



Dartmouth Building Department

400 Slocum Road
P.O. Box 79399
Dartmouth, MA 02747

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FAX 508-910-1838

SUBMISSION OF SITE PLANS REQUIREMENTS

The following must be provided, where appropriate, on all site plans presented for formal review by this Department. Failure to provide the information as requested may cause delay in approval or denial of your project.

1. **Indicate current plat and lot numbers issued by the Assessors' Office.**
2. Indicate sub-division name(s), date of plan and subdivision lot number if different from number assigned by Assessors' Office. If A.N.R. plan, name of plan and date of plan and current plat and lot number. ***If lot is an Estate Lot need recorded deed restriction (as per 4B.411 subsection C)***
3. Provide locus plan.
4. Indicate Zoning District.
5. Clearly note existing and proposed conditions.
6. Indicate if Aquifer District Zone and designation number.
7. Indicate Firm Zone and map number. When F.I.R.M. Zone A or V is shown, include elevation to lowest floor or structural member as may be required, given in actual, not assumed, numbers.

Note: Zoning By-law requires additional elevation; see by-law.

8. Engineer's or Architect's endorsement(s) to be originally signed and sealed on **all** sets of plans with all the area(s) of expertise indicated on the seal. **NO PHOTOCOPIES** [250 CMR 3.05 (3)].
9. Indicate any Special Permit(s) or Variance(s), note pertinent requirements or restrictions. Note case number on all plans. Assure that the plan presented for permit is the same as presented and approved by the Zoning Board of Appeals or other agency.
10. Indicate any Covenant requirements which affect structure elevation or placement including required fences, Buffer Zones and No Activity Zones.
11. Indicate **all** lot dimensions including all setbacks to property lines. Setbacks are measured to the foot print of all occupiable/habitable space, including porches, decks, stairs, full bay windows and all fireplace/chimney projections and the like.

➤ **Setbacks:** When a project is an addition to an existing structure to be placed at or near the minimum setback, a certified "AS-BUILT" will be required for finished project, if no

certified plan is on file. All new construction on vacant lots will require a certified "As-Built" including top of foundation and statement of zoning compliance as to setbacks.

12. Indicate overall structure height per zoning requirement for Zoning District.
13. Use actual, not assumed, elevation numbers for Top of Foundation, cellar slab and the 'like'.
14. Indicate size and placement of all buildings existing and proposed, including porches, decks, stairs, breeze ways, garages, sheds, pools, all game courts and any other accessory structure.
15. For all lots, indicate percentage of lot coverage, include all impervious cover, structures, driveway (and construction type, such as black top, crushed stone, gravel etc.), game courts and the like.
16. Residential: Indicate required off-street parking (each space must be 9 feet by 19 feet) most districts require (2) two such spaces minimum for each dwelling unit. Other more stringent requirements may apply. Required space may be in garage. (See By-Law for Zoning District)
17. Commercial: Submit Planning Board approved site plan for primary use when (5) five or more parking spaces are required, if less than (5) five spaces, submit plan proposed to scale.
18. These requirements must be clearly noted. Use tables, charts or the like to show compliance on proposed plans. Where appropriate, a narrative **may** be accepted. (Tables showing requirements vs. proposed are strongly suggested.)
19. Provide adequate area to affix endorsements of plans by Building Department, minimum space 4 x 5 inches clear on the front of the plan.
20. The Zoning By-Law is available online at <http://www.town.dartmouth.ma.us>
21. Where notes are provided for various agencies, any notes pertaining to Zoning, review, approval or permitting, shall be placed in one area of the plan in so far as practical. Where plans are so complex as to become confusing, a separate sheet for zoning compliance shall be submitted.
22. Any plan submitted for ultimate permit issuance from the Building Department shall be clearly marked "FOR PERMIT".
23. Any plan marked to indicate anything other than "for permit" will be returned without review.
24. All applicants are strongly urged to install permanent property bound markers.