



Southwick Planning Board

Comprehensive Impact Statement Handbook

Adopted by the Southwick Planning Board
November 1, 2022

Comprehensive Impact Statement Handbook

If a Comprehensive Impact Statement is required to be prepared by an applicant under Chapter 185-9.1, this handbook sets forth the information an applicant must include in a Comprehensive Impact Statement (if a Comprehensive Impact Statement is required on the topic). For topics on which an applicant is not required to submit a Comprehensive Impact Statement, the applicant may provide information at its discretion on the topic utilizing this Handbook as guidance. The Planning Board should also take this information into account when determining whether or not a Comprehensive Impact Statement on any topic is required for an application.

Nothing in the Comprehensive Impact Statement Handbook shall act to limit or preclude any town officials from requesting additional information to evaluate the project for its decision making purposes.

A. Traffic impacts.

- (1) Data on existing and projected traffic conditions, including but not limited to physical characteristics of the roadway (pavement width, radii, sight distances); average weekday, average weekend, peak hour (a.m. and p.m.) volumes on said roads; level of service of all legs of applicable intersections; projections and directional distribution of site generated traffic; sight distances at proposed driveway intersections with streets; queuing impacts; on-site traffic circulation and parking layout; accident data; mean travel speed; and pedestrian and bicycle movements for the design year, including any planned roadway/traffic improvements and other proposed projects in the vicinity of the site.
- (2) Such data shall be provided for:
 - (a) All streets and intersections adjacent to the project;
 - (b) All streets that will experience a ten percent (10%) or greater increase in peak hour traffic;
 - (c) All intersections that will experience a reduction in the level of service as a result of the project; and
 - (d) Intersections with a Level of Service of E or worse, where volume is in excess of capacity, or which have a history of crashes resulting in fatal or serious injuries that will receive additional site traffic demand.
- (3) In preparing the above data, unless otherwise directed by the Planning Board, the applicant shall adhere to the following sections of the MassDOT Transportation Impact Assessment Guidelines: Sections 3, 4, and 5.
- (4) Consultation with the Director of the Department of Public Works and Southwick Police Department Safety Officer is required.

B. Impacts to utilities, services, and resources.

- (1) Water supply.
 - (a) Describe the proposed water supply system, whether connecting to private or public water sources, including: average daily and peak water demand; location, sizing, and accessibility to municipal Town water mains; water pressure and flows available at the site; and plans for construction of improvements and ongoing maintenance.
 - (b) If the public water system is to be used, evaluate the capacity of the Town's water supply and distribution system to adequately service the projected water and fire flow needs of the project, including the need for pumping stations, standpipes, or other improvements to the water system required to service the project.
 - (c) Consultation with the Director of the Department of Public Works and, if a private water supply is to be used, the Health Director is required.
- (2) Sewage disposal.
 - (a) Describe the proposed sewage disposal system, including average daily and peak wastewater discharges to the sewer system; composition and concentration of wastewater; location, sizing, and accessibility to municipal sewer mains (if applicable); the need for pumping stations, forced mains or other system improvements required to adequately service the project; and plans for construction of system improvements and ongoing maintenance.
 - (b) Evaluate the capacity of the sewage treatment plant and the sewerage system to accommodate the wastewater flows.
 - (c) Evaluate the need for pretreatment of wastewater to achieve compliance with the Southwick Sewer Use Regulations.
 - (d) Consultation with the Director of the Department of Public Works and Health Director is required.
- (3) Stormwater.
 - (a) A Stormwater Management Plan is required. See the Department of Public Works stormwater regulations (Chapter 183).
 - (b) Consultation with the Director of the Department of Public Works is required.
- (4) Solid waste disposal.
 - (a) Describe the quantity and composition of projected solid wastes to be generated by the project including average weekly volume in cubic yards of refuse generated; recycling potential; and method of on-site storage and collection.

- (b) For residential development projects, evaluate the impact to the municipal recycling facility and transfer station including costs of collection and disposal.
 - (c) Consultation with the Director of the Department of Public Works is required.
- (5) Emergency services.
 - (a) Describe the anticipated fire and police protection needs, including time and demand on municipal Town personnel; provision for alarms or warning devices; on-site fire suppression and security capabilities; and need for increased municipal Town personnel or equipment.
 - (b) Estimate the cost and discuss the responsibility for providing emergency protection to the project.
 - (c) Consultation with the Police and Fire Departments is required.

C. Environmental impacts.

- (1) Describe the existing physical and ecological characteristics of the site and surrounding land, including topography, slope, soils, wetlands, surface water, vernal pools, floodplains, depth to groundwater, drainage patterns, type and coverage of vegetation, wildlife and wildlife habitat, identification of any rare or endangered plant or animal species, relationships to public or private water supply wells and recharge areas or public water supply reservoirs. Consultation with the Southwick Conservation Commission Coordinator and Director of the Department of Public Works is required.
- (2) Identify and evaluate the potential impacts of the project on air quality; surface water; wetlands; groundwater; plant and wildlife species; temperature; wind, light, and noise levels on-site and off-site, including a life cycle analysis of materials utilized on the site, if applicable.
- (3) Evaluate the impact of stormwater, runoff, flooding, erosion, sedimentation, grading changes, increased impervious surface, discharges to groundwater, pumping of groundwater, wetlands disruption, and changes to vegetative cover. Provide the location and results of any test pits, soil borings, and percolation tests performed on the site.
- (4) Describe the types, quantities, use and storage methods for hazardous materials and wastes, as defined by the United States Occupational Safety and Health Administration, Environmental Protection Agency, and Department of Transportation, to be used or generated by the project and describe what measures will be taken to prevent a release into the environment. The Southwick Emergency Management Director, Fire, and Police Departments shall be consulted.

D. Community impacts.

- (1) Describe and identify the location of scenic, unique geological, historical, or archaeological features and recreational areas on the site or in the vicinity of the site.
- (2) For those projects that are affecting identified historic properties and/or districts on or abutting the property, consultation with the Chairperson of the Southwick Historic Commission is required.

E. Fiscal impacts.

- (1) Projected costs arising from increased demand for and required improvements to public services and infrastructure. The Director of the Department of Public Works and Chairperson of the Finance Committee shall be consulted.
- (2) Projected value of improvements made by the project to public services and infrastructure. The Director of the Department of Public Works shall be consulted.
- (3) Projected number and types of jobs, both temporary and permanent, to be created by the project.