



LARGE HOUSE REVIEW RULES AND REGULATIONS

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1. AUTHORITY

Pursuant to Section XVID, G. Rules and Regulations of the Town of Wellesley Zoning Bylaw, these Rules and Regulations may prescribe the size, form, contents, style, and number of copies of plans and specifications, and the procedure for the submission and approval of Large House Review applications. If any requirement of these Rules and Regulations conflicts with a provision of the Wellesley Zoning Bylaw the latter shall govern.

2. PURPOSE

The purpose of these Rules and Regulations is to set forth the application requirements and expand on the description of the LHR applicability and procedure.

3. APPLICABILITY

These Rules and Regulations shall apply wherever Large House Review provisions of the Zoning Bylaw shall apply.

A. TLAG Definition

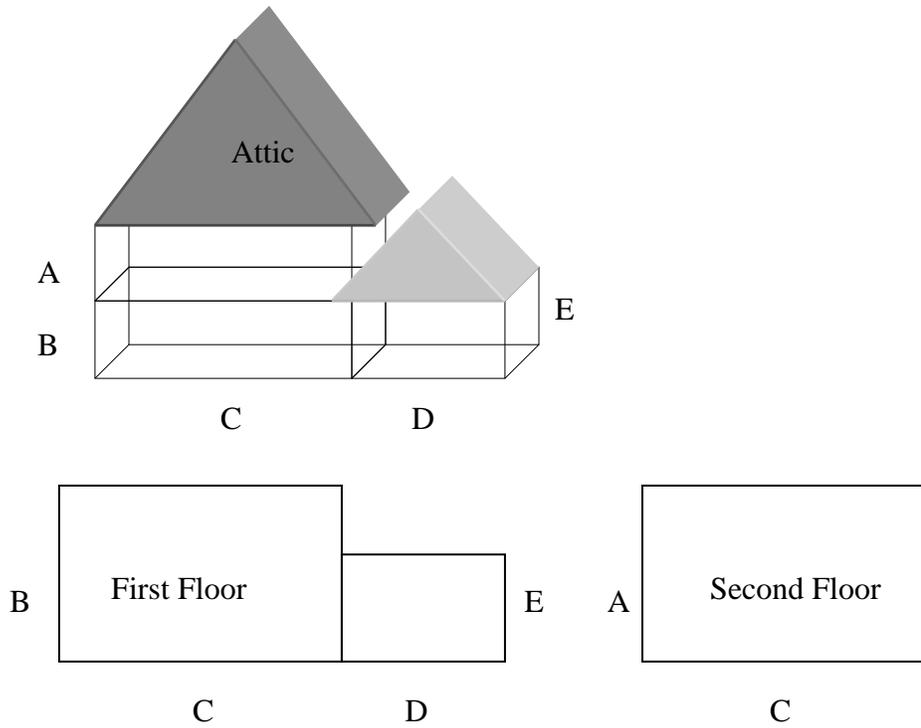
Total Living Area plus Garage Space - This term includes:

- (i) The sum of the horizontal area(s) of the above-grade floors, including portions of attics, in the residential building(s) on a lot, measured from the exterior face of the exterior walls; and
- (ii) Area(s) of attic(s) measured from the floor to the interior roofline if 7 ft. or greater in height, and 5 ft. or greater in height on a sloped interior roofline; and
- (iii) Garage and storage space, whether in principal or accessory structures, in excess of 600 sq ft.; and
- (iv) Basement areas multiplied by a fraction, the numerator of which is the external above ground surface of basement walls and the denominator of which is the total surface (both above and below ground) of external basement walls, provided that if such fraction is less than .25, then the basement areas shall not be included.

B. Calculating Total Living Area plus Garage Space

TLAG will be measured according to the methodology defined above and in Section XVID, B. of the Zoning Bylaw. Figure 1 illustrates how the TLAG of the main body of the house and/or accessory structures in excess of 600 square feet shall be calculated. Figures 2 and 3 below illustrate how attic area shall be measured. Figure 4 illustrates how basements are to be measured.

Figure 1 Calculation of Structures*



$(B \times C) + (D \times E) + (A \times C) =$ The sum of the horizontal areas of the above- grade floors measured from the exterior face of the exterior walls.

*Features such as a foyer, balcony, vaulted ceiling, or cathedral ceiling with a ceiling height of 12 or more feet shall be counted as multiple stories.

