

SUBMITTAL PACKET: COMPREHENSIVE PERMIT

The following items shall be included with applications for Comprehensive Permits:

1. Narrative including the following:
 - a. Total number of buildings, total number of unit and unit mix within each building (number of affordable units/market rate units, breakdown by bedroom)
 - b. Description of type of units (apartment, townhouse, single family dwellings) and whether the units are to be rented or owned by the occupant
 - c. The location of the site within all Zoning Districts, including overlay districts.
2. Proof of Status of Petitioner:
 - a. Documentation of organization of applicant either as a public agency, non-profit organization or limited dividend organization.
 - b. Documentation of project fundability by a subsidizing agency under a specific low and moderate income housing subsidy program, which shall include a letter of site approval or project eligibility from said governmental agency
 - c. Documentation of sufficient interest in the proposed site. (760 CMR 56)
3. Copy of Local Initiative Application for proposal, which has been approved by EOCD. (If applicable)
4. Completed "Official Development Prospectus" with 12 copies of all plans specified on the form. All plans shall include a Title Block with the name and address of the applicant, the date and scale of the drawing.
5. Certification from the Wetlands Protection Committee stating compliance with the Wetlands Protection Act. As appropriate, the certification shall be an Order of Conditions, a Negative Determination of Applicability, or a letter from the Conservation Administrator stating that the Wetlands Protection Act is not applicable.
6. A list of requested exceptions to local codes, by-laws or regulations, including the Zoning Bylaw.
7. A resume of past development experience including all affordable housing projects completed by the developer.
8. A letter regarding the financial standing of the applicant from a financial institution.
9. A check in the amount of \$2,000.00 payable to the Town of Wellesley.
10. A check in the amount of \$25.00 payable to the Town of Wellesley for mailing & publication fees.

ALL WETLANDS PROTECTION ISSUES (DETERMINATION OF NEGATIVE APPLICABILITY OR ORDER OF CONDITIONS) MUST BE RESOLVED AND SUBMITTED TO THE BOARD BEFORE THE ZBA PUBLIC HEARING.

THE BOARD RECOMMENDS THAT THE PETITIONER REVIEW THE ZONING BOARD OF APPEALS RULES AND REGULATIONS.

TOWN OF WELLESLEY



MASSACHUSETTS

ZONING BOARD OF APPEALS
888 WORCESTER STREET • SUITE 160 • WELLESLEY, MA 02482

J. RANDOLPH BECKER, CHAIRMAN
ROBERT W. LEVY, VICE CHAIRMAN
DAVID G. SHEFFIELD

LENORE R. MAHONEY
EXECUTIVE SECRETARY
TELEPHONE
(781) 431-1019 EXT. 2208

WALTER B. ADAMS
DEREK B. REDGATE
PETER COVO

Special Permit Granting Authority
Wellesley Town Hall
Wellesley, MA 02482

Date: _____

ZBA Number: _____

Pursuant to the provisions of Section _____, subparagraph _____, and Section _____ of the Zoning Bylaw, the undersigned hereby requests Site Plan Approval for the construction of

Located at _____
Within a _____ District (s).

The following plans are submitted:

1. Existing Site Features Plan	Plan # _____ (Title Block Number)
2. Site Development Plan	Plan # _____
3. Plot Plan	Plan # _____
4. Grading & Drainage Plan	Plan # _____
5. Utilities Site Plan	Plan # _____
6. Landscaping/Parking Plan	Plan # _____
7. Architectural Plans	Plan # _____ through _____
8. Subsurface Conditions Plan	Plan # _____
9. Utilities Detail Plans	Plan # _____ through _____
a. Structure Details	Plan # _____
b. Plumbing Details	Plan # _____
c. Electric Details	Plan # _____

(Twelve (12) full sized copies of each plan, six (6) 11inch by 17 inch copies of each plan, a check in the amount of _____ payable to the Town of Wellesley, and a check in the amount of _____ payable to the Town of Wellesley Fire Department (for Site Plan Approval without PSI).

