



Town of Lexington

PLANNING BOARD

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Minor Site Plan Review Checklist

Created on October 13, 2021, updated on August 22, 2023

Project Information	
Project Address	
Project Contact	
Applications	<input type="checkbox"/> Minor Site Plan Review
Waivers Requested	<input type="checkbox"/> Yes <input type="checkbox"/> No

Minor Site Plan Review Classification: Please identify which type of Minor Site Plan Review that your project classifies under, below

Please Mark Applicable Review (X)	Minor Site Plan Review
	All construction, reconstruction, or site redevelopment projects that are subject to site plan review, not listed in §176-9.3.1 1-2 sentence description of the project:
	All modifications to properties with prior site plan approval that have not been determined to be an insignificant field change 1-2 sentence description of the project:
	Installation of a solar energy system when site plan review is required 1-2 sentence description of the project:

Submittal Requirements per § 9.3.2 of the Planning Board Zoning Regulation - If the item is not provided or a waiver is requested, please provide explanation justification in the box below to Submittal Item description.

Regulation Section	Provided (Y)	Waiver (R)	Submittal Item
§ 9.3.2.1			A definitive site development plan set, which includes but is not limited to an existing conditions plan, a preliminary construction management plan, an off-

Regulation Section	Provided (Y)	Waiver (R)	Submittal Item
			street parking, circulation, and loading plan, a site construction plan, a landscape plan, a lighting plan, and a utilities plan
§ 9.3.2.2			Architectural plans, which include but are not limited to building elevations, and color renderings of all sides of the proposed structures which shall show and label exterior material types such as roofing, siding, and window details including trim, to illustrate what the proposal will look like from the public way and abutting views sufficient to understand massing within context of the surroundings
§ 9.3.2.3			A zoning narrative that demonstrates compliance with the applicable requirements of the Zoning By-law, and the Planning Board Regulations
§ 9.3.2.4			If applicable, the parking and transportation demand management (PTDM) plan described in §135-7.2.6 and proof of payment of the transportation mitigation fee described in §135-7.2.5
§ 9.3.2.5			A summary outlining the ways the Applicant has responded to the requests made during the DRT meeting or other meetings with other municipal departments
§ 9.3.2.6			Proposal for mitigating measures or the construction of improvements to address the impacts, except traffic impacts, of the proposed development and to provide adequate capacity in Town facilities and services

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§ 9.3.2.7			A list indicating which items on the LEED Core and Shell Checklist, or equivalent scorecard, are intended to be included in the design and construction of the building(s)
§ 9.3.2.8			The SITES v2 Checklist Scorecard indicating which performance standards are being incorporated into the project site.
§ 9.3.2.9			A narrative summary of any proposed on-site solar generation or other energy efficient measures proposed or explored to reduce the project's greenhouse gas emissions.
§ 9.3.2.10			An application checklist showing compliance with, or waiver sought from, the design standards of §176-12.
§ 9.3.2.11			For any requested waivers, a written statement indicating why such waiver should be granted
§ 9.3.2.12			A copy, if any, of the determination of applicability issued by or the notice of intent filed with the Conservation Commission of the Town of Lexington under MGL c. 131, §40, or Chapter 130 of the General Bylaws of the Town of Lexington.

Regulation Section	Provided (Y)	Waiver (R)	Submittal Item
§ 9.3.2.13			<p>Stormwater Management</p> <ul style="list-style-type: none"> a) For projects disturbing more than one acre of land area, a stormwater management plan as defined in §181-75; b) For projects disturbing more than one half-acre of land area, a stormwater management plan as defined in §181-75 is encouraged. c) For projects disturbing less than one acre of land area, a Construction Period Erosion, Sedimentation, and Pollution Prevention Plan as defined in §181-75C.
§ 9.3.2.14			<p>Signage. For projects containing nonresidential uses, a preliminary signage package showing proposed signage locations, general sizes, and sign lighting.</p>
§ 9.3.2.15			<p>Shadows. The Board may require the applicant to provide a shadow study for any project proposing buildings taller than 45 feet in height. The purpose of the shadow study is for the Board to understand the impacts of the design.</p>
§ 9.3.2.16			<p>For projects under §135-6.9, Alternative concept design plans prepared by a registered landscape architect. Alternative concept plans should demonstrate site design alternatives explored by the applicant. This submission intends to ensure applicant's final proposal considered all design concepts to best protect and preserve the natural, hydrological, and wetland resources, wildlife habitat, forested areas, and mature trees.</p>

Regulation Section	Provided (Y)	Waiver (R)	Submittal Item
§ 9.3.2.17			A narrative summary describing any proposed inclusionary dwelling units and preliminary floor plans showing the locations of the inclusionary dwelling units.