Figure 2 Attic TLAG Illustration- Gable Roof

Gable Roof Illustration

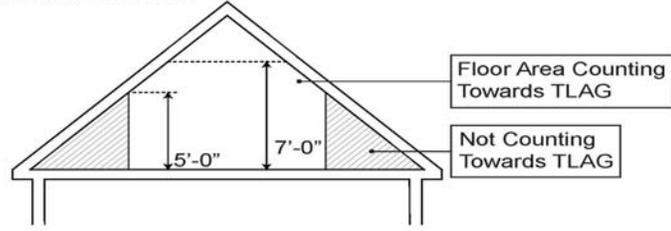


Figure 1: Gable Section

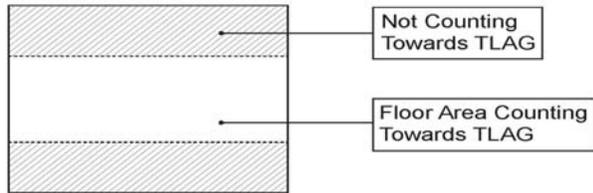


Figure 2: Gable Roof Attic Plan

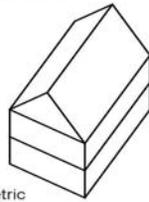


Figure 3: Gable Isometric

Figure 3 Attic TLAG Illustration- Hip Roof

Hip Roof Illustration

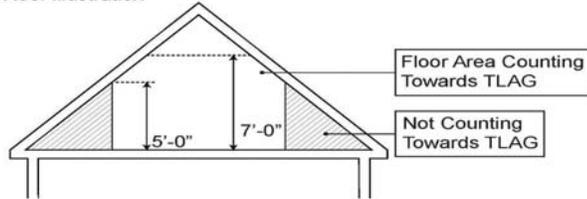


Figure 1: Hip Roof Section

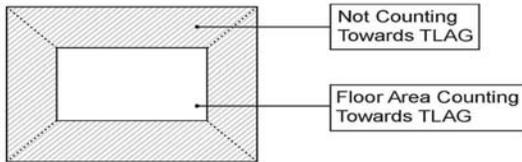


Figure 2: Hip Roof Attic Plan

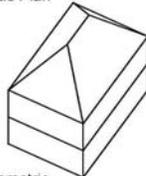
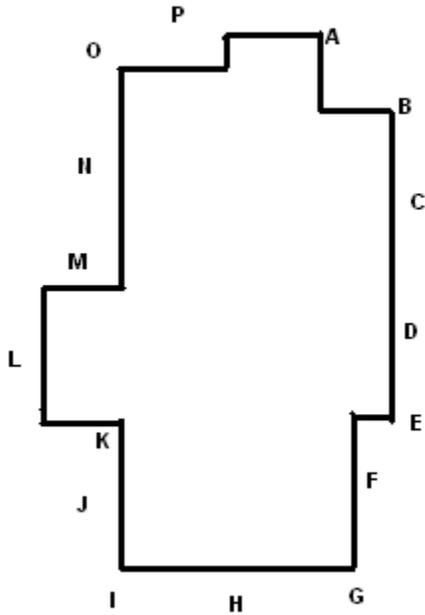


Figure 3: Hip Roof Isometric

Figure 4 Basement TLAG Illustration



1. Starting at one corner of the structure measure the height of the basement wall above grade every 10 lineal feet.
2. Average these measurements.
3. The average wall height above grade is the numerator.
4. The denominator is the height of the basement wall measured from the basement floor slab to the underside of the floor joists.
5. The fraction created is the percentage of basement wall above grade.
6. **If the fraction is below $\frac{1}{4}$ or .25 the basement is exempt from TLAG.**
7. **If the fraction is $\frac{1}{4}$ (.25) or more a portion of the basement will count towards TLAG.**
8. The amount of the basement that will count towards TLAG is calculated by multiplying the area of the basement by the percentage/fraction.

