

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 31.01 (3))
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

TOWN HALL • 525 WASHINGTON STREET • WELLESLEY, MA 02482-5992

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OFFICIAL DEVELOPMENT PROSPECTUS

Applicable to Major Construction Projects
Submitted Under Section XVIA 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) () ()
 Sidewalks and Patios
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 _____
*Calculation assumes 1 person per bedroom

III. TRAFFIC IMPACT ANALYSIS AND DATA

(Explain basis for data entered)

Transportation Impact Assessment

As a result of the proposed construction, the following conditions

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 Assumed 3lbs./ day per person

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 XIV of the Zoning Bylaw? Yes _____ No _____

If so, does it satisfy the design and operation standards of Section XIV? 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 _____

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