OWNER OF RECORD/PETITIONER: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

PROJECT CONTACT PERSON: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

EMAIL ADDRESS: _____

TOWN OF WELLESLEY
ZONING BOARD OF APPEALS
SITE PLAN APPROVAL REVIEW
PLANS AND SUBMITTAL CHECKLIST

Plans and submittals for site plan approval review are submitted to the Department of Public Works for its review and approval on behalf of the Zoning Board of Appeals shall contain the items listed in this checklist. Electric plans will be reviewed by representatives of the Wellesley Municipal Light Plant.

PLANS

CHECK

1. EXISTING SITE FEATURES PLAN

a)	Location, type, size or dimension of existing trees and rock masses	_____
b)	Surface drainage and topography with one foot contours	_____
c)	Property lines, zoning districts, adjacent roadways, historical or archeological features	_____
d)	Rights of way and easements (temporary and permanent)	_____
e)	Wetlands and floodplains	_____
f)	Adjacent public, footpaths, trails and other natural or man-made features such as walls and fences	_____
g)	Plan to be Scale 1" = 40' or larger	_____
h)	Plan must be stamped, dated and signed by a Registered Land Surveyor in the Commonwealth of Massachusetts	_____

2. SITE PLAN DEVELOPMENT

a)	Building locations, finish floor elevations at basement and first floor	_____
b)	Grading detail for entire site with existing and proposed contours	_____
c)	Existing and proposed curb cuts, design as per Town Policy by Board of Selectmen dated 5/15/73	_____
d)	Property lines and easement lines	_____
e)	All elevations on the Town of Wellesley datum base	_____
f)	North directional arrows shall be provided and point due north	_____
g)	Plan must be stamped, dated and signed by a Registered Architect, Registered Land Surveyor or Professional Engineer in the Commonwealth of Massachusetts	_____

3. PLOT PLAN

a)	Existing buildings and structures	_____
b)	Proposed structure(s) including all dimensions and distances from front, rear and side property lines	_____
c)	Area of lot or lots included in the project	_____
d)	Zoning district lines and portion of lot in different zoning district (if applicable)	_____
e)	Names of all abutters as they appear on the most recent tax list	_____
f)	The location of all permanent survey monuments	_____
g)	Not less than 3 permanent benchmarks, preferably triangulated, shall be shown	_____
h)	Plan must be stamped, dated and signed by a Registered Land Surveyor in the Commonwealth of Massachusetts	_____

4. GRADING AND DRAINAGE PLAN

- a) Existing and proposed contours in one foot intervals of elevation _____
- b) Location of existing and proposed storm drainage structures _____
- c) Profile showing proposed utilities in relation to the ground surface _____
- d) Erosion control measures such as haybales and siltation fencing _____
- e) Plan must be stamped, dated and signed by a Registered Professional Engineer in the Commonwealth of Massachusetts _____

5. UTILITIES SITE PLAN

- a) Building location and elevations _____
- b) Existing utilities on project site and in abutting street _____
- c) Location, depth, size, (slope where applicable) and material of:
 - Water service and hydrants _____
 - Gas service _____
 - Sanitary sewer connection (pipe to be SRD-35 PVC, green) _____
 - Storm drain installations _____
 - Electric service _____
 - Fire alarm connection _____
 - Telephone service _____
- d) Number utility structures such as manholes and catch basins for identification purposes _____
- e) Detail specifications for installation of all utilities including street pavement restoration as per current DPW standards _____
- f) Flow direction arrows on drain and sewer lines _____
- g) Plan must be stamped, dated and signed by a Registered Professional Engineer in the Commonwealth of Massachusetts _____

