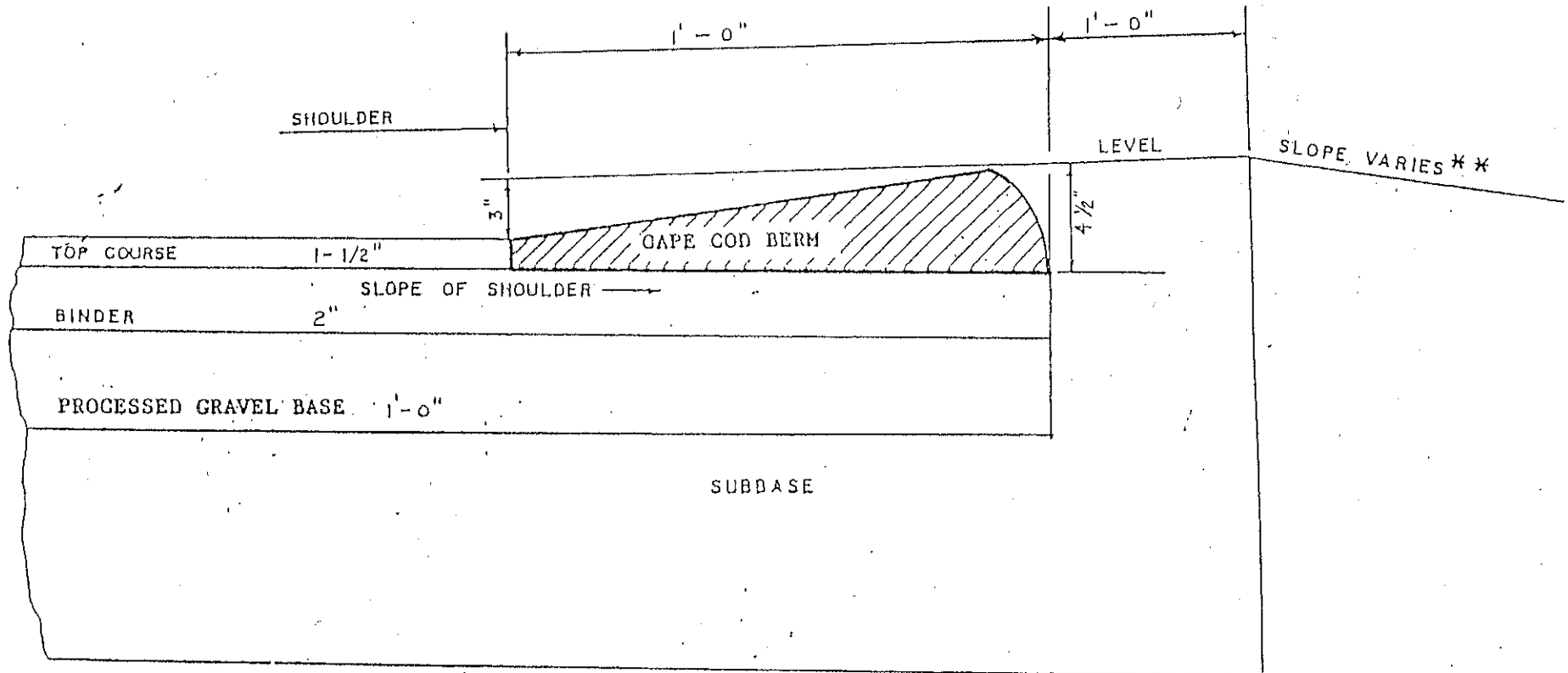
SECTION B-B

NOTE:

1. PLUG ALL INFILTRATION FROM 6" ABOVE CROWN OF HIGHEST PIPE DOWN TO UNDISTURBED EARTH.
2. ALL PIPES CUT FLUSH TO INSIDE FACE OF M.H.
3. CLEAN WALLS OF M.H.'S TO ALLOW NEW CONCRETE FILL TO ADHERE PROPERLY

STANDARD DETAIL
SANITARY MANHOLE INVERT REPAIR
TOWN OF SOUTH HADLEY ENGINEERING DEPARTMENT

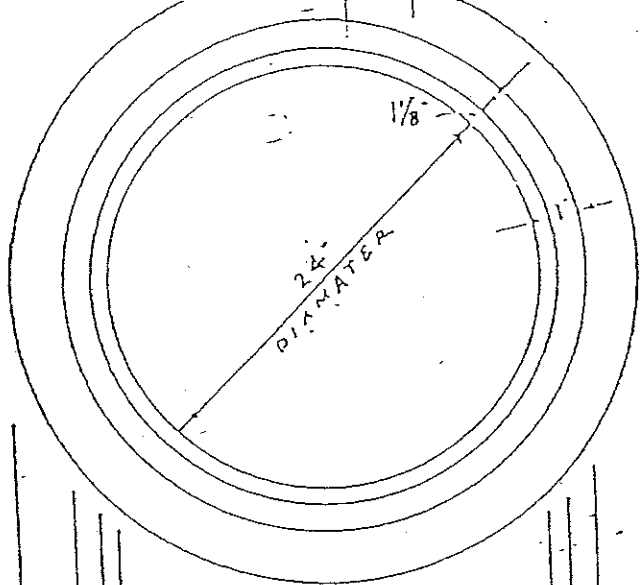
BITUMINOUS CONCRETE BERM



** SEE TYPICAL SECTIONS FOR PROJECT

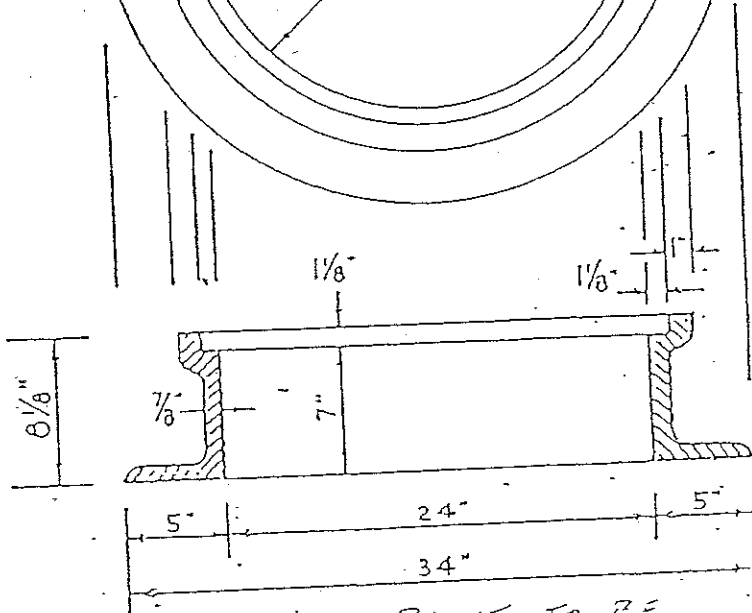
STANDARD DETAIL
BITUMINOUS CONCRETE
BERM
TOWN OF SOUTH HADLEY
ENGINEERING DEPARTMENT

