

SITE PLAN REVIEW

Submission Deadline:

Applications for Site Plan Review shall be filed with Brockton Planning Department. Contact the Brockton Planning Department at (508) 580-7113 for filing deadlines.

Publication:

Notice of the Planning Board hearing will appear in the Enterprise newspaper two consecutive weeks prior to the hearing. The applicant or his agent will be billed directly for this advertisement by the newspaper and are responsible for all costs.

Project Thresholds:

- All **NEW** construction and all multifamily or apartment developments containing six (6) or more units **or** all conversions of commercial and/or industrial property to residential use.
- Any development located on an unconstructed or unimproved way (not covered by Subdivision Control) or any development that requires utility extensions.
- All **ADDITIONS** consisting of 500 square feet or more of the gross building area.

**Site Plan Review is a two tier approval process consisting of a
Technical Review by appropriate City Departments and the
Planning Board.**

Technical Review:

Prior to Planning Board hearing, the appropriate City Departments will meet and will review the application and plans for compliance with City Ordinance. The applicant and/or agent are required to attend this session to expedite the review. Projects that require Conservation Commission approval may proceed to the Technical Review and will only receive final Planning Board approval upon the issuance of an Order of Conditions or a Determination of Applicability.

Planning Board Site Review Meeting:

The Planning Board acting as the Permit Granting Authority will consider approval of Site Plan Review Applications at the regularly scheduled Planning Board meeting held on the first Tuesday of every month. Ten (10) copies of the site plan incorporating the final comments of the Technical Review Committee must be submitted to the Brockton Planning Department no later than twelve (12) noon on the first business day of the month following the Technical Review meeting. On the night the Planning Board is to consider Site Review projects **ALL** applicants shall bring a plan in presentation form for the Board to consider.

Failure to do so will result in the project being tabled until the next month's meeting.

Upon the issuance of approval of the plan by the Planning Board the applicant must submit two COMPLETE sets of plans to the Brockton Planning Department. These plans will be stamped as approved by Site Plan Review. Only the plan bearing the RED Site Plan Approval stamp is to be submitted to the Building Department for permitting. No changes or deviations to the plan can be made once the site plan has been approved without the authorization of the Planning Board.