

Site Maintenance and Improvement Policy for Changes to Existing, Developed Nonresidential, or Multifamily Sites – 5/23/23				Affected Divisions/ Departments			
Type of Site Modification / Exterior Alteration	Attributes/Scope of Project:	Rational and Proportional Inspections and/or Site Improvements for Existing Site Conditions Based on the Proposed Scope of Work:	Planning	Engineering	Codes	Fire	
<p><b>Type A <sup>[1]</sup><sup>[3]</sup> (Example: St. Patrick's Addition)</b></p> <p><i>Applicable Review Fees <sup>[2]</sup></i></p> <ul style="list-style-type: none"> <li>Major Site Plans (when a Preliminary and Final Site Plan are required): For Preliminary Site Plan, \$2,000 base plus \$50 per dwelling unit or \$0.05 per square feet of new nonresidential building area. Final Site Plan is a flat fee of \$1,500.</li> <li>Minor Site Plans (when only a Final Site Plan is required): \$2,750 base plus \$50 per dwelling unit or \$0.05 per square feet of new nonresidential building area</li> </ul>	<p>These extensive changes to sites have any one of these attributes:</p> <ul style="list-style-type: none"> <li>New outparcels created in an existing shopping center</li> <li>New buildings built in an existing shopping center</li> <li>Additions to an existing nonresidential building 50% or greater to the existing size of the building</li> <li>Complete redevelopment of existing site</li> <li>Final Site Plan (minor or major) required</li> <li>Preliminary Site Plan (public review) required</li> </ul>	<p>Type A inspections will include all items reviewed during a Type B and C inspection plus the following:</p> <ul style="list-style-type: none"> <li>The landscaping (trees and shrubs) must be brought up to current standards to the maximum extent practicable.</li> <li>Detention ponds must be functional.</li> <li>Rooftop HVAC units must be screened.</li> <li>Handicap access must be provided to current standards.</li> <li>Fire lanes and FDCs must be clear.</li> <li>New sidewalks public and private sidewalks must be provided where required (unless waiver granted by BMA)</li> <li>Road improvements will be required per the Subdivision Regulations (unless waiver granted by BMA)</li> <li>The building must be maintained (painted, no rotten wood, etc.)</li> </ul>	X	X	X	X	
<p><b>Type B <sup>[1]</sup><sup>[3]</sup> (Example: Aldi Addition)</b></p> <p><i>Applicable Review Fee <sup>[2]</sup></i></p> <p>\$1,000 base plus \$0.05 per square feet of new nonresidential building area</p>	<p>These moderate changes to sites have any <u>one</u> of these attributes:</p> <ul style="list-style-type: none"> <li>Public improvements are needed</li> <li>Changes to public rights-of-way.</li> <li>Changes to a parking lot that involve 10% or more of the site</li> <li>Changes to COS in an approved subdivision that involve 10% or more of the COS acreage</li> <li>Additions to an existing nonresidential building less than 50% of the size of the existing building</li> <li>New accessory structures added to a site that affect 10% or more of the site acreage</li> <li>Changes to the landscaping for a nonresidential or multifamily development that involve more than 10% of the site acreage</li> <li>Changes to nonresidential or multifamily curb cuts.</li> </ul>	<p>Type B inspections will include all items reviewed during a Type C inspection plus the following:</p> <ul style="list-style-type: none"> <li>The landscaping (trees and shrubs) must be restored per the plan on file for property for the <u>entire</u> property. Nonconformities in the landscaping shall be corrected to the maximum extent possible.</li> <li>Ground-mounted HVAC units shall be screened.</li> <li>Dumpsters must be screened via an enclosure.</li> <li>All existing public and private sidewalks must be maintained.</li> <li>Vehicular lines of sight/sight distance must be maintained.</li> <li><b>All private parking spaces and drives ailes are free of potholes and the parking lot is freshly striped</b></li> </ul>	X	X	X	X	
<p><b>Type C <sup>[1]</sup><sup>[3]</sup> (Example: Huey's Façade Changes)</b></p> <p><i>Applicable Review Fee <sup>[2]</sup></i></p> <p>\$200</p>	<p>These minor changes to sites have these attributes, depending on the type of land use. See Type D for small accessory structures that affect less than 10% of site acreage.</p> <ul style="list-style-type: none"> <li>Exterior façade changes beyond routine maintenance (new material, new windows, new doors, paint color change, etc.) to an existing building or tenant space (no new nonresidential building area created)</li> <li>New outdoor seating area(s) added</li> <li>Changes to a parking lot that involve less than 10% of the site acreage</li> <li>Changes to COS in an approved subdivision that involve less than 10% of the COS acreage</li> <li>Changes to the landscaping for a nonresidential or multifamily development that involve less than 10% of the site acreage</li> </ul>	<p>At a minimum, the following existing site conditions will be reviewed:</p> <ul style="list-style-type: none"> <li>The landscaping (trees and shrubs) must be restored per the plan on file for property only in front of (street side) the tenant space that is being altered.</li> <li>Sidewalk just in front on the affected tenant space must be maintained.</li> <li>Handicap accessibility in vicinity of proposed work</li> </ul>	X	X	X	-	
<p><b>Type D <sup>[1]</sup> (Example: Electrical Permit to change light fixtures)</b></p> <p><i>Applicable Review Fee: None. Only fees for any applicable permits (building permit, sign, fence, electrical, etc.)</i></p>	<p>Minor exterior façade or site changes, beyond routine maintenance, where building permits (including accessory structures that affect less than 10% of the site acreage), fence permits, or electrical permit applications are not required <u>or</u> the permits for these minor changes alone are sufficient to determine compliance with the Zoning Ordinance and applicable Design Guidelines.</p>	<p>The existing site will not be inspected for nonconformities.</p>	X	-	X	X	

[1] The Development Director has the discretion to reclassify a type of site change based on the need for additional staff/public review or to require additional site improvements to bring the site into conformance to the maximum extent practicable.

[2] Fee based on changes adopted by the BMA via Resolution 2021-29. The latest fee scheduled adopted by the BMA applies.

[3] Development Agreements are required for Type A & B Site Plan Modifications and may be required for Type C Site Plan Modifications depending on the scope of work. § 151.311 (L) of the Zoning Ordinance, where public improvements or private site improvements are required as part of site plan approval or where fees are to be assessed by the town in relation to a development project, the developer(s) shall enter into a Development Agreement with the town for all required public improvements and/or fees assessed for development of a project.