

TOWN OF BRIDGEWATER PLANNING BOARD SITE PLAN REVIEW APPLICATION INFORMATION

APPLICATION MATERIALS AND PROCESS: To comply with the Town's regulations for the submission of plans for Non-Residential or Multi-Family sites, you will need copies of a Site Plan Review Application and Checklist and access to the Site Plan Regulations. These items are available at both the Town Hall and Library as well as at the Planning Board's web site at www.bpbnh.org.

PRE-APPLICATION DISCUSSION: In accordance with Section 5:A of the Site Plan Review Regulations, an applicant may wish to schedule an informational meeting with the Planning Board to discuss his/her proposed project. The Planning Board **strongly recommends** that you schedule an informational meeting with the Planning Board prior to submitting your application and checklist to discuss your project and the checklist requirements for it. Such a meeting can save you both time and money by clarifying the exact and necessary requirements for your specific project. A "rough-drawn" preliminary sketch may be submitted at this time to aid in the discussion and understanding of the project. It is also recommended that you discuss any potential checklist waiver requests with the Planning Board at this informational meeting.

WAIVER OF REQUIREMENTS: If your project is of such a nature that you believe certain items on the checklist do not apply, you may request a waiver of specific checklist requirements as provided in Section 13:B of the regulations. Unless specifically waived by the Planning Board, all materials indicated in the Regulations and on the Checklist **must** be submitted with the application. The Planning Board may waive or modify specific requirements of the regulations under the following circumstances:

- Conformity with any specific requirements would cause undue hardship or injustice to the landowner.
- The review procedures have been in general conformity with the regulations.
- The general spirit, intent and purpose of the regulations will not be adversely or substantially affected or harmed.
- The public convenience and welfare of the citizens of Bridgewater will not be adversely or substantially affected or harmed.

In approving waivers, the Planning Board may require such conditions as will, in its judgment, secure substantially the objectives of the standards or requirements of the regulations.

A **petition** for any waiver shall be submitted in writing by the applicant at the time the application is filed for consideration of the Planning Board. The petition shall state fully the grounds for the waiver and all facts relied upon by the petitioner.

APPLICATION/CHECKLIST SUBMISSION: Completed applications and checklists must be submitted not less than fifteen (15) days prior to a regularly scheduled meeting of the Planning Board. Since neither the day materials are delivered nor the day of the actual Planning Board hearing may legally be counted as included in the 15-day requirement, you are advised to submit materials no later than the 17th day prior to the Board hearing, earlier if possible.