Calculating Basement TLAG

$$\frac{\text{A thru P} = \text{Average Wall Height Above Grade}}{16}$$

$$\frac{\text{Average Wall Height Above Grade}}{\text{Height of Basement Wall}} = \% \text{ of Basement Above Grade}$$

C. TLAG Exemptions

1. Pursuant to Section XVID, C, 3, in attics where the pitch or construction renders the attic space unable to be finished, therefore uninhabitable under the Massachusetts Building Code, the floor area shall not count; however, where the pitch or construction does not render an attic uninhabitable under the Massachusetts Building Code and the attic could be converted into habitable space without exterior alterations, such as by repositioning collar ties and adding stairs the floor area shall count.
2. Exterior areas occupied by a chimney, covered or uncovered patios or stairs, areas under a canopy, decks, unheated porches and bay or bow windows having no foundation will not count toward TLAG.

- Attics in existing structures where the completion or finishing of the attic does not require any exterior alterations associated with the construction are exempt. If new exterior alterations such as windows, skylights, cupolas or dormers are necessary and/or desired in the proposed finished space a TLAG Affidavit must be submitted for calculations to the Building Department. Ordinary maintenance and repair, replacement in kind, the addition of a vent pipe, and reshingling of the roof will not be considered exterior alterations for the purposes of finishing the attic.

D. Large House Review Thresholds

Table 1 Large House Review Thresholds per Zoning District

ZONING DISTRICT	TLAG THRESHOLD
SRD 10	3,600 sq. ft.
SRD 15	4,300 sq. ft.
SRD 20	5,900 sq. ft.
SRD 30 and 40	7,200 sq. ft.

- Any alteration of an existing residence in which the TLAG of the residence following completion of the proposed alteration will exceed the applicable threshold is subject to LHR, provided that the alteration will increase the TLAG of the residence by more than 10%.
- Multiple building permits that increase TLAG at the same location within any three-year period (i.e., within a three-year moving window) shall be collectively considered as one project for the purposes of LHR thresholds.

4. SUBMITTAL REQUIREMENTS

All reference to “days” shall mean “calendar” days unless noted otherwise.

A. Waivers

Any project that exceeds the LHR thresholds is subject to review. The Planning Board may not waive the review; however, the Planning Board has the discretion to waive certain application material and procedural requirements. Requests for waivers must be made in writing and establish one or more of the conditions found in the Application Materials tables below (Tables 2 and 3). The waiver request should also identify any materials that may be submitted in lieu of the application requirements. The Planning Board will consider a waiver request at its next scheduled meeting or a special meeting, with all decisions being made within 21 days from the day the request is made. A waiver may be granted in full or with conditions, which means that the Planning Board will require the applicant to submit alternate materials with the LHR application. The conditions under which waivers are granted must be incorporated into the final written decision of the Planning Board.

B. Application Requirements

To be submitted to the Planning Director:

- **Application Form**
- **TLAG Affidavit:** Complete Affidavit must be signed by Building Inspector prior to submitting LHR application.
- **Fee:** All checks should be made out to “Town of Wellesley”

New Construction = \$2,500

Addition = % of TLAG increase x \$2,500

Example for SRD 10 Application:

Existing house = 3,000 sf

Addition = 900 sf

Fee = $(900/3000) \times 2500 = \750.00

- **Plans:** All site plans must be stamped and signed by a Licensed Professional Engineer registered in the Commonwealth of Massachusetts.
- **Plan Size:** All plans must be drawn to a uniform scale (preferably 1”=10’, 1”=20’, or 1”=30’). All plans shall be a minimum size of 11” x 17” (preferred) and a maximum size of 24” x 36”, with ¾” borders. Letter sizes on plans should be no smaller than 1/8”. At least two full size sets of plans at no less than ¼” scale shall be submitted.
- **Copies:** Twenty (20) sets of the application materials shall be submitted unless instructed otherwise by the Planning Department.
- **Electronic Submittals:** All plans shall be submitted on a CD in a PDF format. Photos should be organized and contain clear explanatory captions. Total photo file size should not exceed 2 MB.
- **Additional Material:** The Planning Board may request that the applicant submit additional materials for consideration before issuing a decision. Requested items may include, but are not limited to, a construction mitigation plan if the site warrants erosion and sedimentation control measures; the requirement that building plans be stamped, dated, and signed by a Registered Architect in the Commonwealth of Massachusetts; and/or that the landscape plan be stamped, dated, and signed by a Registered Landscape Architect in the Commonwealth of Massachusetts.