6. LANDSCAPING/PARKING PLAN

- a) Proposed landscaping of property _____
- b) Size, type and location of proposed plant materials with botanical names _____
- c) Consider the impact for plantings at their maturity size as relates to sight distances _____
- d) Landscaping plan shall be coordinated with the grading plan _____
- e) Tree planting and shrub planting details _____
- f) Hardscape details such as walkways and patios _____
- g) See attached listing of undesirable plants as prepared by the Town Horticulturalist _____
- h) Plan must be stamped, dated and signed by a Registered Landscape Architect in the Commonwealth of Massachusetts _____
- i) No bushes or trees of any kind shall be planted within 10 feet in any direction of a Fire Department connection or a Master Fire Alarm box. Connections include hydrants, standpipes and sprinkler feeds on the outside of buildings. _____
- j) Parking lot plans shall include dimensions of parking spaces, maneuvering aisles, islands, turning radii, percentage of landscaped open space, percentage of interior landscaping, appropriate number of handicapped parking spaces, and directional flow arrows. All parking spaces shall be numbered _____

7. ARCHITECTURAL PLANS

- a) Proposed floor plans _____
- b) Elevations of all sides of all buildings _____
- c) Sections identifying type and exterior finish of proposed buildings _____
- d) Plan must be stamped, dated and signed by a Registered Architect in the Commonwealth of Massachusetts _____

8. SUBSURFACE CONDITIONS PLAN

- a) Boring location with boring numbers _____
- b) Boring logs _____
- c) Ledge encountered and depth _____
- d) Water encountered and depth _____
- e) Percolation test info (if applicable) _____

9. UTILITIES DETAIL PLAN

- a) Structure details
 - Sanitary sewer manholes _____
 - Drain manholes, detention structures, etc. _____
 - Catch basins (gas and oil separators required at parking lots) _____
 - Outside grease trap if restaurant is proposed _____
- b) Plumbing details
 - Water service size and entrance location _____
 - Water meter size, location and piping detail _____
 - Size and location of water service backflow protection devices (if applicable) _____
 - Sanitary sewer size and entrance location with elevations _____
 - Size and location of sanitary sewer check valves (if applicable) _____
 - Oil/water separators and MDC gas traps (if applicable) _____
 - Pumping equipment (if applicable) _____
- c) Electrical Details
 - Location service entrance _____
 - Size of Service _____
 - Meter location and switchgear arrangement _____
 - Provision for future expansion _____
 - Transformer size and facilities for pad or vault room _____
 - Data including load requirements _____

GENERAL PLAN COMMENTS

- a) All plans must be stamped, signed and dated by a Registered Professional Engineer, or Architect in the Commonwealth of Massachusetts responsible for the particular plan's contents _____
- b) Title Blocks shall provide the name of project, job site location, architects and engineer responsible for plan contents, date and plan scale _____
- c) All plans must be numbered and titled _____
- d) All dates of revisions shall be included _____
- e) Provide retaining wall design details _____
- f) Provide locus plan drawn at a scale of 1" = 500' showing the relation of the project to adjoining properties within a radius of 1/4 mile _____
- g) The cover sheet shall provide the names, mailing addresses and phone numbers of the land owner, building owner, architects and engineers and project contact person, and Table of Contents _____
- h) Location of all mechanical systems must be shown _____

SUBMITTALS

- a) Drain calculations showing capacities of the existing and proposed drain systems _____
- b) Runoff calculations for the 10, 25 and 100 year storm event for storm drains, leaching basins or holding areas _____
- c) Post development rate of peak runoff less than pre-development rate of peak runoff _____
- d) Information showing that the DEP Stormwater Management Standards will be met _____
- e) Operation and maintenance plan for drainage system _____
- f) Evaluation of existing municipal systems capacities _____
- g) Quantification and documentation of infiltration/inflow reduction measures _____
- h) Quantification and documentation of water conservation measures _____
- i) Written statement from a Registered Professional Engineer in the Commonwealth of Massachusetts regarding the adequacy of the water flow for the fire protection system _____
- j) Construction area to be fenced _____
- k) Traffic Management Plan during construction period _____
- l) Area of construction worker and equipment parking _____
- m) Materials staging area _____

UNDESIRABLE PLANTS FOR LANDSCAPE DESIGNS SUBMITTED WITHIN
THE TOWN OF WELLESLEY

TREES:

