

## 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.**



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) <u>Sidewalks</u> 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 by Vanesse and Associates

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):

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List possible hazardous pedestrian and bicycle crossings:

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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) \_\_\_\_\_

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\*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

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Describe proposed measures to eliminate or minimize such pollution:

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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:

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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 \_\_\_\_\_

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4. Might the project result in significant changes in existing drainage patterns? Will any abutting or other property be adversely affected by the changes? \_\_\_\_\_

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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?

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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

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Describe proposed steps to minimize this impact \_\_\_\_\_

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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 \_\_\_\_\_