**Appendix 2
Crosssections**



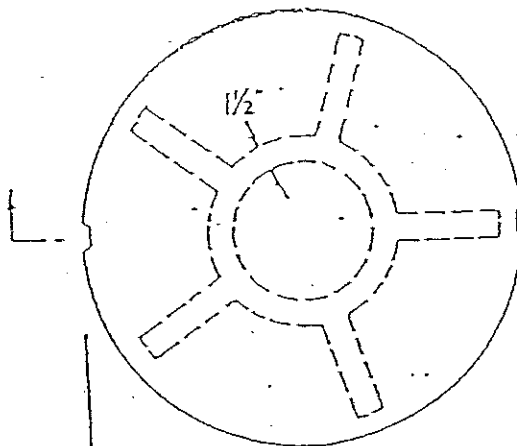
PLAN

STANDARD
MANHOLE FRAME
WEIGHT: 265⁺



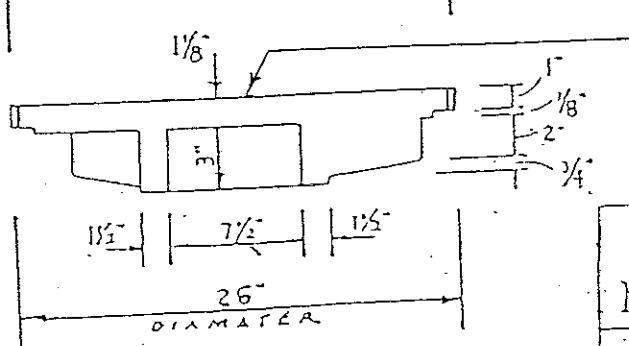
SECTION

BITUMINOUS PAINT TO BE
APPLIED TO FRAME AND COVER



PLAN

STANDARD
MANHOLE COVER
HEAVY WEIGHT: 210⁺



SECTION

STANDARD DETAILS
M.H. FRAME AND COVER
TOWN OF SOUTH HADLEY
ENGINEERING DEPARTMENT

**Appendix 2
Crosssections**

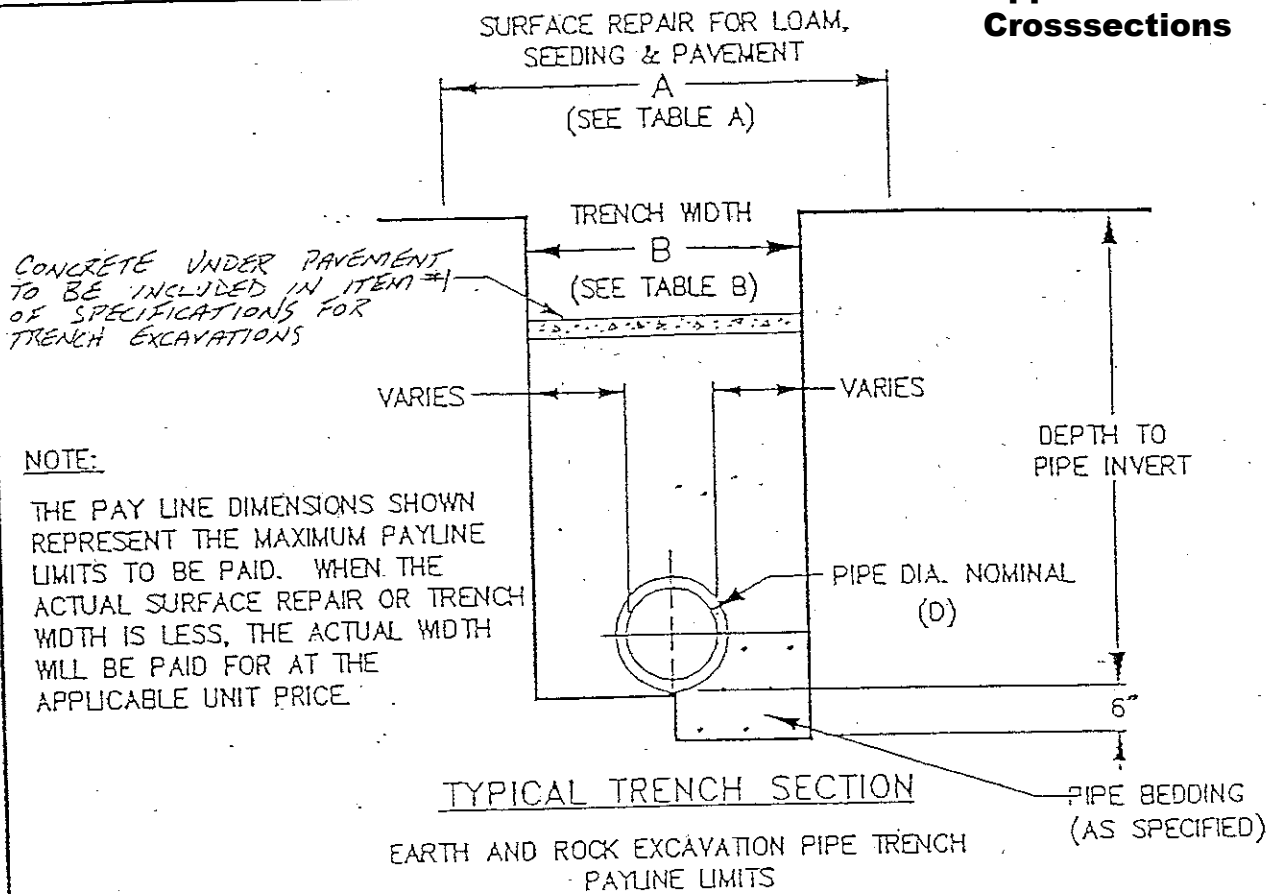


TABLE A SURFACE REPAIR PAY WIDTHS

NOMINAL PIPE DIA. 0 - 24"		NOMINAL PIPE DIA. GREATER THAN 24"	
TEMPORARY PAVEMENT 6'-6"	PERMANENT PAVEMENT & LOAM & SEED 8'-6"	TEMPORARY PAVEMENT D + 4	PERMANENT PAVEMENT & LOAM & SEED D + 6

TABLE B EXCAVATION PAY WIDTHS AND ROCK EXCAVATION PAY WIDTHS

NOMINAL PIPE DIA. 0-24"	NOMINAL PIPE DIA. GREATER THAN 24"
5'-0"	D + 3'-0"

NOTE:

