



# CITY OF BROCKTON

DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT

Planning Board

Historical Commission

Conservation Commission

FOR OFFICE USE ONLY

Robert F. Sullivan  
Mayor

Robert May, CECD  
Director

45 SCHOOL STREET, BROCKTON, MA 02301 | (508) 580-7113 | <https://brockton.ma.us>

## Site Plan Review

Site Plan Review is a two-step process consisting of first a **Technical Review Session** with the appropriate City Departments, and second the **Planning Board meeting** of the project before the Planning Board.

**THE PLANNING BOARD IS THE SOLE PERMIT GRANTING AUTHORITY FOR SITE PLAN REVIEW PROJECTS PER CITY ORDINANCE.**

### STEP 1: Technical Review

Prior to Planning Board hearing, the appropriate City Departments will meet with the Applicant and their team to review the application and plans for compliance with City Ordinances, Design Guidelines, Fire Code, and Zoning. The applicant and/or agent and engineering firm are required to attend this meeting. All minor changes discussed at the Technical Review session must be incorporated into the final plan and submitted to the Planning Department for approval by the department requesting the change before the project can proceed to the Planning Board for approval. Major changes will require that the applicant re-appear at another Technical Review session. An applicant will be advised as to whether his changes require him to re-appear before the Technical Review Board. **All revisions must include a narrative outlining the changes, plan changes should be highlighted with a cloud.**

### STEP 2: Planning Board Meeting

The Planning Board will consider approval of Site Plan Review Applications at its regularly scheduled Planning Board meeting held on the first Tuesday of the month.

### Marijuana Establishments

All marijuana establishments shall go through the Site Plan Review Process in accordance to **Article III, Section 27-24.4, Adult Use of Marijuana**. There are additional requirements for marijuana establishments for Site Plan Review as part of this ordinance. Addendum 4 (attached) to this application provides these additional requirements that shall be completed by the applicant as part of a submittal. Applications and plans shall be reviewed by a third-party consultant as part of this review at the applicants' expense.

**Project Thresholds** (Check any of the below that applies):

- New commercial and industrial construction.
- Residential developments containing six (6) or more units.
- Conversions of commercial and/or industrial property to residential use.
- Commercial and/or industrial additions consisting of 500 square feet or more.
- Development located on an un-constructed or unimproved way (not covered by Subdivision Control) or any development that requires utility extension.
- Marijuana Establishments

## PROJECT INFORMATION

PROJECT NAME:

PROJECT ADDRESS:

PARCEL ID(s):

ENGINEER/SURVEYOR:

**EXISTING PROPERTY INFORMATION**

ZONING DISTRICT:	LAND USE:	DEED OF PROPERTY: Book _____, Page _____
SIZE OF PROPERTY: _____ SQ. FT. _____ ACRES	LOT DIMENSIONS: _____ WIDTH _____ DEPTH _____ FRONTAGE _____ AREA	
Has this project been approved by the Conservation Commission?*	Has this project been approved by the Zoning Board of Appeals?	
<input type="checkbox"/> Yes, Date of Meeting _____ <input type="checkbox"/> No <input type="checkbox"/> Pending	<input type="checkbox"/> Yes, Date of Meeting _____ <input type="checkbox"/> No <input type="checkbox"/> Pending	
*Note: You <b>must</b> complete the process with the Conservation Commission, if approval needed, before submitting with the Planning Board.	*Note: You <b>must</b> complete the process with the Zoning Board, if approval needed, before submitting with the Planning Board.	

