

WELLESLEY PLANNING BOARD LARGE HOUSE REVIEW GUIDE

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This document is intended as a guide for applicants going through the Large House Review process with the Planning Board. The guide offers details on the timing and sequence of the process.

Applicant Responsibilities

1. Submit TLAG Affidavit with the Building Department

2. Preliminary Meeting with Planning Department Staff *(optional, but encouraged)*

3. Application Submission

- See checklist to ensure LHR submittal is complete
- If submittal is incomplete or needs revisions, work with staff to ensure outstanding materials are submitted

4. Design Review Board Meeting

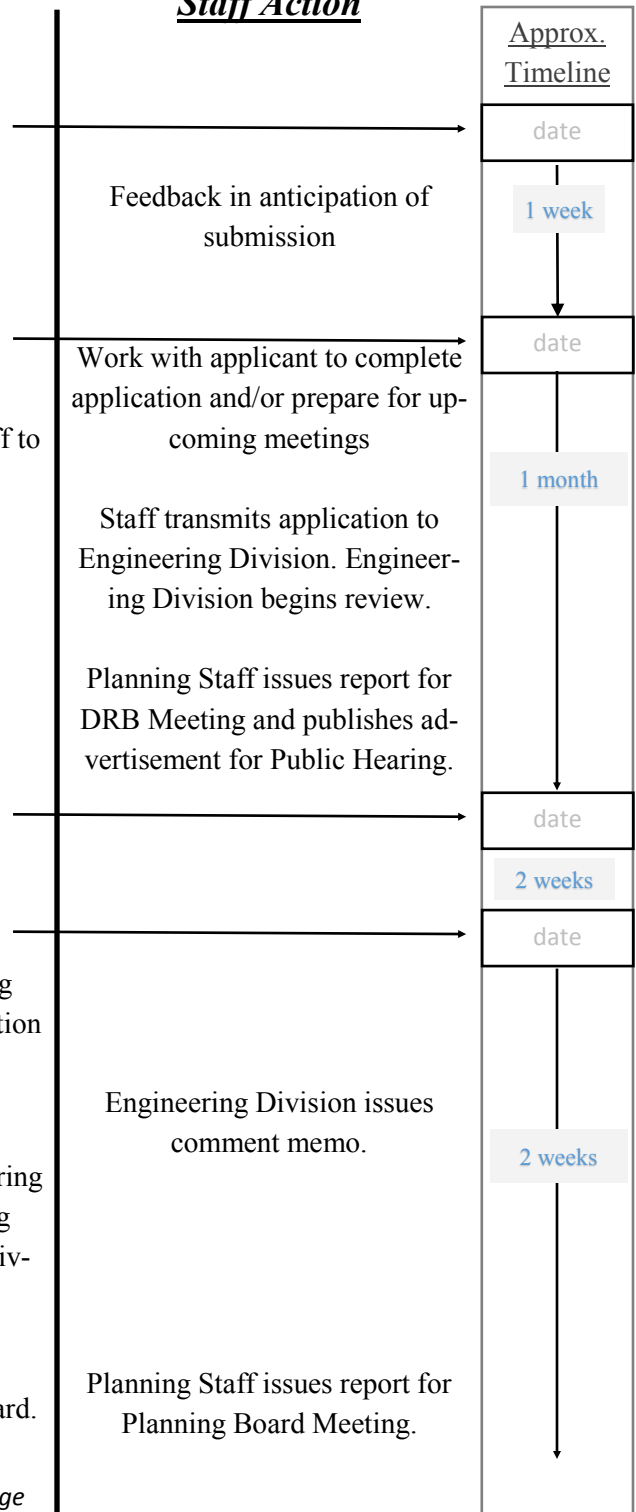
- Make revisions if requested by DRB
- Second DRB Meeting (if necessary)

DRB meetings will focus on aspects of the project related to building scale, landscaping, and lighting. The DRB will issue a recommendation to the Planning Board possibly with requested revisions.

If the revisions requested by the Design Review Board and Engineering Division are minimal, applicant should revise plans prior to Planning Board meeting. Otherwise, revisions should only be made after receiving Planning Board comments.

Submit 10 reduced-size copies of all updated plans for Planning Board.

Staff Action



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Applicant Responsibilities

Staff Action

Approx. Timeline

5. First Planning Board Meeting

- The applicant is expected to present the project to the Planning Board. The Board will review the comments from both the DRB and the Engineering Division and assess the project according to the 6 Large House Review criteria.
- The Planning Board may approve the project at the first meeting, but typically will make comments that require revisions to the plans and continue review to a second meeting.

The applicant should revise all plans in response to comments from the Planning Board, Design Review Board, and Engineering Division.

Revised plans are transmitted to the Engineering Division. Engineering Division begins second review.
Engineering Division issues final approval
Planning Staff issues report for second Planning Board meeting.

date

2 weeks

6. Second Planning Board Meeting (if necessary)

- The Planning Board will typically issue a decision at the second Planning Board meeting if all issues have been resolved.

The applicant should use this time to carefully review the LHR Decision and fulfill all conditions required prior to the issuance of a Building Permit.

Planning Staff writes LHR Decision and files it with Town Clerk, triggering the 30-day appeal period.

date

date

30 days

7. Apply for a Building Permit

Planning Staff reviews plans submitted for a Building Permit and confirms with the Building Department that the plans are consistent with those approved under LHR.

date

Few days — 2 weeks

BUILDING PERMIT ISSUED

date