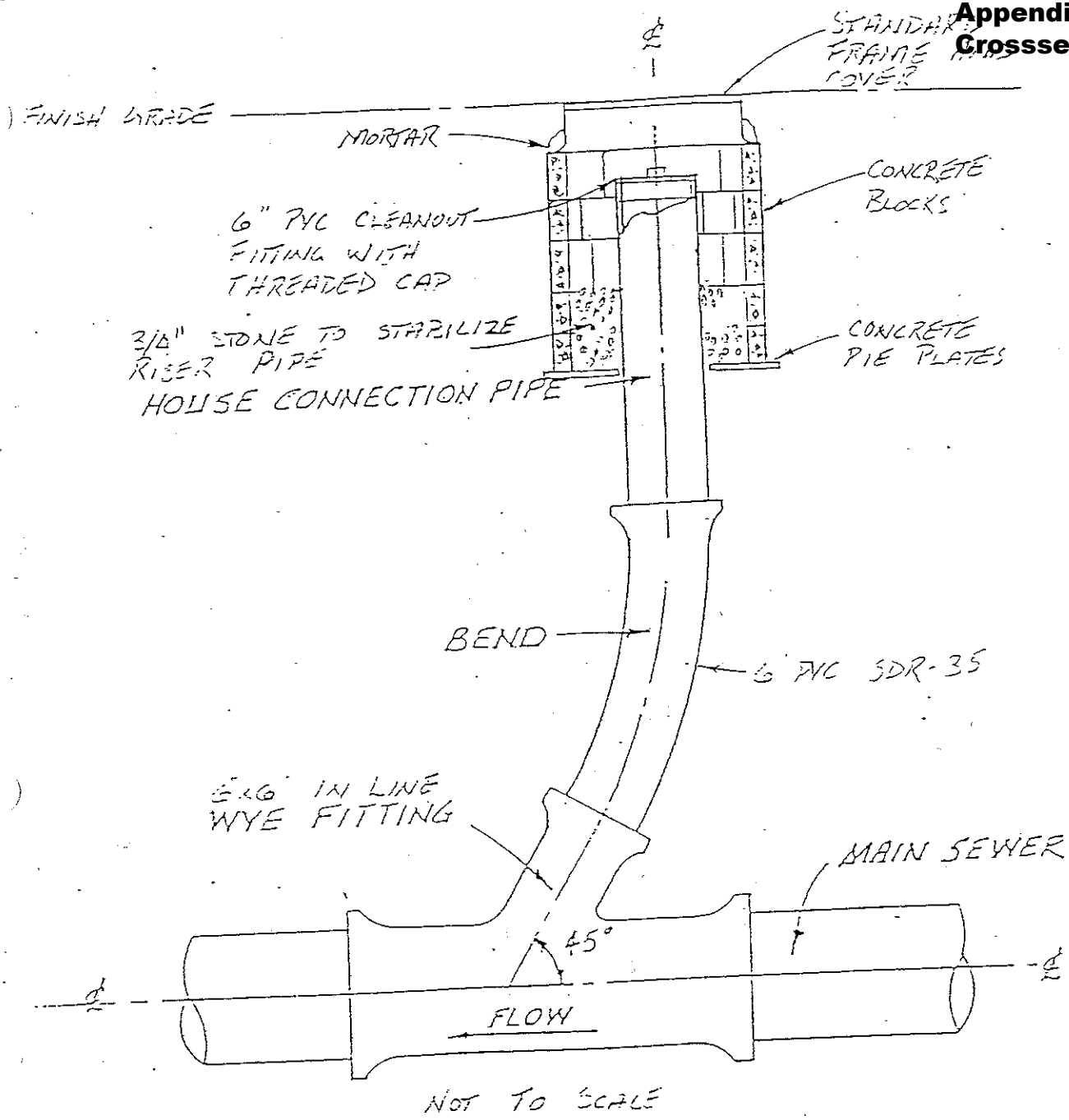
- PAYMENT DEPTH FOR ROCK (AS DEFINED HEREIN) WHICH IS ENCOUNTERED IN A TRENCH SHALL BE NO LESS THAN THREE(3) FEET.

STANDARD DETAIL

TRENCH PAY LINES

TOWN OF SOUTH HADLEY
ENGINEERING DEPARTMENT

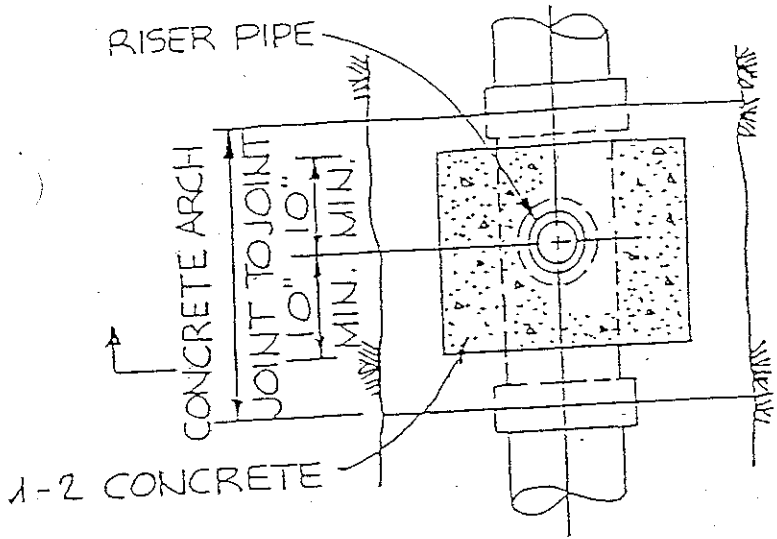
**Appendix 2
Crosssections**



NOTE:

MINIMUM PITCH FOR HOUSE CONNECTIONS = $\frac{1}{4}$ " PER
 LOCATION OF CONNECTIONS TO BE DETERMINED
 IN THE FIELD BY THE ENGINEER