**PROPOSED REQUEST INFORMATION**

Project Narrative (Must include all proposed work below and complete narrative):

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**CONTACT INFORMATION****PROPERTY OWNER**

PROPERTY OWNER NAME:

ADDRESS:

CITY:

STATE:

ZIPCODE:

TELEPHONE NUMBER:

EMAIL ADDRESS:

**APPLICANT (IF DIFFERENT THAN OWNER)**

APPLICANT NAME:

ADDRESS:

CITY:

STATE:

ZIPCODE:

TELEPHONE NUMBER:

EMAIL ADDRESS:

**DESIGNATED AGENT**

APPLICANT NAME:

ADDRESS:

CITY:

STATE:

ZIPCODE:

TELEPHONE NUMBER:

EMAIL ADDRESS:

**OWNER'S CONSENT\***

I \_\_\_\_\_ (\*Owner's Name as it appears on the recorded deed, see notes below if owned by a business), the fee simple owner of the property with the following legal description (as it appears on the warranty deed; attach separate sheet if necessary):

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

hereby petition to the City of Brockton for \_\_\_\_\_ (application type). I certify that I have examined the application and that all statements and diagrams submitted are true and accurate to the best of my knowledge. I consent to inspections, photographing and placement of signs on the subject property by City Staff for purposes of consideration of this application and/or presentation to the approving body. Further, I understand that this application, attachments and fees become part of the Official Records of the City of Brockton, MA, and are not returnable.

\_\_\_\_\_  
**SIGNATURE - OWNER**

**OWNER'S DESIGNATION OF AGENCY\***

I \_\_\_\_\_ (\*Owner's Name as it appears on the recorded deed, see notes below if owned by a business), the fee simple owner of the property with the following legal description (as it appears on the warranty deed; attach separate sheet if necessary):

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

hereby affirm that \_\_\_\_\_ (Agent's Name) is hereby designated to act as agent of my behalf to petition the City of Brockton for \_\_\_\_\_ (application type). I certify that I have examined the application and that all statements and diagrams submitted are true and accurate to the best of my knowledge. Further, I understand that this application, attachments and fees become part of the Official Records of the City of Brockton, MA, and are not returnable.

\_\_\_\_\_  
**SIGNATURE - OWNER**

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ (name of person acknowledging), who has produced \_\_\_\_\_ as identification and/or is personally known to me.

\_\_\_\_\_  
**SIGNATURE - NOTARY PUBLIC**

\_\_\_\_\_  
**PRINT NAME - NOTARY PUBLIC**

**NOTARY SEAL OR STAMP**

My Commission Expires: \_\_\_\_\_

**\*NOTE: When an application is executed on behalf of a corporation or business entity, documentation must be provided which demonstrates that the corporation's representative is authorized to act on behalf of the corporation (only complete the one that applies above).**

**APPLICATION ACKNOWLEDGEMENTS**

Please read the following and acknowledge below:

- I have submitted **five (5) copies** of the application, signed by all property owners, and **five (5) copies** of the full-sized plans, printed 24" by 36". (Check as applicable).
  - The following information must be included - project name, planning board signature block (in red), magnetic north arrow, date, scale, and vertical datum of survey on Brockton city base. Plans shall be drawn at a minimum scale of 1" = 40' by a registered land surveyor, professional engineer, architect, and landscape architect (as appropriate) and signed and stamped by the appropriate individual. The plan shall include the following information, each of which shall be submitted on the following separate sheets.
  - Existing and Proposed Conditions – Existing and proposed elevations and contours, location of all existing natural features, including ponds, brooks, streams, wetlands, and all areas subject to the jurisdiction of the Brockton Conservation Commission. Also, owners of record of all abutting lots of the most current City of Brockton Assessor’s records and the approximate locations of all buildings or structures on abutting lots that is located within 30 feet of the lot lines of the proposed project site.
  - Site Layout – Location and dimensions of all building and other construction; internal roadways and access ways to adjacent public roadways, construction drives and a profile of same if determined to be necessary by the reviewing board; location of trash dumpsters and snow storage areas.
  - Parking – Location and dimensions of all parking area, loading areas, walkways and driveways.
  - Landscape and Lighting – Location and type of external lighting. Location, type (loam, seed, sod, types of plant and trees, etc.), dimensions and quantities of landscaping and screening. For vehicular and pedestrian safety, shrubs to be planted at the back of walk of business property line shall be low for site viewing purposes.
  - Utilities – Location and dimensions of existing and proposed public and private utilities, including water, surface drainage, sewer, fire hydrants and other waste disposal and a profile of same if determined to be necessary by the reviewing board.
  - Stormwater Calculations – Drainage calculations, soil profiles, and test logs
  - Architectural Plan – Shall include all floor plans and architectural elevations of all proposed buildings.
  - Zoning Evaluation Table – A zoning evaluation table to show how the development meets or fails to meet the requirements of the Zoning Ordinance. Please submit a copy of any zoning variances or special permits that
- I have submitted a **narrative** explaining all proposed – use of building, traffic flow and circulation, parking, landscaping, snow removal, screening, external lighting, and public/private utilities.
- I have submitted any affiliated **Zoning Decision Letters**, if a variance or special permit was granted beforehand.
- I have submitted the **digital copy** of the submission to [planning@cobma.us](mailto:planning@cobma.us).
- I have provided the associated **fee**, payable to the City of Brockton, in the amount described in the fee schedule.
- I have submitted the original **Municipal Lien Certificate**, showing that there is no outstanding balance.
- I understand that the stormwater management will be reviewed by the department’s third-party reviewer and I will provide the associated **fee**.
- I have submitted the **certified copy** of the plan from the Registry of Deeds.

