

Site Plan Review Process

- 1) Contact the ISD Building Division for a Zoning Review to determine if a Site Plan Review is required,
- 2) Determine what zoning district and which of the three site plan process you are subject to: Special Permit: Residential, B3, B, LI, H OR Central Business District OR Waterfront Zones WS, SHCO DPA, TO,
- 3) Special Permit Site Plan Review: (Residential, B3, B, LI, HI Districts)
 - a. Obtain and file an application package with the ISD Planning Division containing an application, fee, plans and other supporting documentation (See Special Permit Site Plan Review Checklist),
 - b. Within ten (10) days of receipt of a complete application, the package will be circulated to all specified city departments and agencies for review,
 - c. Within fifteen (15) days of receipt of application package all city departments and agencies shall submit written recommendations to the Planning Division, no action will be taken by the Planning Division until either all recommendations have been received or fifteen (15) days have elapsed after distribution,
 - d. The Planning Division will schedule a project review meeting with the applicant within thirty (30) days of the submission of a completed application. The review committee shall consider the following matters in making its decision:
 - i. Protection and enhancement of important existing site features.
 - ii. Protection of adjoining premises against detrimental uses by provision of surface water drainage, sound and sight buffers, and preservation of views, light, and air.
 - iii. Convenience and safety of vehicular and pedestrian movement within the site, the location of driveway openings in relation to traffic or to adjacent streets.
 - iv. Adequacy of the arrangement of parking and loading spaces.
 - v. Adequacy of the methods of disposal of refuse and other wastes.
 - vi. Prevention of pollution of surface and groundwater, soil erosion, increase run-off, and flooding.
 - vii. Relationship of structures and open space to the natural landscape and existing buildings.

- e. The Planning Division will make a written recommendation to the Lynn City Council within forty five (45) days of the submission of a completed application,
- f. The Special Permit Granting Authority (SPGA: Lynn City Council) shall act to approve, approve with conditions, or disapprove within ninety (90) days of receipt of the Planning Divisions recommendation. Failure to act within the ninety (90) days shall be deemed to be an approval of the application as originally submitted. Reasons for disapproval shall be clearly spelled out in the SPGA's report

4) Central Business District Site Plan Review

- a. Obtain and file an application package to the Office of Economic and Community Development (OECD), containing an application, site plan, fee and other supporting documentation (See Central Business District Site Plan Review Checklist),
- b. The OECD shall forward the application package to the Lynn Central Business Site Plan Review Committee (SPRC) consisting of representatives from the following organizations: OECD/EDIC, Lynn Housing Authority and Neighborhood Development, ISD Building Division, Public Works Department and a member of the Lynn Business community,
- c. The SPRC shall hold a meeting with the applicant no later than fifteen (15) days after submission of the application package to OECD.
- d. The SPRC shall hold as many meetings as necessary within a thirty five (35) day review period to review with proposal; this review period may be extended by thirty (30) days with the approval of both parties. The SPRC shall consider the following matters in making its decision:
 - i. Consistency with the overall character of the surrounding area.
 - ii. Consistency with all sign design guidelines, landscaping, and buffering requirements of the City of Lynn.
 - iii. Protection and enhancement of important existing site features.
 - iv. Protection of adjoining premises against detrimental uses by provision of surface water drainage, sound and light barriers, and preservation of light and air.
 - v. Convenience and safety of vehicular and pedestrian movement within the site, the location of driveway openings in relation to traffic and/or adjacent streets.
 - vi. Adequacy and arraignment of parking and loading spaces, as applicable.
 - vii. Consistency and conformity with the City of Lynn Master Plan.
- e. Within forty five (45) days of the submission of the application package to OECD (or seventy five (75) days if the review period is mutually extended) the SPRC shall provide written recommendations to the Building Commissioner. If no meeting is held with the applicant within the fifteen (15) days of submission or seventy (75) days if the time frame has been

mutually extended the application shall be deemed approved as submitted,

- f. The Building Commissioner may adopt or reject all or some of the SPRC conditions and issue a building permit in accordance with any and all ordinances, laws and regulations. The recommendations of the SPRC after acceptance by the Building Commissioner become conditions of the building permit and shall be met prior to the issuance of an occupancy permit.
- g. In the event the Building Commissioner rejects one or more of the recommendations or condition of the SPRC, he shall, in writing, and within fourteen (14) days inform the Lynn City Council and the SPRC the reasons for the rejections. The Lynn City Council and SPRC may appeal the Building Commissioners decision to the Zoning Board of Appeals.

5) Site Plan Review Waterfront Zones

- a. Obtain and file an application package to the Inspectional Services Department, Building Division (ISD), containing an application, site plan, fee and other supporting documentation (See Waterfront Zone Site Plan Review Checklist),
- b. The ISD shall forward the application package to the Waterfront Zone Site Plan Review Committee (SPRC) consisting of representatives from the following organizations: two City Councilors, OECD/EDIC, Commissioner of the Department of Public Works, Director of the Housing Authority and two members of the local business community,
- c. The SPRC shall hold a meeting with the applicant no later than sixty (60) days after submission of the application package to ISD.
- d. The SPRC shall hold as many meetings as necessary within a ninety five (95) day review period to review with proposal; this review period may be extended by thirty (30) days with the approval of both parties. The criteria used for determination
 - i. Consistency with the overall character of the surrounding area
 - ii. Consistency with all sign, design guidelines, landscaping and buffering requirements of the City of Lynn,
 - iii. Protection and enhancement of important existing site features,
 - iv. Protection of adjoining premises against detrimental uses by provision of surface water drainage, sound and light barriers, and preservation of light and air,
 - v. Convenience and safety of vehicular and pedestrian movement within the site, the location of driveway openings in relation to traffic and/or adjacent streets,
 - vi. Adequacy and arrangement of parking and loading spaces, as applicable,
 - vii. Consistency and conformity with the City of Lynn Waterfront Master Plan.