STANDARD DETAILS
PVC PIPE CLEAN-OUT
TOWN OF SOUTH HADLEY
ENGINEERING DEPARTMENT

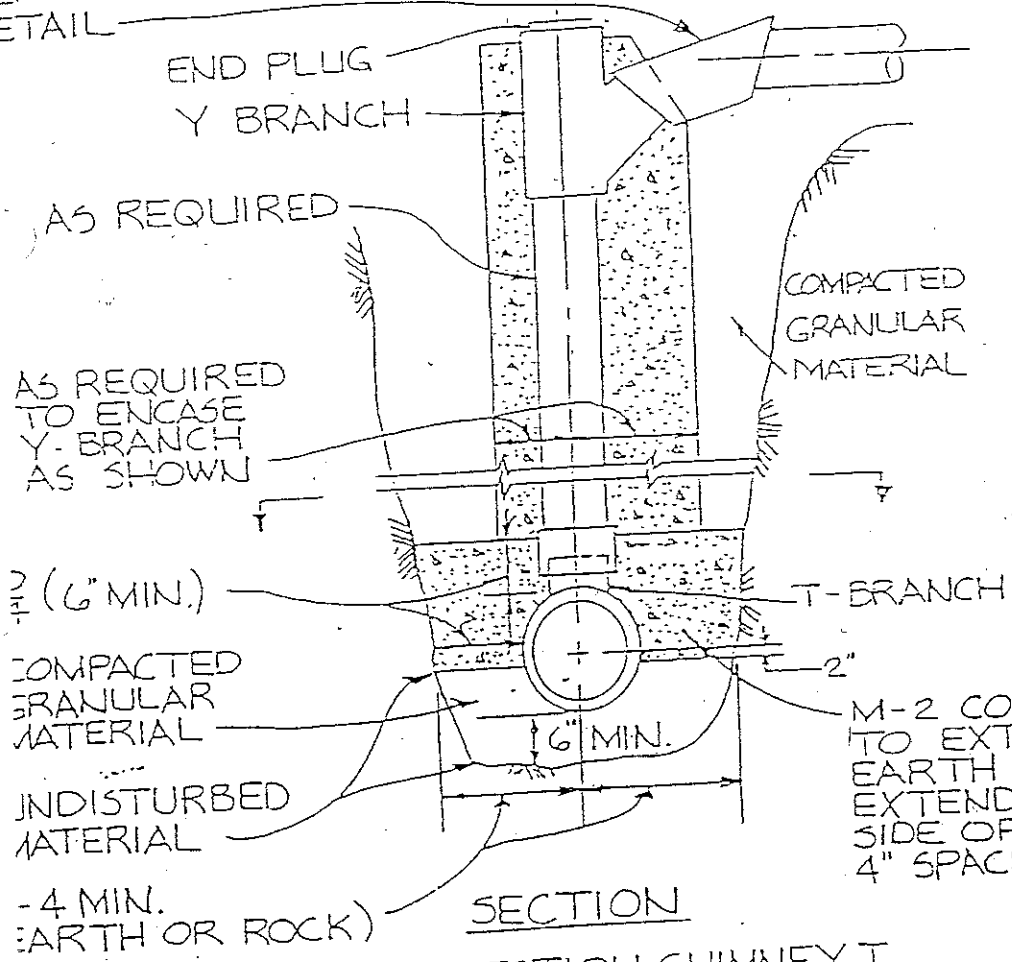


TRENCH BACKFILL TO BE PLACED AND COMPACTED CONCURRENTLY TO SAME ELEVATION ON EACH SIDE OF CHIMNEY

SECTIONAL PLAN

WELDING CONNECTION HERE REQUIRED REFER TO TYPICAL DETAIL

LIMIT OF PAYMENT FOR PIPE



SECTION

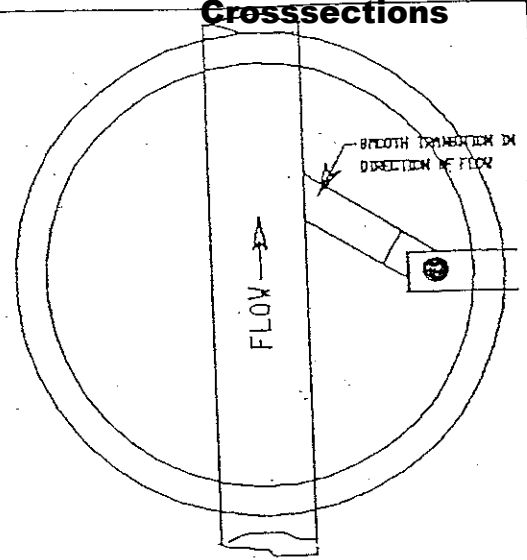
HOUSE CONNECTION CHIMNEY I

N.T.S.

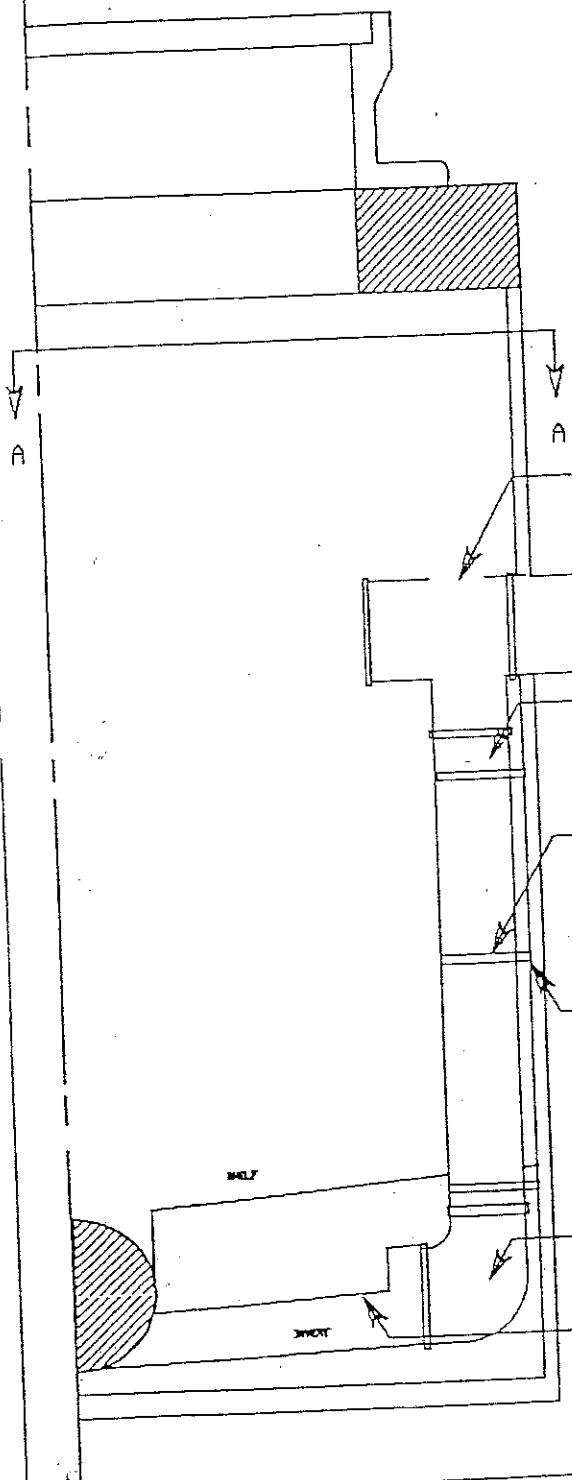
STANDARD DETAIL
HOUSE CONNECTION CHIMNEY TYPE I
TOWN OF SOUTH HADLEY ENGINEERING DEPARTMENT

**Appendix 2
Crosssections**

CENTER LINE OF M.H.



SECTION A-A



TEE-WYE WITH 4" HOLE CUT OUT

DROP PIPE TO BE SAME CLASS AND SAME SIZE OR LARGER AS INFLUENT PIPE.

1/4" X 1-1/4" ALUM. STRAPS
MIN. (3) STRAPS 40.C.

(2) 3/8" X 2-1/4" S.S. PARABOLTS
PER STRAP. PLACE BITUMINUM BTWN.
ALUMIN. STRAP & CONCRETE WALL

90° BELL & SPIGOT ELBOW
IN DIRECTION OF FLOW

PIPE CUT AT 1/2 DIAMETER

CHMNY.DCH
4/26/93

STANDARD DETAIL

PVC MANHOLE CHIMNEY

SOUTH HADLEY
DEPT. OF PUBLIC WORKS.
ENGINEERING DEPT.

