

City of Medford Massachusetts

COMMUNITY DEVELOPMENT BOARD

RULES AND REGULATIONS: SPECIAL PERMITS REQUIRING SITE PLAN REVIEW

Each applicant for a special permit requiring site plan review, as specified in Section 16A of the Zoning Ordinance, shall submit his/her application in conformity with these rules.

1. The application: All applications shall be made in writing on forms prescribed by the Board and available in the Office of Community Development.
2. Applications shall be accompanied by written information as specified in Sections 16.A 4 of the Medford Zoning Ordinance. Plans must be prepared by a Registered Professional Civil Engineer and/or Architect bearing his/her stamp and signature. Property plans also be submitted and certified as above by Registered Professional Land Surveyor.
3. Filing: Each application for a Site Plan Review Special Permit shall be filed in triplicate with the Community Development Board.
4. Upon the original submittal of an application to the Community Development Board, the application shall be considered to be conditionally accepted pending review of its contents. Within 14 days of the original submittal of the application, the Community Development Board, or its designee, shall determine whether the application is complete. An application which does not contain all of the material described in Section 16.A 4 of the Zoning Ordinance, shall be considered incomplete, shall not be considered to have been filed and shall not be accepted for processing, unless the Community Development Board has waived the submission of any of the required information. If an application is determined to be incomplete the Community Development Board or its designee shall notify the City Clerk, and the applicant in writing that the application has been determined to be incomplete setting forth the reasons for that determination and that the application is not considered to have been filed.

If the application is considered to be complete, or if the applicant and the City Clerk are not notified that the application is incomplete within 14 days, the application shall be considered to be complete as of the date originally submitted.

If a revised application is submitted, it shall be considered to be a new application and shall be subject to the same procedures and determinations as to completeness as are set forth above.

The time periods set forth in the Zoning Ordinance and in Chapter 40A, MGL, during which the SPGA shall notify parties in interest, hold a public hearing and issue a decision will not start until the application is considered to be complete.

5. Fees: All applications shall be accompanied by a fee calculated as follows: The fee shall be \$0.05 per square foot or more of floor area above 5,000 square feet of non-residential construction, and \$0.05 per square foot or more of floor area above 3,000 square feet of residential construction.

All fees shall be made payable to the City of Medford and must be in the form of a certified bank check.

CITY OF MEDFORD

SITE PLAN REVIEW

APPLICATION FOR SITE PLAN REVIEW

This application must be completed, signed and submitted with the filing fee, drawings and supplemental information by the applicant or his representative in accordance with the City of Medford Zoning Ordinance and the Community Development Board's Rules and Regulations under its jurisdiction as a Special Permit Granting Authority.

SITE PLAN REVIEW GRANTING AUTHORITY

Community Development Board (file application in the Office of Community Development)
 Board of Appeals (file application in the Office of Community Development)
 City Council (file application in the Office of the City Clerk)

GENERAL INFORMATION:

Date Submitted: _____

Applicant _____ Day Phone: _____

Applicant's Address _____

Representative (if any) _____ Day Phone: _____

Representative's Address _____

Property Owner (if other than applicant) _____ Day Phone: _____

Owner's Address _____

Please indicate who is to receive correspondence () the applicant () the representative () the owner

PROJECT DESCRIPTION:

Project Address: _____

Assessors Plan Number: (Map# _____ Lot# _____) Zoning Designation _____

Present Use of Property: _____

General Description of Proposed Project: _____

Type of development: () New Construction () Addition [sq.ft. of addition _____]

() Occupancy of Existing Building () Subdivision [total number of lots _____]

Total square footage of lot _____ Gross floor area of building _____

Project is the subject of (check all applicable sections): () Variance () Subdivision
() Special Permit Board of Appeals () Special Permit City Council

I hereby request that my application for Site Plan Review be accepted for consideration.