- e. Within ninety five (95) days of the submission of a complete application package to ISD (or one hundred and sixty (160) days if the review period is mutually extended) the SPRC shall provide written recommendations to the Building Commissioner, the applicant and the Lynn City Council. If no meeting is held with the applicant within the sixty (60) days of submission or fails to forward its letter of recommendation within ninety five (95) days of receipt of the complete submission package (or one hundred sixty (160) days of the review period is mutually extended) application shall be deemed approved as submitted,
- f. The Building Commissioner may adopt or reject all or some of the SPRC conditions and issue a building permit in accordance with any and all ordinances, laws and regulations. The recommendations of the SPRC after acceptance by the Building Commissioner become conditions of the building permit and shall be met prior to the issuance of an occupancy permit.
- g. In the event the Building Commissioner rejects one or more of the recommendations or condition of the SPRC, he shall, in writing, and within fourteen (14) days inform the Lynn City Council and the SPRC the reasons for his determination that the site plan proposal is consistent and or inconsistent with the City of Lynn Waterfront Zone Master Plan.

Special Permit Site Plan Review Checklist
Residential, B3, B, LI, HI Districts

- 1) One (1) completed and endorsed application,
- 2) A filing fee of one hundred dollars (\$100) in a certified check made out to the City of Lynn,
- 3) Fifteen (15) copies of site plan at suitable scale, but not to exceed 1"=100', and prepared by a qualified engineer, architect, or surveyor which must at a minimum include the following:
 - a. Method of egress and access,
 - b. Lot lines,
 - c. Location and setback from property lines of all existing and proposed buildings including total gross floor area and building height,
 - d. Location of solid waste containers,
 - e. Existing and proposed topography (two foot contour intervals)
 - f. Wetlands,
 - g. Area subject to the 100 year flood, surface water,
 - h. Existing and proposed landscape features such as required screening and buffer areas, fences, walls, planting areas and walks,
 - i. Existing and proposed lighting.
- 4) A water and sewer utilities plan, which may be included on the site plan,
- 5) A storm drainage plan, which may be included on the site plan, including design capacity and peak capacity calculations,
- 6) A plan for the control of erosion and sedimentation caused by the proposed construction,
- 7) A plan showing the location of all required parking spaces, and the proposed method of access to and from the parking area, and the proposed internal circulation plan for the parking areas,

The Site Plan Review Committee may request the applicant to submit the following additional materials not less than 30 days prior to the final date that a decision must be rendered by the SPGA on the application:

- 1) Surface and water pollution - A report on the impact of storm water runoff on adjacent and downstream surface water bodies, subsurface groundwater and the water table
- 2) Soils - The potential dangers of erosion and sedimentation caused by the operation and maintenance of the proposed development
- 3) General Environmental Impact - A report on the relationship of the proposed development to the major botanical, zoological, geological, and hydrological

resources of the site, the compatibility of the proposed development with adjacent or surrounding land uses and neighborhoods

- 4) Traffic Impacts - A report on existing traffic volume, composition, peak hour levels, and existing street capacities, estimated average daily traffic generation, composition, peak hour levels, and directional flows resulting from the proposed development, proposed
- 5) methods to mitigate the estimated traffic impact, and the methodology and sources used to service existing date and estimations
- 6) Architectural plans and specifications of all structures including signs

Central Business District Site Plan Review Checklist

- 1) A cover letter generally describing the nature and location of the project;
- 2) Seven (7) copies of a site plan proposal drawn at scale not to exceed one inch equals 40 feet (1" = 40') showing:
 - a. parcel lot lines for the proposed project and surrounding parcels;
 - b. use of all buildings abutting the proposed project;
 - c. proposed parking plan, if applicable, including location of access and egress;
 - d. location and type of residential access;
 - e. location and type of commercial access;
 - f. location of existing and any proposed buildings on the project site;
 - g. rendering of all façades of proposed buildings;
 - h. location of solid waste containers, if any;
 - i. areas subject to a one hundred (100) year flood, if any;
 - j. provisions for drainage, sewage, and fire safety as applicable to City of Lynn Ordinances;
 - k. proposed landscaping, including all screening and buffering of parking areas, electronic transformers, solid waste containers and similar ancillary facilities;
 - l. Existing and proposed fencing, walls and lighting;
 - m. Location, material, and size of all signs;
 - n. Location of handicapped access

Site Plan Review Waterfront Zones Checklist

- 1) A completed and endorsed application;
- 2) Ten (10) copies of a site plan proposal drawn to scale, not to exceed one inch equals 40 feet (1"=40');
- 3) A cover letter generally describing the nature and location of the project;
- 4) Parcel lot lines for the proposed project and surrounding parcels;
- 5) Use of all buildings abutting the proposed project;
- 6) Proposed parking plan, if applicable, including location of access and egress;
- 7) Location and type of residential access;
- 8) Location and type of commercial access;
- 9) Location of existing and any proposed buildings on the project site;
- 10) Rendering of all facades of proposed buildings;
- 11) Location of solid waste containers, if any;
- 12) Areas subject to a one hundred (100) year flood, if any;
- 13) Provisions for drainage, sewage, and fire safety as applicable to City of Lynn Ordinances;
- 14) Proposed landscaping, including all screening and buffering of parking areas, electronic transformers, solid waste containers and similar ancillary facilities;
- 15) Existing and proposed fencing, walls and lighting;
- 16) Location, material, and size of all signs;
- 17) Location of handicapped access, if applicable