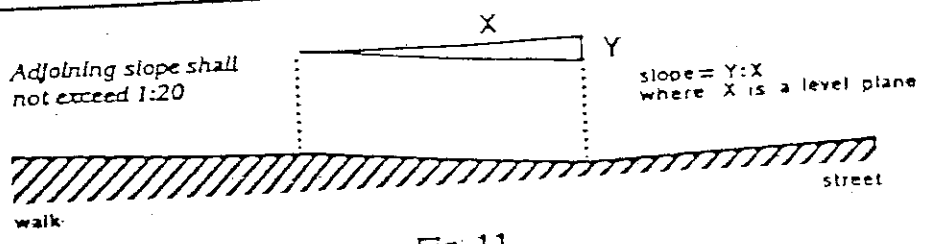
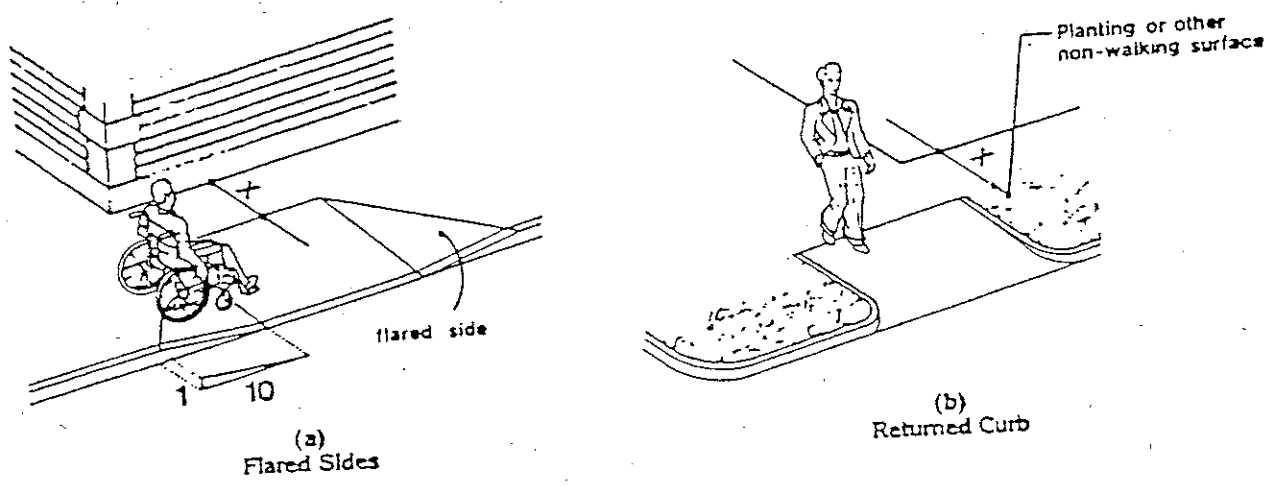


Fig. 11
Measurement of Curb Ramp Slopes



If X is less than 48 in., then the slope of the flared side shall not exceed 1:12.

Fig. 12
Sides of Curb Ramps

4.7.11 Islands. Any raised islands in crossings shall be cut through level with the street or have curb ramps at both sides and a level area at least 48 in (1220 mm) long between the curb ramps in the part of the island intersected by the crossings (see Fig. 15(a) and (b)).

4.8 Ramps.

4.8.1* General. Any part of an accessible route with a slope greater than 1:20 shall be considered a ramp and shall comply with 4.8.

4.8.2* Slope and Rise. The least possible slope shall be used for any ramp. The maximum slope of a ramp in new construction shall be 1:12. The maximum rise for any run shall be 30 in (760 mm) (see Fig. 16). Curb ramps

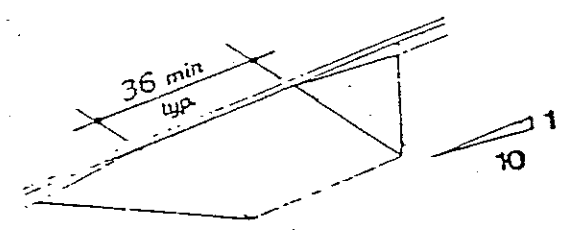


Fig. 13
Built-Up Curb Ramp

and ramps to be constructed on existing sites or in existing buildings or facilities may have slopes and rises as allowed in 4.1.6(3)(a) if space limitations prohibit the use of a 1:12 slope or less.

AND LAWN TREES AND PLANTINGS

Appendix Three

LARGE GROWING TREES (60-90 Feet)

(Minimum size: 2 1/2 inch trunk diameter, caliper at one foot above ground.)

<u>Species</u>	<u>Height</u>	<u>Width</u>	<u>Remarks</u>
Pin Oak (<i>Quercus Borealis</i>)	75'	40'	Excellent specimen tree street or lawn.
Red Oak (<i>Quercus palustris</i>)	80'	35'	Difficult to transplant. Excellent tree.
White Oak (<i>Quercus alba</i>)	90'	60'	One of the best trees.
Sugar Maple (<i>Acer saccharum</i>)	75'	50'	One of the best trees. East to transplant.
Columnar Sugar Maple (<i>Acer saccharum</i>)	75'	25'	Excellent choice for narrow areas.
Sycamore Maple (<i>Acer pseudo platanus</i>)	60'	40'	Good specimen tree.
London Plane (<i>Platanus acerifolia</i>)	80'	45'	Excellent specimen tree. Resists leaf blight.
Sycamore (<i>Platanus occidentalis</i>)	80'	45'	Excellent street or lawn tree.
Black Gum (<i>Nyssa sylvatica</i>)	60'	35'	Good in poorly drained soil-excellent Fall color.
Thornless Honeylocust (<i>Gleditsia triacanthus inermis</i>)	60'	30'	Tolerant to city conditions. Grows in many soil types.
White Ash (<i>Fraxinus americana</i>)	80'	35'	Good all around tree.
Kentucky Coffee Tree (<i>Gymnocladus dioicus</i>)	90'	35'	Good specimen tree.

MEDIUM SIZE TREES (40-60 Feet)

(Minimum size: 2 1/2 inch trunk diameter, caliper at one foot above ground.)

<u>Species</u>	<u>Height</u>	<u>Width</u>	<u>Remarks</u>
Yellow Wood (<i>Cladrastis lutea</i>)	40'	30'	Needs open space. Attractive blooms.
Japanese Pagoda Tree (<i>Sophora japonica</i>)	40'	30'	Tolerant to city conditions.
Linden Little Leaf (<i>Tilia cordata</i>)	60'	25'	Excellent specimen tree. Subject to Japanese Beetles.
Red Maple (<i>Acer rubrum</i>)	60'	40'	Does well in wet soils. Excellent tree.
Globe Norway Maple	50'	35'	Excellent tree.
Columnar Norway Maple	60'	25'	Excellent tree.
European Hornbeam (<i>Carpinus betulus</i>)	45'	20'	Excellent tree.
American Ironwood (<i>Carpinus caroliniana</i>)	45'	20'	Excellent tree.
Ginkgo (<i>Ginkgo biloba</i>)	60'	30'	Plant tree of only one sex to an area. Tree free from diseases and insects.

SMALL SIZE TREES (25-35 Feet)

(Minimum size: 9 foot crown height and 5 foot spread)

<u>Species</u>	<u>Height</u>	<u>Width</u>	<u>Remarks</u>
Hedge Maple (<i>Acer campestre</i>)	25'	15'	Fine specimen tree.
Amur Maple (<i>Acer ginnola</i>)	25'	15'	Brilliant Fall color.
Serviceberry (<i>Amelanchier canadensis</i>)	25'	15'	Attractive blooms and berries. Good tree.
Flowering Dogwoods (<i>Cornus species</i>)	30'	20'	Some of best trees. Subject to borers.
Chinese Dogwood (<i>Cornus kousa</i>)	30'	20'	Blooms month after <i>Cornus florida</i> .
Washington Hawthorne (<i>Crataegus phaenopyrum</i>)	35'	20'	Blight resistant, attractive

(Malus dolgo)			All trees listed are excel-
(Hopa)			lent as specimen or in
(Sanguiniana)			groups. Attractive blooms
(Lamoine)			and berries.
Eastern Redbud (Cercis canadensis)	30'	20'	Attractive bloom.
Russian Olive			
(Elaeagnus augustifolia)	35'	25'	Attractive leaves.