Signature of Applicant (or his representative)

Date

Signature of Owner

Date

The application for Site Plan Review shall be accompanied by written statements, site plans, drawings, maps showing scale and north point, and supporting documentation in a form specified by rules and regulations, including the following:

Site plans (showing scale and north point)

- a) name and address of applicant and name of proposed project;
- b) total land area of the site and boundaries of the site;
- c) locus plan;
- d) present and proposed use of the land and existing buildings, if any
- e) location and use of structures within 100 feet of property line;
- f) locations, elevations, and dimensions of existing and proposed building(s) or other structures, showing setback(s) from property lines;
- g) locations and dimensions of any easements and public or private rights of way, existing or proposed;
- h) wetlands, ponds and surface water bodies, as defined under the Wetlands Protection Act, M.G.L. 131 Section 40, and rules promulgated therein, 310 CME 10.00.
- i) existing proposed contour elevations in one foot increments;
- j) proposed surfacing;
- k) parking and loading areas;
- l) driveways and access to site; and evidence of the ability of site of handle emergency vehicles;
- m) facilities for vehicular and pedestrian circulation;
- n) locations of existing and proposed on site public utilities and facilities (water, sewerage, and drainage) showing size and direction of flows;
- o) landscaping and screening, including trees, stone walls, fences and other features to be retained and removed;
- p) outdoor lighting, including location and intensity of lighting facilities;
- q) signs, proposed and existing;
- r) location and significance of historic structures.

Written Statement

- a) a description of the proposed uses to be located on the site, including quantity and type of residential units, if any;
- b) the total land area of the site, and the total floor area and ground coverage of each proposed building and structure;
- c) general summary of existing and proposed easements or other burdens now existing or to be placed on the property;

- d) method for handling solid waste disposal, and for screening of disposal facilities;
- e) estimates, including calculations, of demand for water, sewage flow requirements, and drainage facilities requirements;
- f) the applicant's evaluation of the availability of off-site public facilities, including sewer, and water;
- g) a description of any problems of drainage or topography or a representation that, in the opinion of the applicant, there are none;
- h) measures taken to preserve and protect natural resources;
- i) estimated peak hour traffic volumes generated by the proposed use in relation to existing volumes and projected future conditions;
- j) an estimate of the time period required for completion of the development;
- k) other information as may be necessary to determine compliance with the provisions of the Zoning Ordinance.

Site Plans submitted for major projects shall be prepared by a registered Architect, Landscape Architect, or Professional Engineer.

Upon request, the Community Development Board may, at its discretion, waive the submission by the applicant of any of the required information for major projects.

Check # _____ for \$ _____
Bank _____
Account of _____

Eng. _____
No. A-A _____
Submission Date _____
/ /

FORM A-A

APPLICATION FOR A DETERMINATION OF PLANNING BOARD JURISDICTION

(Alternative provisions are indicated. The applicant should select and complete the paragraph or paragraphs pertinent to his case.)

TO THE COMMUNITY DEVELOPMENT BOARD OF THE CITY OF MEDFORD, MASSACHUSETTS

The undersigned wish to record the accompanying plan entitled:

_____ Scale _____ Date _____

Drawn by _____ and requests a determination of said Board that approval by it under the Subdivision Control Law is not required for the following reasons:

1. Every lot within the tract shown on the plan has the required frontage on:
 - A. _____ a public way, and/or
 - B. _____ a way which the City Clerk has certified is maintained and used as a public way, and/or
 - C. _____ a private way approved by the Planning Board or Board of Survey on _____ 19 _____ and/or
 - D. _____ a way in existence on November 6, 1916 having sufficient width, suitable grade and adequate construction to provide for traffic needs and for the installation of municipal services.
2. Lot _____ shown on the plan does not result from the division of a tract of land.
3. Lot _____ shown on the plan is to be taken away from Lot _____ and added to Lot _____ changing the size and shape of the latter two lots in a manner as not to leave either lot without the required frontage.
4. _____ buildings were standing on the land on November 6, 1916 and at least one of each such buildings remains standing on lots _____ within the tract shown on the plan.
5. Other _____

Land to which the plan relates sufficient for identification:
Formerly Lot(s) _____ Street _____

APPLICANT(S) CERTIFY THAT THEY ARE THE OWNER(S) OF THE SUBJECT PROPERTY

Applicant _____ Tel. No. _____

Address _____ Massachusetts _____

Recorded _____ Application APPROVED
/ / , Plan # _____

Application DENIED
Denial Notice Sent _____ / _____ / _____

Check # _____ for \$ _____
Bank _____
Account of _____

FORM A-A

Eng. _____
No. A-A _____
Submission Date _____
/ /

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Applicant _____ Tel. No. _____

Address _____ Massachusetts

Application APPROVED
Recorded _____ / _____ / _____, Plan # _____

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Denial Notice Sent _____ / _____ / _____

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FORM A-A

Eng. _____
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Submission Date _____
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Recorded _____ / _____ / _____, Plan # _____

Application DENIED
Denial Notice Sent _____ / _____ / _____