* <i>Acer platanoides</i>	Norway Maple
* <i>Acer pseudoplatanus</i>	Sycamore Maple
<i>Acer saccharinum</i>	Silver Maple
* <i>Ailanthus altissima</i>	Tree-of-Heaven
<i>Elaeagnus angustifolia</i>	Russian-olive
<i>Morus alba</i>	White Mulberry
* <i>Phelodendron amurense</i>	Amur Cork-tree
<i>Populus alba</i>	White Poplar
<i>Pyrus c. 'Bradford'</i>	Bradford Pear
<i>Pyrus c. 'New Bradford'</i>	New Bradford Pear
* <i>Robinia pseudoacacia</i>	Black Locust
<i>Tsuga canadensis</i>	Eastern Hemlock

SHRUBS:

<i>Alnus glutinosa</i>	Common Alder
* <i>Berberis thunbergii</i>	Japanese Barberry
* <i>Berberis vulgaris</i>	Common Barberry
* <i>Elaeagnus umbellata</i>	Autumn-olive
* <i>Euonymus alatus</i>	Burning Bush
* <i>Frangula alnus</i>	Glossy Buckthorn
* <i>Ligustrum obtusifolium</i>	Border Privet
<i>Ligustrum sinense</i>	Chinese Privet
<i>Ligustrum vulgare</i>	Common Privet
* <i>Lonicera maackii</i>	Amur Honeysuckle
* <i>Lonicera morrowii</i>	Morrow Honeysuckle
* <i>Lonicera tatarica</i>	Tatarian Honeysuckle
* <i>Lonivera x bella</i>	Bell's Honeysuckle
* <i>Rhamnus cathartica</i>	Common Buckthorn
* <i>Rosa multiflora</i>	Multiflora Rose

VINES:

* <i>Ampelopsis brevipedunculata</i>	Porcelain Ampelopsis
* <i>Celastrus orbiculatus</i>	Chinese Bittersweet
* <i>Cynanchum spp.</i>	Swallow-worts
* <i>Humulus japonicas</i>	Japanese Hops
* <i>Lonicera japonica</i>	Japanese Honeysuckle
* <i>Polygonum perfoliatum</i>	Mile-a-minute Vine
<i>Wisteria sinensis</i>	Chinese Wisteria

ORNAMENTALS:

* <i>Aegopodium podagraria</i>	Goutweed
* <i>Alliaria petiolata</i>	Garlic-mustard
* <i>Iris pseudacorus</i>	Yellow Flag Iris
* <i>Lythrum salicaria</i>	Purple Loosestrife
* <i>Microstegium vimineum</i>	Japanese Stilt-grass
* <i>Phalaris arundinaceae</i>	Ribbon Grass
* <i>Pragmites australis</i>	Common Reed
* <i>Polygonum cuspidatum</i>	Japanese Knotweed
<i>Urtica dioica</i>	Stinging Nettle

AQUATICS:

* <i>Hydrilla verticillata</i>	Hydrilla
* <i>Myriophyllum spp.</i>	Water Milfoils
* <i>Trapa natans</i>	Water-Chestnut

* Indicates species listed *A Guide to Invasive Plants in MA*

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WALTER B. ADAMS
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OFFICIAL DEVELOPMENT PROSPECTUS

Applicable to Major Construction Projects
Submitted Under Section 16A of the Zoning Bylaw
And Comprehensive Permit Projects Submitted Under Chapter 40B

Date: _____

Year/Number: _____

I. IDENTIFICATION

Petitioner: _____

Address: _____

Telephone: _____

Land Owner of Record: _____

Location of Property: _____

Proposed Use of Property: _____

Zoning Districts: (Including all overlay districts) _____

Are any other special permits or variances, other than Site Plan Approval required for this project? Yes _____ No _____

If yes, what is required? _____

II. DESCRIPTION

Describe in detail the plan to be executed under the appropriate categories below