PLANTS AND SHRUBS FOR EMBANKMENTS, ROTARYS
AND CUL-DE-SACS.

<u>Species</u>	<u>Remarks</u>
Concolor Fir (Abies concolor)	Excellent color-slow growth.
American Arbor Vitae (Thuja occidentalis)	Good for grouping or as specimen tree.
Red Cedar (Juniperus virginiana)	Native to area.
Douglas Pyramidal Arbor Vitae (Thuja occidentalis douglassii)	Interesting cockscomb foliage.
English Yew (Taxus bacatta)	Subject to winter injury.
Upright Japanese Yew (Taxus cuspidata capitata)	Long life. Excellent tree or shrub.
Irish Juniper (Juniperus communis hibernica)	Tall narrow growth.
Intermediate Yew (Taxus cuspidata)	All yews are excellent shrubs.
Pfitzer Juniper (Juniperus chinensis pfitzeriana)	Interesting growth shape.
Mugho Pine (Pinus)	Subject to scale but fine shrub.
Savin Juniper (Juniperus sabina)	
Pieris	Showy white flowers

LOW TYPES

<u>Species</u>	<u>Remarks</u>
Taxus cuspidata nana, Sargent juniper,	
Andorra juniper, Prostrate juniper	Best for low growing ground cover.
European Bittersweet	Vine, dense growth.
All Rhododendron species	Slope cover.
Euonymus	All low growing species.

HARDY SHRUBS

<u>Species</u>	<u>Remarks</u>
All euonymus	Medium to tall species.
Dogwoods	Red stem, yellow stem, green stem.
All Vibernum species	Cranberry, arrowood, mayflowering, and many more.
Forsythia	
Philadelphus species	
Azela	Only two hardy species in this area-see nursery.
Firethorne Pyracantha	If protected from high winds.

GROUND COVER

<u>Species</u>	<u>Remarks</u>
Myrtle Vinca minor	Blue flowers. Excellent ground cover.
Pachysandra or Japanese spurge	To 12". Excellent ground cover.

EVERGREENS FOR LAWNS AND LANDSCAPING

<u>Species</u>	<u>Height</u>	<u>Width</u>	<u>Remarks</u>
White Pine (Pinus strobus)	100'	35'	Can be sheared to any height. Excellent tree.
Jack Pine (Pinus banksiana)	50'	25'	Good for lawns, background plantings.
Austrian Pine (Pinus nigra)	60'	30'	Compact growth. Excellent tree.
Scotch Pine (Pinus silvestris)	60'	25'	Attractive bark.
Douglas Fir (Pseudotsuga douglasi glauca)	70'	30'	Dense growth. Very attractive.
Colorado Spruce (Picea pungens)	70'	25'	Excellent tree.
Norway Spruce (Picea abies)	90'	25'	Excellent tree.
Canada Henlock (Tsuga canadensis)	80'	30'	Excellent tree.

**Appendix 4
Development Impact Statement**

DEVELOPMENT IMPACT STATEMENT

A Development Impact Statement (DIS) is a documented, written analysis of a proposed development which provides the Planning Board and Town Officials with information necessary for plan review.

It is a developer's responsibility to prepare and document the DIS in sufficient detail to permit an adequate evaluation by the Planning Board; however, additional data may be requested in writing by the Board. It is necessary to respond to all sections of the DIS form except when a written exemption is granted by the Planning Board. The applicant is urged to contact the Office of the Town Planner in the process of completing a Development Impact Statement.

NAME OF PROJECT:

ACREAGE:

TYPE OF PROJECT:

OWNER(S):

LOCATION:

PLANNER:

PARCEL NUMBER(S):

ENGINEER:

ZONING DISTRICT(S):

ARCHITECT:

I. PROJECT DESCRIPTION

a. Number of Units:

Total _____ Low-
Income _____ Single-
Family _____
Two-
Family _____ Row-
House _____ Apt. _____ Other _____
Condominium
Ownership _____ Rental _____ Private _____

b. Number of Bedrooms: Row Houses _____ Apartments _____

b. Approximate Price/Unit: Private _____
Condominiums _____
Rental _____

II. CIRCULATION SYSTEMS

- a. Street Design – Explain reasons for location of streets, stubs, and intersections. Project the number of motor vehicles to enter or depart the site per average day and peak hour.
- b. Parking & Bus Stops – Discuss the number, opportunities for multiple use, and screening of parking spaces. With respect to bus stops, if any, explain the location, shelter design and orientation to any path systems.

III. SUPPORT SYSTEMS

a. Water Distribution

1. Public – Discuss the project's water distribution system, including projected demand, ability to serve all lots, use of water for air conditioning, and any special problems such as check valves or booster pumps which must be dealt with.
2. Private – Discuss the type of system, level of treatment, suitability of soils and results of percolation tests.

b. Sewage Disposal

1. Public – Discuss the project's sewage disposal system, including projected flow, size of pumping stations including auxiliary power, and any special problems such as check valves, etc. which must be dealt with, and the effects on the waste water treatment facility.
2. Private – Discuss the type of system, level of treatment, suitability of soils and results of percolation tests.

c. Storm Drainage – Discuss the storm drainage system including the projected flow from 10 year and a 100 year storm, name of the receptor stream, and any flow constriction between the site and the receptor stream.

d. Refuse Disposal – Discuss the location and type of facilities, hazardous materials requiring special precautions, and screening.

e. Lighting – Discuss the location and size of lights, and methods used to screen adjoining properties from glare.

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- f. Fire Protection – Discuss the type and capacity of fuel storage facilities, location of storage areas for hazardous substances, special requirements, and distance to fire station.
- g. Recreation
 - 1. Public – Indicate the distance to and type of public facilities.
 - 2. Private – Discuss the type of private recreation facilities to be provided within the development
- h. Schools – Project the student population of the project for the nursery, elementary, middle school and senior high school levels and indicate the distance, capacity, and present enrollment of the nearest elementary and secondary schools.