The aforementioned has been read and acknowledged by:

SIGNATURE - OWNER/APPLICANT	SIGNATURE - DESIGNATED AGENT
PRINT NAME - OWNER/APPLICANT	PRINT NAME - DESIGNATED AGENT



Brockton Fire Department  
 Fire Prevention Bureau  
 560 West Street  
 Brockton, Massachusetts 02301  
 Office 508-583-2933  
 Fax 508-584-3416

Addendum 1.



This document should be used by designers of projects that must be present to the Site Plan Review Board.

**Hydrants and Fire Department Connections**

If hydrants are being installed on the property, the installer shall confer with the Brockton Water Department at 508-580-7135. The threads on the hydrant shall contain the "Brockton Threads".

A notation on the site plan shall read "Any hydrant, fire protection water supply line and associated devices on subject property shall be maintained to the requirements of NFPA 25."

If the subject property will have a fire suppression sprinkler system installed, a hydrant may be needed in the area of the Fire Department Connection.

A permanent hard surface such as concrete or black top shall be installed leading to the fire hydrant and to the Fire Department Connection. A notation shall appear on plan indicating that these areas will be properly maintained and cleared of snow.

**Truck Turning Radius**

The following information should be used in designing roadways and parking areas. Designers should show the turning radius on plan as well as a template of the truck.  
 Steering Radius – Brockton Apparatus

Vehicle	Length	Wheel Base	Turning radius
Engines	30'3"	177"	30'9"
Ladder 1	41'9"	220"	31'4"
Tower 1	44'9"	240"	41'5"
Tower 2	50'9"	240"	53'2"

**Fire Lanes**

If fire lanes are required per 527 and or 780 CMR they shall be shown on the plans.

\_\_\_\_\_  
 Signature of Applicant or Designee

Date: 11/7/19

**Addendum 2.**

1. All work within the City of Brockton street layout including all installation of all utilities requires that all contractors and subcontractors be licensed with the City of Brockton. See DPW Engineering for requirements.
2. Proposed construction driveways to prevent tracking of construction debris onto city streets must be installed prior to beginning work.
3. Maintenance for all drainage infrastructures on private property are the property owner's responsibility. All site drainage is to be contained on the property. No sump pumps, trench drains, etc. can be connected to any city infrastructure or discharged into any public way without permission of the City.
4. No weekend or holiday work within street layouts without permission from the DPW Commissioner or his designee.
5. Street opening and curb cut permits are separately required (contact the DPW Engineering Division for information). Any curbing not continuous or tied into existing curbing shall not be dead ended at 7" reveal but dived down to street grade for plowing purposes. Sidewalks and driveways must conform to ADA requirements. Extensions of roadways must conform to City of Brockton standards (lines and grades are to be provided along with profile and cross sections). Proposed cul-de-sacs shall have a paved center island for plowing and maintenance purposes.
6. If telephone/electric poles need to be moved; applicant should begin process as soon as possible as this is a lengthy process.
7. All DPW Divisions must have 72 hours prior notice for inspection of work.
8. City public trees shall not be removed unless dead and/or with DPW permission.
9. All City Ordinances, laws, permitting, etc. shall be properly addressed, followed and maintained whether implied or specific. Any specifications not addressed by City Ordinances, etc. shall be addressed by Mass Highway Department Specifications.