1. Land Area _____
2. Square footage of proposed construction footprint _____
3. Square footage of existing building footprint _____
4. Square footage of total structure footprint _____
5. Total floor area of existing building _____
6. Total floor area of proposed construction _____
7. Total floor area after proposed construction completed _____
8. Floor area ratio: (Commercial)
9. Number of Buildings _____
10. Number of Stories of each Building _____
11. Height of each Building _____
12. Number of Parking Spaces: (Existing/Proposed)
Standard _____ / _____ Compact _____ / _____ Handicapped _____ / _____
Covered _____ / _____ Open _____ / _____
Total (Existing and proposed) _____
Total Number Required _____
13. Number of handicapped sidewalk curb cuts provided _____
14. Lot coverage in square feet (%) Before After
1) Buildings () ()
2) Drives & Parking () ()
3) Other uses (identify uses and coverage) () ()
15. Open Space
1) Landscaped area () ()
2) Natural (i.e. woods, fields) () ()
3) Recreational () ()

A. Residential Construction

1. Number of Dwelling Units

Efficiency _____ One Bedroom _____ Two Bedroom _____
Three Bedroom _____ Other _____

2. How many units will be provided with handicapped access to
bathrooms, toilets, entrances, egresses, etc.? _____

3. Density in square feet of land per dwelling unit.
Existing _____ Proposed _____

4. Density in square feet of land per person:
Existing _____ Proposed _____

III. TRAFFIC IMPACT ANALYSIS AND DATA
(Explain basis for data entered)

If, as a result of the proposed construction, the following conditions will exist, Questions 1-5 must be answered:

- a. If the floor area of the building exceeds 10,000 sf; or
- b. If 50 or more vehicle trips will be generated by the completed project in any single hour of the day.

1. Projected traffic generation of proposed new development:

a. Peak Day	In	Out	Total
24-Hour	_____	_____	_____
Am Peak Hour	_____	_____	_____
PM Peak Hour	_____	_____	_____

b. Typical or Average Day

24-Hour	_____	_____	_____
Am Peak Hour	_____	_____	_____
PM Peak Hour	_____	_____	_____

2. Current two-way traffic flows on frontage street(s):

24 Hour AM Peak Hour PM Peak Hour

Street _____

Street _____

3. Data compiled by: _____

4. Date of data compilation: _____

5. Comment on adequacy of drive entrances & exits with respect to sight distance and other traffic operations considerations on frontage street(s)

Locations through which 30 or more vehicles approach from a single direction in any single hour of the day.

(List intersections and operational problems):

List possible hazardous pedestrian and bicycle crossings:

6. Has a separate Traffic Study been submitted? Yes _____ No _____

IV. PUBLIC UTILITIES - (Quantitative, state basis for data entered)

A. Estimated water consumption _____ gal/day

B. Number of Fire Hydrants - existing within 200 ft _____ Proposed _____

C. Estimated discharge to sewer system _____ gal/day

D. Sewer Disposal - will any proposed on-site individual sewage disposal systems be designed to receive more than 110 gallons of sewage per quarter acre per day? Yes _____ No _____

E. Refuse disposal _____ lbs. or tons/day

1. Proposed method of handling _____

2. What provisions will be made to facilitate the recycling of solid waste? _____

F. Service Voltage _____ Service Amperage _____

1. Estimated peak electrical consumption _____ kw

a. Heating Season _____ kw b. Cooling Season _____ kw

2. Estimated annual electric energy consumption _____ kw

3. Three Phase Service _____ Single Phase Service _____

G. Are energy efficient appliances to be used? _____

H. What R-Factors will be used in insulation and glazing for walls and ceilings? _____

I. What energy source will be used for heating water?
Electric _____ Gas _____ Fuel Oil _____ Other _____

J. Will electric resistance heating or heat pumps be used? Yes _____ No _____

K. Will the facility include an emergency electric generator?
Yes _____ No _____

If YES, would you be willing to run it to reduce your peak load?

Yes _____ No _____

V. FIRE PROTECTION

A. *Fire flow presently available at site _____

B. *Total floor area of building (Largest single building if more than one building) _____

C. Type of Building Construction _____

D. *Required fire flow for building (Maximum required for a single building if more than one building) _____

E. *If required fire flow (D) exceeds available fire flow (A), describe plans to provide required fire flow (D)

F. Describe access for fire apparatus to building (s) _____

*Written statement indicating these figures signed by a registered professional engineer must accompany submittal.

