



**Town of Cohasset
Planning Board
41 Highland Avenue
Cohasset, MA 02025
Tel: (781) 383-4100 ext. 5128**

**SITE PLAN REVIEW
APPLICATION PACKET**

Attached:

- Site Plan Review Procedures
- Form-10 Application
- Planning Board Litigation Policy Statement
- Fee & Deposit Schedule

Adopted: June 23, 2004
Updated: March 25, 2022



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SITE PLAN REVIEW PROCEDURES

Submit to the Planning Board the following:

- 3 copies** of the Application – Form 10 signed by **both** the Applicant and Property Owner
- 6 sets** of the site Plan, Floors Plans, Elevations (NOTE: **3 sets at 11”x 17”**; **3 sets full size - no larger than 2’ x 3’**)
- An Abutters List - **certified** by the Assessor’s Office
- Two** sets of Abutter mailing labels from the Assessor’s Office
- The appropriate application fee, legal fee, and engineering fee (see attached fee schedule).
- The **original, signed** Planning Board Litigation Policy Statement signed by **both** the Applicant and the Property Owner.

NOTE: A submission shall not be deemed complete and shall not be accepted until the applicant has submitted all the above items.

1. After **all the above** items are found to be complete, the Planning Board Staff will then contact the Town Clerk to date-stamp the entire submittal as “Received”
2. The Planning Board Staff will then do the following:
 - Assign a Site Plan Review Case Number
 - Set a date and time for the public hearing
 - Post the meeting in the Town Clerk’s Office
 - Reserve the appropriate location for the public hearing
 - Distribute the plans to the appropriate boards
 - Advertise the public hearing in a local newspaper for two consecutive weeks prior to the hearing date
 - Notify the abutters, by mail, of the public hearing
 - Distribute a copy of the site plan, floor plans and elevations to the engineer designated by the Plan Board for review on behalf of the Board.



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FORM 10 – APPLICATION FOR APPROVAL OF A SITE PLAN

DATE: _____

To the Planning Board:

The undersigned herewith submits the accompanying preliminary site plan of property located in the Town of Cohasset for site plan approval under the requirements of Section 12 of the Zoning Bylaws of the Town of Cohasset and the Site Plan Review Rules and Regulations of the Planning Board of the Town of Cohasset, Massachusetts.

1. Record Name of Owner: _____
Address: _____
Phone: _____ Cell: _____ Email: _____
2. Name of Applicant: _____
Address: _____
Phone: _____ Cell: _____ Email: _____
3. Zoning Classification _____
4. Assessor's Map: _____ Plot(s): _____
5. Deed of Property recorded in Norfolk County Registry of Deeds in Book _____, (page) _____
6. Location of description of property sufficient for identification:

7. Total Residential Gross Floor Area _____ square feet

Signature of Owner

Signature of Applicant



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**COHASSET PLANNING BOARD
STATEMENT OF LITIGATION POLICY**

THE APPLICANT AND LANDOWNER MUST READ AND ACKNOWLEDGE THE FOLLOWING POLICY OF THE PLANNING BOARD.

When an application has been approved by the Planning Board, either in whole or with conditions, Town Counsel will not primarily defend any appeal against such approval brought by parties claiming to be aggrieved, without the express written consent of both the Chairman of the Planning Board and the Town Manager.

The successful Applicant is the appropriate party to bear expenses associated with defending an approval, be it a Special Permit, Site Plan Review, Subdivision or, Form A – Approval Not Required (ANR).

SIGN FOR ACKNOWLEDGEMENT OF THE LITIGATION POLICY:

Date: _____
Signature(s) of Applicant(s) or Representatives, if any

Date: _____ **
Signature(s) of Owner(s)

I HAVE READ AND UNDERSTAND THE RULES OF PROCEDURE OF THE PLANNING BOARD:

Date: _____
Signature(s) of Applicant(s) or Representatives, if any

Date: _____ **
Signature(s) of Owner(s)

****APPLICATION MUST BE SIGNED BY BOTH APPLICANT (OR REPRESENTATIVE) AND LANDOWNER.**



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FEE & DEPOSIT SCHEDULE

Subdivisions, Clusters, RCDD Special Permit & Land Alteration Special Permit

- \$1,000 Application Fee
- \$ 250 Per Lot Fee (if applicable)
- \$5,000 Engineering Cost Deposit
- \$1,500 Legal Cost Deposit

Site Plan Review & Other Special Permits (VBD, HVBOD, Etc.)

- \$1,000 Application Fee (5,000 sq.ft. or less)
- \$2,000 Application Fee (5,000 – 10,000 sq.ft.)
- \$1,000 Add for each addition 10,000 sq.ft. or part thereof

<u>Engineering Costs Deposit:</u>		<u>Legal Cost Deposit:</u>	
\$ 1,000	1,000 sq.ft. or less	\$ 500	1,000 sq.ft. or less
\$ 5,000	1,000 - 5,000 sq.ft.	\$1,000	1,000 - 5,000 sq.ft.
\$ 7,500	5,000 - 20,000 sq.ft.	\$1,500	5,000 - 20,000 sq.ft.
\$10,000	20,000 sq.ft. or more	\$2,000	20,000 sq.ft. or more

Common Driveway & Scenic Roads

- \$ 200 Application Fee
- \$ 50 Per Residence served Fee
- \$1,500 Engineering Cost Deposit
- \$1,000 Legal Cost Deposit

Town Engineering and Legal costs are the responsibility of the Applicant and *shall be brought up to the initial required amount when the balance goes below half the initial amount.* Once a subdivision or cluster is complete and approved, any remaining balance of deposits will be returned to the Applicant upon approval of the Applicant’s *written* request.

Form A - (Subdivision Approval Not Required – ANR)

- \$100 Application Fee Per Plan
- \$100 Fee for each new building lot shown

Large Home Review

- \$ 400 Application Fee (3,500-5,000 sq. ft.)
- \$1,000 Application Fee (over 5,000 sq.ft.)

***** Public Hearing Legal Advertisements – All Filings *****

Costs associated with legal advertisement for public hearings are the responsibility of the Applicant. Newspaper Advertising Departments will send invoices for legal advertisements directly to the Applicant and prepayment is required.