Plans and Documents:

Table 2 Required Application Materials, Existing Conditions

EXISTING CONDITIONS			
<i>Item</i>	<i>Required Elements</i>	<i>Waiver Allowed?</i>	<i>Conditions for Waiver</i>
Statement of Intent	Written explanation of scope of proposed project and how project satisfies each of the LHR standards	No	N/A
Neighborhood Delineation Plan	Written explanation and map outlining the characteristics of neighboring properties in terms of square footage, height, setbacks, mass, scale, bulk, and/or design features. Photographs shall be submitted of abutting properties, and streetscape. Information on abutting properties can be found at the Planning Office, Building Department and/or Assessor's Office.	Yes	Limited waivers may be granted for areas that will be unaffected by the project.
Site Plan, stamped and signed by Professional Land Surveyor registered in the Commonwealth of Massachusetts	<ul style="list-style-type: none"> ▪ Existing site conditions ▪ Location of buildings ▪ Location, type, size, or dimension of trees over 6" caliper ▪ Significant natural features ▪ Surface drainage and topography (1-foot contours) ▪ Property lines ▪ Zoning districts ▪ Adjacent roadways ▪ Historical features ▪ Rights-of-way and easements ▪ Wetlands and floodplains ▪ Adjacent public paths/trails ▪ Other natural or man-made features such as walls and fences 	Yes	Limited waivers may be granted for areas that will be unaffected by the project. Documentation of no change or minimal change to existing site features
Site photographs	Must show existing natural features and all sides of existing site buildings.	Yes	Current and satisfactory images are on file with the Planning Department
Plans of the location of existing and/or former building (demolished within the past five years)	Elevations of existing buildings and floor plans	Yes	Floor plans of all existing structures, including accessory buildings, may be waived if these structures are to be removed

Table 3 Required Application Materials, Proposed Conditions

PROPOSED CONDITIONS			
<i>Item</i>	<i>Required Elements</i>	<i>Waiver Allowed?</i>	<i>Conditions for Waiver</i>
Proposed building	<ul style="list-style-type: none"> ▪ Colored elevations of the proposed building(s) on the site, including floor plans of every level including any basement and/or attic ▪ Sections identifying type and exterior finish of proposed buildings ▪ Sustainable Design elements should be noted if applicable. 	No	N/A
Proposed Site Conditions, signed and stamped by a Professional Engineer Registered in the Commonwealth of Massachusetts	<ul style="list-style-type: none"> ▪ Proposed building on site, retaining walls, setbacks, driveways ▪ Utilities, showing structure details, sanitary sewer manholes, drain manholes retention/detention structures, level spreaders and similar facilities, and catch basins ▪ Water service entrance location ▪ Location of any exterior pumping equipment (if applicable) ▪ Cuts and fills over 4 feet ▪ Electrical details (location, size of capacity/service) ▪ Roof runoff calculations for roof areas > 3,000 sq. ft. ▪ Maintenance plan/schedule for stormwater quality devices ▪ Note to call Digsafe 	Yes	Documentation of no change or a minimal change to existing site features (e.g., adding a second floor in a manner that does not alter the building footprint or create site changes)
Landscape Plan	<ul style="list-style-type: none"> ▪ Tree removal and new planting detail ▪ Size, type, and location of proposed plant materials with botanical names (consideration shall be given to mature size of plantings, particularly in relation to vehicle site distances) ▪ Exterior lighting with details ▪ Hardscape details, such as walkways or patios 	Yes	Documentation of no change or a minimal change to existing site features
Proposed grading changes	Must be depicted by 1-foot contours	Yes	Documentation of no grading changes and no existing drainage concerns
Proposed drainage structures	Must include provisions for sedimentation and erosion control if existing slopes in excess of 15% are to be disturbed. Sustainable Design is encouraged and could include Low Impact Design elements.	Yes	Documentation of no grading changes and no existing drainage concerns
Photometric Plan	Plan showing proposed lighting elements and foot candles may be required for projects installing substantial amounts of exterior lighting. Wattage for exterior lighting elements should be detailed.	Yes	Documentation of minimal landscape and structural lighting.

5. REVIEW REQUIREMENTS

A. Design Review Board Review

The Design Review Board (DRB) must meet at least once with the applicant at a regular meeting to review the LHR application and provide a recommendation to the Planning Board. DRB recommendations must be submitted in writing to the Planning Board within 30 days from the referral of the application. If the Planning Board does not receive the DRB recommendation within 30 days it does not need to include the DRB's recommendation in their decision.