VI. ENVIRONMENTAL IMPACT

A. What percentage of the property is Wetlands _____
Floodplains _____
Will either be altered as a result of the project? _____

B. Will the proposed development contribute in any way to pollution of groundwater, surface water, or waterway: Yes _____ No _____
Oil _____ Salt _____ Chemicals _____ Other _____
Explain

Describe proposed measures to eliminate or minimize such pollution:

C. Does the proposed development involve storage of any of the following materials above or below the ground?

- deicing chemicals or other related materials
- commercial fertilizers and other related materials
- hazardous materials
- liquid petroleum products

If YES to any of the above, list specific materials to be stored:

D. Impact on surface drainage

1a. Current rate of peak runoff _____ cubic ft/second

b. Current volume of runoff _____ cubic feet or acre-feet

2a. Post-development rate of peak runoff _____ cfs

b. Post-development volume of runoff _____ cubic feet or acre-feet

(Design storm and rainfall intensity should be cited for #1 & #2)

3. Describe measures to eliminate or minimize any increase in rate of runoff _____

4. Might the project result in significant changes in existing drainage patterns? Will any abutting or other property be adversely affected by the changes? _____

E. Does the proposed structure include installation of floor drains?

Yes _____ No _____ If YES, how many? _____

F. Will the project affect the condition, use, or access to any existing public open space or recreation area? If so, how?

G. Does the proposed development involve outside lighting? Yes No
if YES, state height of lighting fixtures _____

Will the outside lighting shine directly on abutting premises?
Yes No

If YES, explain

Describe proposed steps to minimize this impact _____

H. Might any site or structure of historic or archeological significance be affected? Yes No

Describe _____

I. Will the project require the removal of any street trees protected under M.G.L. Ch. 87? Yes No

If YES, how many? _____

J. Will the project involve blasting or pile driving? Yes No

1. What is the approximate volume of the material to be removed?

Where will this material be disposed? _____

K. Is an Environmental Notification Form required to be filed under M.G.L. Ch. 30, Section 61-62H, the Mass. Environmental Policy Act?
Yes No

VII. IMPACT OF WATER SUPPLY

A. Will the project result in an increase of 10,000 square feet or more of impervious area within a Water Supply Protection District defined by Section XIVE of the Zoning Bylaw? Yes No

If so, does it satisfy the design and operation standards of Section XIVE? Yes No

B. Will the project result in finished exterior grades lower than the existing grade and less than 5 feet of soil overburden above the maximum ground water elevation within a Water Supply Protection District? Yes No

D. Will water saving appliances be used or water conservation devices be used in all plumbing? Yes No

VIII. FINANCIAL IMPACT

A. Estimated Building Permit Valuation

B. Estimated assessed value

**ZONING BOARD OF APPEALS
SITE PLAN SUBMITTAL
TIMELINE**

**PRELIMINARY MEETING WITH DPW
(Preliminary Engineering & Landscape Plans)**

**OTHER MEETINGS AS REQUIRED WITH:
DRB, MLP, FIRE DEPT., WPC & BOH**

ONE FULL SET OF ENGINEERING & LANDSCAPE PLANS TO DPW	10 WEEKS PRIOR TO HEARING
DPW RESPONSE TO APPLICANT ON PLANS	10 DAYS AFTER RECEIPT OF PLANS
12 LARGE COPIES OF PLANS WITH SUBMITTAL & SEVEN (7) 11 X 17 COPIES OF PLANS TO THE ZBA	6 WEEKS PRIOR TO HEARING
ALL WETLANDS PROTECTION ISSUES (DETERMINATION OF NEGATIVE APPLICABILITY OR ORDER OF CONDITIONS) MUST BE RESOLVED AND SUBMITTED TO THE BOARD	PRIOR TO HEARING
PLANS MUST BE APPROVED BY DPW OR ZBA HEARING CONTINUED	10 DAYS PRIOR TO HEARING
ZBA HEARING	