IV. NATURAL CONDITIONS – Describe briefly the following natural conditions:

- a. Topography – Indicate datum, source, date, slopes greater than 25%
- b. Soils – Indicate prime agricultural land, depth to bedrock, extent of land which has been filled.
- c. Mineral Resources – Indicate extent and economic importance of resource, extent and means of proposed extraction, rehabilitation measures.
- d. Surficial geology
- e. Depth to water table
- f. Aquifer recharge areas
- g. Wetlands
- h. Watercourses
- i. Flood prone areas
- j. Vegetative cover
- k. Unique wildlife habitats
- l. Unique flora

V. DESIGN FACTORS – Describe briefly the following features. Photographs are helpful.

- a. Present visual quality of the area
- b. Location of significant viewpoints
- c. Historic structures
- d. Architecturally significant structures
- e. Type of architecture for development

VI. ENVIRONMENTAL IMPACT

- a. Measures taken to prevent surface water contamination
- b. Measures taken to prevent ground water contamination
- c. Measures taken to maximize ground water recharge
- d. Measures taken to prevent air pollution
- e. Measures taken to prevent erosion and sedimentation
- f. Measures taken to maintain slope stability
- g. Measures taken to reduce noise levels
- h. Measures taken to preserve significant views
- i. Measures taken to project design to conserve energy
- j. Measures taken to preserve wildlife habitats
- k. Measures taken to ensure compatibility with surrounding land uses

VII. PLANS

- a. Master Plan
- b. Open Space Plan
- c. Regional plans prepared by the Lower Pioneer Valley Regional Planning Commission

- VIII. PHASING – If the development of the site will take place over more than one year, supply a schedule showing how the development will be phased. A flow chart is helpful. This time table shall include the following elements:
- a. Stripping and/or clearing of site
 - b. Rough grading and construction
 - c. Construction of grade stabilization and sedimentation control structures
 - d. Final grading and vegetative establishment
 - e. Landscaping
 - f. The construction of any public improvement shall be specified explaining how these improvements are to be integrated with the development.
 - g. The number of housing units and the square footage of nonresidential uses to be constructed each year and their estimated value shall be specified.

Adopted Amendments to the Planning Board General Rules and Regulations

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The Planning Board General Rules and Regulations as adopted June 3, 2019 are amended as follows:

1. In Section 2 “Application”, Paragraph “c” was revised by inserting the phrase “or external drive” following the phrase “computer disk” such that paragraph 2c reads as follows:

The “digital copy” shall be in a format acceptable to the Town Planner/Planning Director which will allow transmittal via email and posting on the Town’s website. Generally, the digital copy is to be in a Portable Document Format (PDF) unless the Town Planner/Planning Director determines a different format is equally acceptable. The “digital copy” may be submitted to the Town Planner/Planning Director via email the same day on which the paper copies are submitted or contained on a computer disk or external drive submitted with the paper copies.

2. In Section 2 “Application”, Paragraph “e” was revised by inserting the phrase “related to pending applications” following the phrase “or subsequent supplemental materials” such that paragraph 2e reads as follows:

Modifications of application materials or subsequent supplemental materials related to pending applications shall be submitted in the same quantity and formats as the original application submittal.

3. In Section 9 “Failure to Pay”, the paragraph was deleted the paragraph as written in its entirety and the following new paragraph was inserted o read as follows:

Failure of an applicant to pay a review fee shall be deemed failure to file a complete application and therefore the application shall be deemed incomplete and either denied by the Board on those grounds, or shall not be accepted.

4. In Section 10 “Excess Funds Returned”, the paragraph was deleted as written in its entirety and the following new paragraph was inserted to read as follows:

At the completion of the Board’s review of a proposed project, or at a time determined by any statute, bylaw, or regulation to run from the submission of the application/permit, including any constructive approval as certified by the Town Clerk, or upon the withdrawal of said submission in writing, any excess amount in the account, including interest, attributable to a specific project, shall be repaid to the applicant or the applicant’s successor in interest.

5. In Section 12 “Successor in Interest”, was revised by inserting the phrase “which may be subject to review by Town Counsel” at the end of the paragraph such that the paragraph reads as follows:

Adopted Amendments to the Planning Board General Rules and Regulations

For the purpose of this regulation, any person or entity claiming to be an applicant's successor in interest shall provide the Board with documentation that legally establishes this succession in interest, which may be subject to review by Town Counsel.

6. In Section 13 "Appeals", Paragraph "d Waiver of Appeal" was deleted as written in its entirety and the following new paragraph 13d was inserted to read as follows:

Waiver of Appeal. The applicant should notify the Planning Board of its acceptance of the consultant and waiver of appeal at the earliest possible time in the review and consultant selection process. The Planning Board and staff reserve the right to take no action on an application until the appeal period has run, unless a waiver of appeal is filed.

7. In Section 16 "Procedural History", was revised to add the following new paragraphs:

Said General Rules and Regulations Concerning Application Requirements, Application Fees, Application Review Fees, and Fee Schedule adopted June 3, 2019 were filed with the Town Clerk on June 14, 2019.

On August 19, 2019, the Town of South Hadley Planning Board held a public hearing, pursuant to G.L. c. 41, s. 81Q and G.L. c. 40A, s. 9, to consider proposed amendments to said General Rules and Regulations as were adopted June 3, 2019 and filed with the Town Clerk on June 14, 2019. At the close of the public hearing, the Planning Board voted to adopt amendments to said General Rules and Regulations governing applications, application review fees and a new schedule of fees for review conducted by the Planning Board and its consultants on the various types of applications which come before it. Said Amendments as adopted August 19, 2019 were filed with the Town Clerk on August 22, 2019.

TOWN OF SOUTH HADLEY

**PLANNING BOARD GENERAL RULES AND REGULATIONS
CONCERNING APPLICATION REQUIREMENTS, APPLICATION FEES,
APPLICATION REVIEW FEES AND FEE SCHEDULES**

1. Purpose:

These regulations and fee schedules have been adopted to produce more consistent application requirements and a more equitable schedule of fees which more accurately reflects the costs of technical and legal review of applications to the Planning Board; to take advantage of the procedures offered by G.L. c. 44, s. 53G; to establish a review procedure in the selection of consultants; and to promote more informed decision-making by the Planning Board.

2. Application:

- a. Each application for review by the Planning Board shall be submitted to the Planning Board accompanied by two (2) paper copies and one digital copy of each complete application submittal (this shall include the completed and signed applicable application form, related project narrative, Site Plan, and other supporting materials). Each copy of the submittal is to be properly collated prior to submittal. A copy of said application shall be concurrently filed with the Town Clerk.
 - i. In the case of an application for an Approval Not Required (ANR) Plan, the applicant is to also submit two (2) mylar copies of the proposed plan.
- b. The Date of receipt by the Town Clerk shall be considered the date on which the application has been filed with the Planning Board.
- c. The “digital copy” shall be in a format acceptable to the Town Planner/Planning Director which will allow transmittal via email and posting on the Town’s website. Generally, the digital copy is to be in a Portable Document Format (PDF) unless the Town Planner/Planning Director determines a different format is equally acceptable. The “digital copy” may be submitted to the Town Planner/Planning Director via email the same day on which the paper copies are submitted or contained on a computer disk or external drive submitted with the paper copies.
- d. The Planning Board reserves the right to require submittal of up to nine (9) additional paper copies of the application submittal (or portions thereof) if the reviewing departments or Planning Board members request such materials.

- e. Modifications of application materials or subsequent supplemental materials related to pending applications shall be submitted in the same quantity and formats as the original application submittal.
- f. Any project (other than an ANR Plan) proposed to be carried out within the DEP Zone II or DEP Zone III of the Dry Brook Public Water Supply Well is to include an assessment of the proposed development's impact on the public drinking water supply.
- g. For any application (other than for an ANR Plan) for a project proposed to be carried out within the DEP Zone II or DEP Zone III of the Dry Brook Public Water Supply Well, the applicant is to document that they have consulted with the Board of Health, Fire District 2 Board of Water Commissioners, and the Conservation Commission.