The applicant or their designee must present the application to the DRB. The DRB will not determine style, materials, or siting for the applicant. The DRB may suggest revisions to the proposal but does not have the authority to require these revisions. More than one review may be held to resolve design issues, particularly if the applicant requests an additional meeting.

In rare instances when the Planning Board is satisfied, in its sole discretion, that independent design review by the Historic District Commission or when minimal exterior changes renders design reviews unnecessary, the Planning Board may waive the Design Review Board's review.

B. Engineering Division Role

The Planning Department will forward a set of the application materials to the Town Engineer for review by the Engineering Division. The Engineering Division will consider the slope of the property, the amount of land to be disturbed, the impact of drainage plans on neighboring properties, and any other relevant issues in its review of the drainage standard. The applicant is not required to meet with the Engineering Department, but an applicant may contact the Engineering Division to set up a pre-application meeting. If the Engineering Division does not transmit its comments to the Planning Board within 30 days of the filing of the application the Planning Board will have discretion not to include the Engineering Division's recommendations in their decision.

C. Public Comment

A notice of the Planning Board's first scheduled meeting with an applicant shall be mailed, via first class mail, to all abutters and abutters to abutters within 300 feet of the property line of a subject property, as they appear on the most recent tax list at least 10 days prior to the meeting. Owners of parcels directly opposite the subject property on any public or private street will be considered abutters. Notice will be sent to properties via street address if it appears the notice would not reach the occupant of an abutting dwelling from the tax list. If a property under review is located within a Neighborhood Conservation District, all properties in the NCD shall receive notice.

If abutters or persons receiving notice submit written comments, the Planning Department must receive these comments at least four (4) business days prior to the scheduled meeting for consideration. The Planning Department will forward the written comments to the applicant at least three (3) business days prior to the meeting.

D. Planning Board Role

The Planning Board will review the LHR application materials at one of its regularly scheduled meetings. The Board will evaluate the proposed project against a set of criteria identified in Part E. STANDARDS AND CRITERIA FOR REVIEW of Section XVID of the Zoning Bylaw. The Board may consider recommendations from other relevant boards and commissions from which assistance is requested.

E. Role of Other Boards/Commissions

Prior to issuance of a final decision the Planning Board may require approvals from other boards/commissions before the applicant may receive a building permit. In the event of required reviews in which the Planning Board is the approval-granting authority, such as for Scenic Roads or Unaccepted Streets, the Planning Board may conduct all needed reviews in the same meeting. Depending on the property's location and natural features, the applicant may be required to first obtain approvals from the Wetlands Committee, the Historical District Commission, Neighborhood Conservation District(s) and/or the Zoning Board of Appeals

6. DECISION

The Planning Board must vote, prepare a written decision and provide it to the applicant within 90 days of the submission of an application. If the applicant fails to respond in a timely manner to Design Review Board, Engineering or Planning Board requests for additional materials, the Planning Board may deny the application. However, the Planning Board may extend the 90-day time limit if the applicant and the Board agree in writing prior to the deadline. The application shall be deemed approved after the 90-day review period expires if the Planning Board does not issue a decision or approve an extension.

A. Approvals

If the Planning Board approves the project, the Planning Department will file the written decision with the Town Clerk to initiate the 30-day appeal period. After the 30-day appeal period expires, the applicant may collect the decision and shall sign and notarize it before recording it at the Norfolk County Registry of Deeds, located at 649 High Street, Dedham.

B. Denials

If the Planning Board denies the application, notice of the denial shall be sent to the applicant, the Building Inspector and the Zoning Board of Appeals. An applicant may modify and resubmit the application within 30 days without having to resubmit a fee; however, all resubmitted applications will be treated as a new application.

C. Appeals

Applicants and any person receiving notice under Section XVID. D. 3 may appeal the decision of the Planning Board to the Zoning Board of Appeals pursuant to Section XVID, H. of the Zoning Bylaw.

D. Applying for a Building Permit

The Norfolk County Registry of Deeds will issue an instrument of recording showing book and page upon recording of the LHR Approval Agreement. This document shall serve as proof of satisfaction of LHR procedural requirements and must be presented to the Building Department at the time an application for a Building Permit is made. Nothing in these Rules and Regulations shall relieve an owner/applicant from complying with other applicable zoning bylaws and requirements. The plans filed with the Building Permit application shall be the same plans approved by the Planning Board and construction shall occur in accordance with the approved plans.

