



# CITY OF LYNN

INSPECTIONAL SERVICES DEPARTMENT

Room 103, Lynn City Hall, Lynn, MA 01901 Tel: (781) 598-4000 Fax: (781) 477-7031

## SITE PLAN REVIEW APPLICATION

The purpose of Site Plan Review is to improve the design and layout of commercial, residential and industrial developments through reasonable conditions. The Inspectional Services Department ("ISD") shall not issue a building permit for a project requiring Site Plan Review, unless or until the committee has reviewed the proposed development and recommended approval of the project in writing (with or without conditions) to the Building Commissioner. See *City of Lynn Zone Ordinance*, § 16.00. Site Plan Review is not a special permit process pursuant to G.L. c. 40A.

Site plan review is required for projects involving one or more of the following circumstances:

1. Proposed construction of any new or replacement building greater than 5,000 square feet in gross floor area;
2. Any renovation or change of use of an existing building which:
  - a. Requires the addition of ten or more additional parking spaces, or
  - b. Involves the relocation of existing parking spaces, relocation of the existing entrance(s) and/or relocation of the existing site entrance; or
3. Any addition, construction or renovation/change of use that includes a drive-thru.

The Site Plan Review Committee shall consider plans for consistency with city design guidelines, protection of existing natural and historic features, protection of adjoining premises from detrimental uses, and the adequacy and arrangement of parking and loading spaces, methods of refuse disposal, and storage facilities for incidental uses, as well as the convenience and safety of vehicular and pedestrian movement onto, away from and within the site.

### FILING INSTRUCTIONS

- **The Site Plan Review Committee shall schedule a meeting to discuss the proposed plans within twenty-one (21) days of receiving a fully completed application, including all required materials.**
- Applicants may request a pre-application conference with the Committee to present a preliminary plan and solicit preliminary comments from committee members.
- In addition to the fully completed application, applicants shall submit a cover-letter describing the general nature/location of the project and identify any required materials the applicant wishes waived, as well as a site plan proposal, drawn to scale (not > 1" = 40'), reflecting:
  1. Analysis of compliance with all relevant zoning dimensional regulations,
  2. Parcel lot lines for the project site and surrounding parcels,
  3. Location of existing and proposed buildings on the project site and abutting properties and their use,
  4. Proposed parking plan, location(s) of access and egress (including handicapped access if applicable),
  5. Renderings of the facades of proposed buildings; location, material and size of all signage,
  6. Provisions for drainage, sewage and fire safety as applicable,
  7. Proposed landscaping, screening and buffering of parking areas, electronic transformers, solid waste containers and similar ancillary facilities,
  8. Existing and proposed fencing, walls and lighting,
  9. Location(s) of solid waste containers (if applicable).
- Applicant shall submit ten (10) copies of the site plan proposal drawn to scale (1" = 40'), **except** in the event the applicant submits the site plan proposal electronically on cd or zip drive then only one (1) physical, printed plan must be submitted.

### COMPLETED APPLICATIONS MAY BE SUBMITTED BY DELIVERING TO:

Inspectional Services Department  
Site Plan Review Applications  
City Hall, Room 103  
Lynn, MA 01901

Email: ISDonline@lynnma.gov  
Facsimile: (781) 477-7031

**SITE PLAN REVIEW APPLICATION**

Location Address:  Zoning District:

Map:  Block:  Lot:

Current Property Use (if any):

Detailed Description of Proposed Work:

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Applicant Name:

Organization/DBA:

Applicant Address:

Applicant Telephone:  Email:

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(If applicable)

Petitioner's Agent/Representative:

Agent/Representative's Address:

Agent/Representative's Telephone:  Email:

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

Signature of Agent/Representative: \_\_\_\_\_

#### SITE PLAN REVIEW TIMELINE

- The Site Plan Review Committee shall hold a meeting within twenty-one (21) days of receiving a complete application packet.
- Within forty-five (45) days of filing, the Site Plan Review Committee shall recommend issuance, issuance with conditions, or denial of a building permit by letter to the Chief of ISD, the Applicant and the City Council.
- The review period may be extended by mutual agreement. If the Site Plan Review Committee shall fail to hold a meeting within twenty-one (21) days of receipt of a completed application packet or issue a written recommendation within forty-five (45) days or by the end of any mutually agreed upon extension, then the project shall be deemed recommended without conditions.
- The Chief of ISD may reject some or all of the committee's recommended conditions and issue a building permit consistent with all applicable ordinances, laws and regulations. In the event proposed conditions are rejected, the Chief of ISD shall explain his reason(s) for doing so within five (5) days by letter to the Committee and the City Council.
- Proposed conditions which are accepted by the Chief of ISD shall become conditions of the building permit which must be met before issuance of any Certificate of Occupancy.
- Applicants may petition the Zoning Board of Appeals ("ZBA") for relief in the event they are aggrieved by the acceptance of proposed conditions, and the Committee as well as the City Council shall have the right to appeal the rejection of proposed conditions to the ZBA pursuant to M.G.L. c. 40A, §17.

#### WAIVER OF REQUIRED MATERIALS

Upon written request, the Committee may any "required materials" set forth in Section 16.4.3 which are not necessary to review the proposal. Applicants may omit from their application packet materials for which they are seeking waiver, provided that the cover-letter identifies the omitted material(s) and the reason(s) why he/she seeks a waiver. The Committee shall respond to written requests to waive within two (2) weeks. The review schedule shall not begin to run until a completed site plan application is received. For proposals involving waiver requests, the application shall be deemed complete when the Committee grants the requested waiver in writing or the Applicant submits requested materials as an addendum (in the case of denial).