  
\_\_\_\_\_  
Signature of Applicant or Designee

Date: 11/7/19

**Brockton Planning Board Redevelopment  
Project Stormwater Policy**

The Brockton Planning Board recognizes that redevelopment of existing industrial, commercial, and business facilities will require modifications and/or expansion of the existing developed areas of their properties. The Board also recognizes the need to prevent stormwater discharges from redevelopment projects from impacting abutting properties and causing or contributing to the pollution of the surface and ground waters of the Commonwealth of Massachusetts. The Planning Board acknowledges that many applications for small site modifications and/or expansions will have difficulty providing stormwater best management practices in complete accordance with the Massachusetts Stormwater Standards and could otherwise be permitted without adverse stormwater impacts.

For purposes of this Policy, a "redevelopment project" is defined as a project having no more than a 10% increase in impervious surface up to a maximum of 20,000 square feet. Projects meeting this definition shall comply with the Massachusetts Stormwater Standards to the maximum extent practicable as defined and specified in the Massachusetts Stormwater Handbook. Stormwater best management practices for projects with impervious surface increases greater than 20,000 square feet must fully comply with the Massachusetts Stormwater Standards.

All "redevelopment projects" must improve existing conditions and:

- Mitigates stormwater impacts to abutting property;
- Provides for increased stormwater recharge when and where feasible, improves treatment of existing stormwater runoff, uses low impact development (LID) when and where feasible, proposes good housekeeping for pollution prevention, removes illicit discharges, and improves the operation and maintenance plan for existing and retrofit best management practices BMPs.
- Does not change land use not classified as a Land use with higher potential pollutant loads (LUHPPL) to a use that is classified as a LUHPPL.

Submittal Requirements

1. Engineered, surveyed plans and information adequately describes the existing and proposed conditions;
2. Stamped and signed Massachusetts Stormwater Checklist or Redevelopment Checklist;
3. Stormwater Management Report documenting the proposed stormwater management system complies with the Massachusetts Stormwater Standards and Handbook to the maximum extent practicable for "redevelopment projects" and complete compliance with the Standards for projects with an increase of impervious surface greater than 20,000 square feet;
4. Soil observations performed by a Massachusetts approved Soil Evaluator that determine the soil classification and depth to seasonal high groundwater at the location of the proposed stormwater management system.

**Site Plan Review Requirements – Brockton Planning Board – Marijuana Establishments**



In accordance to **Article III, Section 27-24.4 Adult Use of Marijuana** of the Brockton Zoning Ordinance, Site Plan Review is required for all applications for all Marijuana Establishments. The additional requirements shall be provided as part of a complete Site Plan Review application. The additional requirements for Marijuana Establishments include:

	<u>Materials for Review</u>	<b>Provided</b>
<b>I.</b>	<p><b>Host Community Agreement:</b></p> <p>The applicant shall provide documentation evidencing that the applicants for licensure and host municipality have executed a Host Community Agreement.</p>	<input type="checkbox"/>
<b>J.</b>	<p><b>Description of Activities:</b></p> <p>The applicant shall submit a narrative providing information about the type and scale of all activities that will take place on the proposed site, including but not limited to cultivating, and processing of marijuana or marijuana infused products (MIPS), on-site sales, off-site deliveries (if allowed by state regulation), distribution of educational materials, and other programs or activities.</p>	<input type="checkbox"/>
<b>K.</b>	<p><b>Service Area:</b></p> <p>A map and narrative describing the area proposed to be served by the Marijuana Establishment and the anticipated number of customers that will be served within the area. This description shall indicate where any Registered Marijuana Dispensaries and/or Marijuana Retailers exist or have been proposed within the expected service area.</p>	<input type="checkbox"/>
<b>L.</b>	<p><b>Context Map:</b></p> <p>The applicant shall submit a context map depicting all properties and land uses within a one thousand foot (1,000') radius (minimum) of the project site, whether such uses are located in Brockton or within surrounding communities, including but not limited to all educational uses to the Required Buffer Zones.</p>	<input type="checkbox"/>
<b>M.</b>	<p><b>Transportation Analysis:</b></p> <p>The applicant shall provide a Transportation Demand Management Plan to establish the impacts of the peak traffic demand and shall adequately address issues of traffic demand, parking, and queuing, especially at peak periods at the facility, and its impact on neighboring uses. The transportation demand management plan shall also model expected origin and frequency of client and employed trips to the site, the expected modes of transportation used by clients and employees, and the frequency and scale of deliveries to and from the site.</p>	<input type="checkbox"/>