8. AMENDMENTS

A. Pending Applications

As per Section XVID. D.6, revisions or amendments relating to a pending application that is before the Planning Board shall be accepted by the Board as part of the original submission.

B. Approved Applications

As per Section XVID. D.6. revisions or amendments to an approved application shall be submitted to the Planning Director. Once submitted the Director will determine whether the revisions are major or minor in scope as they relate to the Planning Board's findings and the Standards and Criteria for Review outlined in Section XVID. E. of the Zoning Bylaw.

1. **Minor Revisions:** Approved minor revisions shall be noted in a letter from the Planning Director to the Building Inspector. If the Planning Director denies the proposed minor revisions, the Director shall notify the applicant and the Planning Board within 5 business days. The applicant may submit denied revisions to the Planning Board for their consideration.
2. **Major Revisions:** Revisions determined by the Planning Director to be major in scope due to the extent of change proposed to such elements as exterior architectural features, alterations in landscaping elements, or changes in material selection shall be reviewed by the Planning Board. The Planning Director shall notify the applicant and the Planning Board within 5 business days after receipt of the revisions as to whether the submittal materials are sufficient and the date of the meeting. The Planning Board shall review all major revisions at a public meeting and shall mail notice 10 days prior to such meeting to abutters within 300 feet. Major revisions may require alteration to the decision filed with the Norfolk Registry of Deeds.

Attachment 1. Town of Wellesley Project Requirements

Project related requirements for all projects (where applicable):

- Plantings shall not be installed over any utility structures or utility lines.
- A passable roadway must be maintained at all times for pedestrian and vehicular traffic.
- Contractors will be responsible to repair and/or replace any bituminous concrete pavement or sidewalk, or curbing in the public way damaged by construction equipment. Any damage to the existing bituminous concrete must be replaced per Town specifications.
- Work in a public way must conform to the Town of Wellesley's Construction Requirements for the Installation and/or repair of Underground Facilities, Excavations and Paving in the Public Way.
- Any decorative or rumble strip, hitching post, fence or other structure to be placed at the end of a driveway must be constructed on private property, typically eight (8) feet behind the roadway pavement. Cobblestone driveway aprons are not allowed, per Town Bylaw 49.5.
- Roads and streets may only be closed with the approval of the Town of Wellesley Chief of Police. A traffic management plan must be submitted to the Police Department for approval.
- A Street Occupancy Permit is required for trench excavations on public and private property. Street Occupancy Permit Regulations provide conditions under which excavation work can be approved. Failure to obtain a Street Occupancy Permit may result in a fine in the amount of \$50.00 for each offence. Each day in which the violation continues shall constitute a separate offence, in accordance with Town Bylaw 49.34.
- For sewer service connections, a cleanout per the Town of Wellesley Sewer Service Connection Procedures and Specifications is required. The applicant must pay a sewer service connection fee, obtained at the Town of Wellesley Engineering Division, prior to the installation of the sewer connection.
- The applicant must notify the Engineering Division 72 hours prior to scheduling a sewer inspection. Failure to notify the Engineering Division in this manner may result in a delay in the inspection of the sewer connection excavation.
- The applicant must contact and pay the DPW Water Division to install the water service connection. A schedule of fees is available by contacting the DPW Water Division at 781-235-7600, ext. 3355.
- Catch basins, either on-site or adjacent to the project site, must be protected from untreated stormwater discharges with haybales and silt sacks. The applicant is required to make periodic inspections of each catch basin to remove debris.
- No stormwater from the development of the subject property shall be directed onto any of the abutting properties, including the Town public way. This includes sump pumps, pipes and hoses of any kind.
- If necessary, haybales and/or silt fence shall be added to the property and shown on the site plan. This will help mitigate erosion, due to stormwater runoff, from entering the roadway and the Town's stormwater drainage system.
- If a private drain connection is proposed, the applicant shall apply for a private drain connection permit at the Town of Wellesley Department of Public Works Engineering Division. Upon execution, the permit shall record the permit at the Norfolk County Registry of Deeds and the permit shall run with the property.
- The applicant shall provide the Town of Wellesley Department of Public Works Engineering Division with a copy of the log book or record keeping and report for all inspection and maintenance activities for any onsite drainage system on an annual basis. The annual report shall be prepared by a Licensed Professional Civil Engineer registered in the Commonwealth of Massachusetts.