

WELLESLEY PLANNING BOARD  
APPLICATION FOR SPECIAL PERMIT  
RESIDENTIAL INCENTIVE OVERLAY (RIO) DISTRICT



Planning Department, 888 Worcester Street, Wellesley, MA 02182

Tel. (781) 431-1019 x 2232

Date: \_\_\_\_\_

Address of Subject Property: \_\_\_\_\_

Petitioner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Land Owner of Record: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Lot Area: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Existing Building Floor Area: \_\_\_\_\_ Floor Area of Proposed Construction: \_\_\_\_\_

Existing Floor Area Ratio: \_\_\_\_\_ Proposed Floor Area Ratio: \_\_\_\_\_

Proposed Open Space: \_\_\_\_\_ Number of Residential Units: \_\_\_\_\_

Existing Number of Stories: \_\_\_\_\_ Proposed Number of Stories: \_\_\_\_\_

Existing Building Height: \_\_\_\_\_ Proposed Building Height: \_\_\_\_\_

Petitioner's Signature: \_\_\_\_\_

Land Owner' Signature: \_\_\_\_\_

(If different from Petitioner)

**See reverse side for required attachments.**

Attached are four separate written narratives describing how the project:

1. is consistent with the Design Criteria listed in Section 22 of the Zoning Bylaw [and for projects located in the Lower Falls RIO District, the Wellesley Lower Falls Plan, Zoning, Urban Design and Landscape Guidelines];
2. provides and/or contributes toward pedestrian and bicycle amenities, accommodates bicycle and pedestrian circulation and safety;
3. provides and/or contributes toward the improvement of pedestrian access to a river, open space, public trails or other public amenities;
4. provides and/or contributes toward the creation of a village center, town green or mini-park within or adjacent to the RIO.

## INFORMATION SHEET TO ACCOMPANY RIO SPECIAL PERMIT APPLICATION

The applicant should obtain a copy of any reports related to design criteria or development goals of the area in which their project is located. Copies of appropriate documents, plans, and guidelines are available at the Planning Board Office. The applicant is encouraged to become familiar with the recommendations contained in those documents particularly as those recommendations may concern the property in question.

By submitting this application you are asking the Planning Board to approve your proposed project. The project must meet zoning requirements as set forth in the Wellesley Zoning Bylaw. Copies of the Zoning Bylaw may be purchased from the Town Clerk. Unofficial copies of the Zoning Bylaw are available [online](#). The Planning Board is not authorized to approve a project that is inconsistent with zoning. The Zoning Bylaw also contains criteria that must be used by the Planning Board to evaluate applications. Assuming your project meets zoning requirements, your success or failure to ultimately obtain approval of your project will depend whether or not, in the judgment of the Planning Board, it meets the criteria.

If you do not fully understand what is discussed or recommended please contact one of the staff members of the Wellesley Planning Department. They will be very helpful in assisting you to understand the various provisions and intent of any documents.

### DESIGN REVIEW

A separate application must be made to the Wellesley Design Review Board. The Planning Board cannot act favorably on an application prior to receiving the report of the Design Review Board. Contact the Planning Board Office for further information concerning submission requirements and scheduling. Should signs be a part of the proposed project, separate review and approval is required, as outlined in Section 22A of the Wellesley Zoning Bylaw.

### REVIEW BY OTHER TOWN AGENCIES

It is strongly recommended that the applicant discuss the proposed project with the **Town Engineer** and the Superintendent of the **Electric Division** particularly when changes to utilities are contemplated. The Office of the **Board of Selectmen** is involved in any new or modified driveway entering into a public way. Because the Lower Falls area is a riverine environment certain projects will require a filing with the **Wetlands Protection Committee**. It is the responsibility of the applicant to investigate whether such a filing is necessary and to pursue that approval.

### DEVELOPMENT AGREEMENTS

It is anticipated that each project approved by the Planning Board will involve a legally binding development agreement which sets forth the specific details of how the project will be consistent with and/or promote RIO development goals. There may be a need to impose permanent restrictions on the land such as pedestrian walkway easements. Such development agreements will be binding upon the heirs, executors, administrators, successors and assigns of the land owner and will run with the land.

REQUIRED PLANS FOR SPECIAL PERMIT APPLICATIONS  
TO THE PLANNING BOARD

a. **Land Plan**

A plan (10 copies) drawn, stamped and signed by a Massachusetts Registered Land Surveyor shall be submitted showing existing property boundary lines with radii, distances to hundredths of a foot and bearings to seconds, including dimensions and areas of all lots shown, location of all existing buildings on the lot and on abutting lots, structures and bounds including distances to nearest property boundary lines, Zoning District(s) and any Zoning District Boundary lines including Flood Plain or Watershed Protection District, Rivers Protection Act Boundary lines and other information as may be required by the Board.

b. **Site Development Plan/Landscape Plan**

A plan (10 copies) drawn, stamped and signed by a Massachusetts Registered Architect shall be submitted showing the locations, type and color of exterior materials of the proposed buildings, walks, drives, off-street parking, lighting fixtures, signs, landscaping elements, fences, poles, curbing, stairs, walls, bicycle and pedestrian amenities and other pertinent information as may be required by the Design Review Board or Planning Board.

c. **Floor Plans and Building Elevation Drawings**

Floor plans and Building Elevations (10 copies) drawn, stamped and signed by a Massachusetts Registered Architect shall be submitted showing detailed floor plans and elevations of all sides of all buildings, with sections identifying construction type and exterior finish and color.

d. **Utilities, Grading and Drainage Plan**

Utilities, Grading and Drainage Plan (10 copies) drawn, stamped and signed by a Massachusetts Registered Professional Engineer showing existing and proposed electric, sewer, water lines, existing and proposed grading contours (one foot intervals on Town of Wellesley Base giving bench mark reference), storm drainage structures, leaching basins, holding areas, method of handling roof drainage and drainage from walks, courtyards and landscaped areas.