<p><b>N.</b></p>	<p><b>Security Plan:</b></p> <p>The applicant shall submit a security plan that has been reviewed and approved by the Brockton Police Department that indicates that the site is designed as such that it provides convenient safe and secure access and egress for clients and employees arriving to and leaving from the site using all modes of transportation, including drivers, pedestrians, bicyclists, and public transportation users. The applicant shall also submit a security plan for review and approval by the Brockton Police Department for its transportation vehicles if applicable to their license issues by the Massachusetts Cannabis Control Commission or Massachusetts Department of Public Health.</p>	<p><input type="checkbox"/></p> <p><b>3 COPIES FOR PLANNING, POLICE, AND FIRE</b></p>
<p><b>O.</b></p>	<p><b>On-Site Development &amp; Management Plan:</b></p> <p>A plan or plans depicting all proposed development on the property, including the dimensions of the building, the layout of the automobile, bicycle parking, the location of pedestrian, bicycle, and vehicular points of access and egress, the location and design of all loading, refuse, and service facilities, the location type, and direction of all outdoor lighting on the site, stormwater facilities, and landscape design, including landscape buffers along abutting properties and public ways.</p>	<p><input type="checkbox"/></p>
<p><b>P.</b></p>	<p><b>Building Elevations and Signage:</b></p> <p>For all new buildings, architectural drawings of all exterior building facades and all proposed signage, specifying materials and colors to be used, shall be submitted by the applicant. Perspective drawings and illustrations of the site from public ways and abutting properties are also required. For existing buildings and structures, any changes to the exterior of the building shall be shown along with location of proposed entrances, loading areas and signage. All signage and advertising materials shall be consistent with underlying zoning requirements and comply with the provisions and prohibitions with 935 CMR 500.</p>	<p><input type="checkbox"/></p>
<p><b>Q.</b></p>	<p><b>Emergency Response Plan:</b></p> <p><b>All marijuana establishments shall meet with the Brockton Fire Department and Brockton Police Department to discuss and identify emergency plans/contingency plans for this site prior to the issuance of a certificate of occupancy.</b> A written Response Plan shall be filed with the Brockton Fire Department and the Brockton Police Department pursuant to MGL Chapter 94G Section 12. All Marijuana Establishments shall designate a single on-site staff members the community liaison with direct interaction with on-site security and City Police.</p> <p>Attached to this application are the requirements by the Fire Department for all <b>Marijuana Establishments Emergency Responses Plans</b></p>	<p><input type="checkbox"/></p> <p><b>3 COPIES FOR PLANNING, POLICE, AND FIRE</b></p>
<p><b>R.</b></p>	<p><b>Solid Waste Disposal and Recycling Plan:</b></p> <p>All Marijuana Establishments shall submit a secure solid waste disposal and recycling plan to be approved by the City of Brockton Board of Health.</p>	<p><input type="checkbox"/></p>
<p><b>S.</b></p>	<p><b>Odor Control and Ventilation Plan:</b></p> <p>The applicant shall submit a narrative and exhaust system plans designed by a licensed profession air quality/environmental engineer recognized by the Commonwealth, in accordance with <b>Article III, Section 27-24.4 Adult Use of Marijuana 6b.</b></p>	<p><input type="checkbox"/></p>

**Addendum 2.**

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\_\_\_\_\_  
Signature of Applicant or Designee

Date: \_\_\_\_\_