

**ANDOVER PLANNING BOARD**

**APPLICATION FOR SITE PLAN REVIEW  
(Section 9.5. of the Andover Zoning Bylaw)**

**APPLICATION MUST BE COMPLETE  
(Please print or type)**

This application, completed and signed with original signature(s), shall be submitted with 12 copies of the application and narrative, 3 copies of the full-size plans (24x36), 9 copies of 11x17 plans, 2 drainage reports and a pdf version of the application package (call Planning regarding number of copies of any other reports being submitted).

- 1. Applicant(s): \_\_\_\_\_  
    Contact Name: \_\_\_\_\_  
    Mailing Address: \_\_\_\_\_  
    Telephone Number: \_\_\_\_\_  
    Email: \_\_\_\_\_

- 2. Record Owner(s) Name: \_\_\_\_\_  
    Mailing Address: \_\_\_\_\_

- 3. Interest in Property: \_\_\_\_\_ Owner \_\_\_\_\_ Other  
(Describe): \_\_\_\_\_

- 4. Engineer: \_\_\_\_\_  
    Contact Name: \_\_\_\_\_  
    Mailing Address: \_\_\_\_\_  
    Telephone Number: \_\_\_\_\_  
    Name of Professional Surveyor: \_\_\_\_\_ PLS # \_\_\_\_\_

- 5. Except as provided as in Section 10.0 for major non-residential projects and for new multifamily construction under Section 7.3, no building permit shall be issued for new construction or enlargement of a building in which commercial, industrial, institutional and/or multifamily use or uses are located unless and until a site plan review certificate of approval has been issued in conformance with this section. Said approval shall be required for the following projects (circle all that apply):

- a. Where the gross floor area of an existing building is increased up to two thousand square feet.

b. Where the gross floor area of a proposed building or of all buildings proposed totals ten thousand square feet or less.

6. Property Address: \_\_\_\_\_  
Assessors Map \_\_\_\_\_ Lot(s) \_\_\_\_\_  
Zoning District(s) including overlay districts: \_\_\_\_\_  
Deed recorded in North Essex Registry of Deeds in Book \_\_\_\_\_ Page \_\_\_\_\_
7. Lot square footage: \_\_\_\_\_ Gross floor area of existing building: \_\_\_\_\_  
stories: \_\_\_\_\_ square footage per floor: \_\_\_\_\_ height: \_\_\_\_\_
8. Existing Use(s) \_\_\_\_\_ Proposed Use(s): \_\_\_\_\_
9. Increase amounts - gross floor area: \_\_\_\_\_ stories: \_\_\_\_\_  
Square footage per floor: \_\_\_\_\_ height: \_\_\_\_\_
10. Total gross floor area (existing + proposed): \_\_\_\_\_  
Total building coverage percentage: \_\_\_\_\_ landscaping percentage: \_\_\_\_\_  
Total coverage of impervious surfaces - square footage: \_\_\_\_\_ percentage: \_\_\_\_\_
11. Square footage of total land disturbance: \_\_\_\_\_
12. Parking required for proposed use(s) \_\_\_\_\_
13. The application shall include a site plan, prepared by a registered professional architect, registered civil engineer or a professional landscape architect, drawn at a scale of one inch equals forty (40) feet, containing the following information in both narrative and graphic detail:
  - a. Date;
  - b. North arrow;
  - c. Name and address of owner;
  - d. Name and address of designer;
  - e. Locus plan;
  - f. Lot lines and setbacks;
  - g. Adjacent streets and ways;
  - h. Owner and use of abutting lots;
  - i. Zoning district boundaries;

- j. Wetlands and wetlands buffers, as shown on maps entitled "Wetlands Areas of Andover, Massachusetts" available from the Andover Conservation Commission;
- k. All existing and proposed topography at two-foot intervals;
- l. All test boring sites, keyed to accompanying documentation of results;
- m. All existing and proposed buildings, structures, parking and loading areas (with dimensional notations), driveways, walkways, signs, fences, and refuse collection areas;
- n. All existing structures and/or pavement to be removed or demolished;
- o. All utilities, including waterline locations, sewer line locations and profiles, and storm drainage systems;
- p. All areas designated as easements, conservation restriction area, or Open Space;
- q. Elevation of building exterior;
- r. A separate plan drawn at the same scale, showing landscaping and lighting details;
- s. A written statement detailing the size of the lot, the proposed use, parking calculations, building footprint coverage, and calculations of volume of earth to be moved and removed.

\_\_\_\_\_  
Signature of Record Owner

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date