3. Application Fees:

All applications to the Planning Board shall be accompanied by cash or check payable to the Town of South Hadley in the amount specified in Appendix D (South Hadley Planning Board Fee Schedule). The costs of advertising the public hearing are to be paid by the applicant as set forth in the Public Hearing Notices portion of the Fee Schedule in Appendix D. Said Appendix D is attached incorporated herein.

4. Application Review Fees:

In addition to those fees established in Section 3 above, the Planning Board may impose a fee, pursuant to Massachusetts General Laws Chapter 44, § 53G, Chapter 41, § 81Q, and Chapter 40A, § 9. for project review on those applications which require, in the judgment of the Planning Board, review by outside professional consultants due to the size, scale or complexity of a proposed project, the project's potential impacts, or because the Town lacks the necessary expertise to perform the review work related to the permit or approval. In hiring outside consultants, the Board may engage engineers, planners, lawyers, designers, or other appropriate professionals able to assist the Board and to ensure compliance with all relevant laws, ordinances, by-laws and regulations. Such assistance may include, but shall not be limited to, analyzing an application, monitoring or inspecting a project or site for compliance with the Board's decisions or regulations, or inspecting a project during construction or implementation.

- a. If the Planning Board has previously determined that an Application Review Fee is to be required for a proposed application, the Application Review Fees shall be submitted at the time of the submittal of the application for deposit in an account established pursuant to G.L. c. 44, s. 53G. Any such application filed without this fee shall be deemed

incomplete and no review work shall commence until the fee has been paid in full.

- b. If during the course of the Planning Board review of an application, the Board determines that an outside review to be paid for by an Application Review Fee is necessary, the applicant shall submit the Application Review Fee within fourteen (14) calendar days of the Board's determination.

The Planning Board, in collecting and expending said Application Review Fees, selecting the consultant, and all other matters related to its utilization of the Application Review Fees shall be governed by paragraphs 5 through 11 below). The Applicant's right to appeal said Application Review Fees are set out in paragraph 13 below..

5. Professional Fields

- a. Professional Expertise/Consultants. In hiring outside professional expertise and/or consultants, the Board may engage engineers, planners, lawyers, urban designers, regional planning agencies or other appropriate professionals who are qualified and capable of assisting the Board in analyzing a project to ensure compliance with all relevant laws, by-laws, and regulations.
- b. Minimum Qualifications. All consultants selected by the Board must meet minimum qualifications consisting of:
 - i. an educational degree in, or related to the field at issue, from a recognized public or private college or university,
 - or**
 - ii. three or more years of practice in the field at issue or a related field.

6. Filing with Town Clerk

The selection made by the Board shall be recorded with the office of the Town Clerk within five business days of the Board's final selection(s).

7. Deposit of Funds/Establishment of Special Account/Use of Funds

Funds received by the Board pursuant to this section shall be deposited with the Town Treasurer who shall establish a special account for this purpose.

- a. Expenditures From Fund. Expenditures from this special account may be made at the direction of the Board without further appropriation. Expenditures from this special account shall be made only in connection with the review of a specific project or projects for which a review fee has been, or will be, collected from the applicant.
- b. Review fees may only be spent for services rendered in connection with the specific project for which they were collected. These services shall include, but are not necessarily limited to: project reviews, document reviews, and project-related inspections. Accrued interest may also be spent for this purpose.
- c. If the outside consultant review begins and expenses are generated prior to the filing of a formal administrative appeal, all such expenses, up to the time of appeal, shall be paid out of the special account for that particular project.

8. Amount of Application Review Fee

- a. Minimum Fees. The fee schedule of the Planning Board under Application Review shall be adhered to in determining the review fee required for the establishment of the special account.
- b. Additional Review Fee. If review funds charges are insufficient to cover the costs of outside professional expertise and/or consultant review, the Board may require the applicant to pay an additional review fee to cover these costs provided these costs are reasonable and directly related to the project undergoing review.

9. Failure To Pay

Failure of an applicant to pay a review fee shall be deemed failure to file a complete application and therefore the application shall be deemed incomplete and either denied by the Board on those grounds, or shall not be accepted.

10. Excess Funds Returned

At the completion of the Board's review of a proposed project, or at a time determined by any statute, bylaw, or regulation to run from the submission of the application/permit, including any constructive approval as certified by the Town Clerk, or upon the withdrawal of said submission in writing, any excess amount in the account, including interest, attributable to a specific project, shall be repaid to the applicant or the applicant's successor in interest.

11. Report of Account

A final report of the status of said account shall be made available to the applicant or the applicant's successor in interest.

12. Successor In Interest

For the purpose of this regulation, any person or entity claiming to be an applicant's successor in interest shall provide the Board with documentation that legally establishes this succession in interest, which may be subject to review by Town Counsel.

13. Appeals

- a. Method of Appeal. Any applicant may take an administrative appeal from the selection of the outside professional expert and/or consultant to the Selectboard.
- b. Grounds for Appeal. The grounds for such an appeal shall be limited to claims that the consultant selected has a conflict of interest or does not possess the minimum, required qualifications.
- c. Seven Days To File Appeal. Any applicant aggrieved by a selection of an outside consultant may appeal to the Selectboard provided that such appeal is entered within seven calendar days after such selection has been made as recorded in the office of the Clerk. An appeal will not be considered valid unless it is formally filed with the office of the Town Clerk with a copy given to the Selectboard.
- d. Waiver of Appeal. The applicant should notify the Planning Board of its acceptance of the consultant and waiver of appeal at the earliest possible time in the review and consultant selection process. The Planning Board and staff reserve the right to take no action on an application until the appeal period has run, unless a waiver of appeal is filed.
- e. Action On An Appeal. In acting on an administrative appeal, the Selectboard may determine that:
 - i. a conflict of interest does exist, and/or the consultant does not meet the minimum qualifications, therefore, the Planning Board must select another consultant,

or

ii. a conflict of interest does not exist, and/or the consultant does meet the minimum qualifications, therefore, the selection made by the Planning Board stands.

f. *No Decision On Appeal.* In the event that no decision is made within one month (30 days) following the filing of the appeal, the selection made by the Board shall stand.

14. Review Period Extended

The required time limit for action upon an application by the Board shall be extended by the duration of the administrative appeal, beginning from the date of filing such Appeal.

15. Supplementary

These General Regulations are supplementary to other provisions of the South Hadley Zoning Bylaw, South Hadley Subdivision Regulations, the Special Permit Rules and Regulations, and the Site Plan Review Rules and Regulations.

16. Procedural History

On June 3, 2019, the Town of South Hadley Planning Board held a public hearing, pursuant to G.L. c. 41, s. 81Q and G.L. c. 40A, s. 9, to consider proposed regulations governing fees. At the close of the public hearing, the Planning Board voted to adopt regulations governing applications, application review fees and a new schedule of fees for review conducted by the Planning Board and its consultants on the various types of applications which come before it.

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