



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

PROCESS SCHEDULE FOR SITE PLAN APPROVAL PROJECTS

1. Petitioner meets with Executive Secretary to discuss project. At initial meeting, petitioner is given the List of Plans, Check List, Time Line, Official Development Prospectus, and Process Schedule.

Preliminary Meetings

A. Mandatory – Design Review Board

B. Voluntary

(1). Department of Public Works

- a. Petitioner arranges preliminary meeting with Town Engineer, which will include other DPW representatives. Petitioner will be prepared to discuss in detail the water, sewer, drainage, electric, parking and landscaping requirements associated with the project. Petitioner will bring preliminary engineering and landscape/parking plans to this meeting.
- b. No less than Ten (10) weeks prior to the Public Hearing, the applicant will send **one** full set of plans to the Town Engineer for review by the Department of Public Works. Plans should include all requirements on the Check List. Within ten (10) days of receipt of the plans, the Department of Public Works will send a letter of review to the petitioner, summarizing comments and concerns and issues to be addressed.

(2). Wetlands Protection Committee

- a. If the location of the construction is within a Resource Area, a Water Supply Protection District or a Flood Plain District, the petitioner must obtain all necessary approvals and Orders of Conditions at least ten (10) days prior to the date of the Public Hearing on the petition.

(3). Public Safety Officer – Fire Department

(4). Board of Health

Process Schedule Continued

1. No less than six (6) weeks prior to Board of Appeals Public Hearing, the applicant shall submit twelve (12) copies of the application for Site Plan Review, Development Prospectus, the Check List and any supplemental materials, eleven (11) large sets of all required plans & six (6) sets of 11 x 17 plans, incorporating all DPW comments, to the office of the Board of Appeals.
2. The Executive Secretary shall time-stamp two (2) copies of all materials and plans submitted in the Town Clerk's office. Individual packages of all plans and materials with a cover letter shall be distributed to the Planning Board, Design Review Board, Wetlands Protection Committee, Town Engineer, Board of Health, Fire Chief, Police Chief and Municipal Light Plan, for review and recommendations.
3. The Board of Appeals will automatically continue the scheduled Site Plan Approval Public Hearing, if all revised plans and/or additional requested materials have not been approved by all departments no less than ten (10) days prior to the hearing.
4. Public Hearing on petition for Site Plan Approval
If the above requirements have not been completed, or if the Board requests additional information or plan revisions at the initial hearing, the Board may continue the hearing for one month.
5. Decision
The decision shall be issued between three to four weeks following the last Public Hearing.
6. General Comments
If the project requires a Special Permit for a Project of Significant Impact issued by the Planning Board, the Preliminary steps in the process may be undertaken concurrent with the processing of the Special Permit. However, no submission shall be made to the Board of Appeals until the Special Permit has been granted and the twenty-day appeal period has expired.

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.



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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 # _____ |

(Eleven full sized copies of each plan, six 11 inch 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: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

PETITIONER: (If not Owner, relationship to owner) _____

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 ¼ 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 petiolate</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*

TOWN OF WELLESLEY



MASSACHUSETTS

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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____

C. Will catch basins be installed? Yes____No____
If so, how many? _____

Do catch basins presently exist? Yes____No____
If so, how many? _____

Are catch basins fitted with oil and grease traps? Yes____No____
How many? Existing _____ Proposed _____

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 _____



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Date: _____ ZBA: _____

Petition for:	<u>Residential Fee</u>	<u>Commercial & Municipal Fee</u>
Variance	_____ \$200	_____
Special Permit	_____ \$200	_____ \$500
Special Permit/Findings	_____ \$200	_____
Special Permit Renewals	_____ \$150	_____
Signs	_____	_____ \$300
Site Plan Approval without PSI	_____	_____ \$2,000 & Fire Department Consulting Fee
Site Plan Approval with PSI	_____	_____ \$3,500
Appeals	_____ \$200	_____ \$300
Comprehensive Permit	_____	_____ \$750
Publication & Mailing Fees/All Petitions	_____ \$25	_____ \$25
Petitioner assumes all costs for Peer Review		

Property Location: _____ Zoning District: _____

Property located in a: Historic District ☐ Yes ☐ No
 Wetlands Protection Area ☐ ☐
 Water Supply Protection District ☐ ☐

Prior Zoning Decisions: Special Permit/Finding: Variance:

Applicable Section(s) of the Zoning Bylaw: _____

Explanation of Request: _____

Requested Relief:

_____ Lot Area	_____ Front Yard Depth (Street Setback)
_____ Lot Coverage	_____ Side Yard Width (Side Line Setback)
_____ Frontage	_____ Rear Yard Depth (Rear Line Setback)
_____ Front Yard Width	_____ Other _____

OWNER OF PROPERTY/PETITIONER: _____

MAILING ADDRESS: _____

PHONE: WORK: _____ HOME: _____

SIGNATURE OF OWNER: _____

AGENT FOR PETITIONER (PLEASE PRINT): _____

MAILING ADDRESS: _____

PHONE: WORK: _____ HOME: _____

EMAIL ADDRESS: _____

**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**

13 COPIES OF SUBMITTAL TO THE ZBA

**6 WEEKS PRIOR TO
HEARING**

**PLANS MUST BE APPROVED BY DPW OR ZBA HEARING
CONTINUED**

**10 DAYS PRIOR TO
HEARING**

ZBA HEARING