



## TOWN OF WELLESLEY - PLANNING DEPARTMENT

# DESIGN REVIEW APPLICATION

Pursuant to Town of Wellesley Zoning Bylaws, Sections 5.5, 5.6, & 5.20

Office Use Only

Application #

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

**PLEASE COMPLETE ALL SECTIONS IN FULL**

### SECTION 1 - PROPERTY/BUSINESS ADDRESS & OWNERSHIP

#### 1.1 Property Address (Number and Street)

#### 1.2 Unit/Suite

#### 1.3 Property Owner

Name

Phone Number

Email Address

#### 1.4 Business Name

#### 1.5 Business Owner

Name

Phone Number

Email Address

### SECTION 2 - CONSTRUCTION SERVICES

#### 2.1 Contractor

Name

Phone Number

Email Address

Mailing Address

License Number (if applicable)

### SECTION 3 - PROJECT DETAILS (check one below)

#### 3.1 Project Type

#### 3.2 App. Fee

Project of Significant Impact (PSI)	\$300
Major Construction	\$300
Minor Construction	\$150
Antenna: By Right	\$150
Antenna: Special Permit	\$300

### APPLICATION REQUIREMENTS

Please provide one (1) digital copy of application and materials

#### For ALL projects:

- Written description of proposed project.
- Color photograph of the existing building and adjacent buildings.
- Scaled elevation drawings, including:
  - Details and measurements of major architectural elements.
  - Samples of materials used.
  - Dimensions of building/addition.
  - Any mechanical equipment on roof.
- Plan showing all outdoor lighting and signage.

**Major Construction and PSI** (in addition to "all projects" list above):

- Scaled site plan. →
- Landscape and grading plan.
- 3-Dimensional rendering of project.
- Existing and proposed boundary lines
- Lot dimensions and area
- Location of all existing & proposed structures.
- Location of existing & proposed driveways, parking areas, and handicap ramps
- All proposed site improvements
- Location of existing zoning districts
- Layout of all parking spaces (dimensions, total number of standard, compact, and handicapped)
- Location of all open space including existing and proposed landscaped areas
- Details of landscaping indicating the types and sizes of trees & shrubs to be planted

### SECTION 4 - APPLICATION DECLARATION

*I (we) the undersigned, as permit Applicant(s), hereby declare that the statements and information on the forgoing application are true and accurate, to the best of my (our) knowledge and belief.*

*Signed under the pains and penalties of perjury.*

Owner Signature

Date

Contractor (if listed)

Date

*If the owner has authorized an agent to act on their behalf, please include a signed authorization letter with this application.*

## THE DESIGN REVIEW PROCESS

"The Design Review Board shall review requests for sign permits submitted under the provisions of Section 5.18, requests for Project Approval submitted in accordance with Section 5.6 and other projects as specified in this Zoning Bylaw. It shall evaluate such requests based on the criteria in Section 5.5.C."

-Town of Wellesley Zoning Bylaw, Section 5.5

The purpose of the Design Review Process is to enhance the natural and aesthetic qualities of the Town, to conserve the value of land and buildings, and to protect and preserve the historic and cultural heritage of the town. Criteria used by the Design Review Board for reviewing projects include:

- Preservation and enhancement of landscaping.
- Relation of buildings to built and natural environment.
- Open space and physical amenities.
- Signs and advertising devices.
- Heritage—Historic or significant elements.

Proposed projects are reviewed according to the above listed criteria. Following review, the Board may provide an advisory design recommendation to the permitting authority. Detailed descriptions of the above criteria are available in Section 5.5 of Town Zoning Bylaw.

## BEFORE YOU SUBMIT

### Ensure submittal is complete.

- Incomplete applications can slow the review process
- Check that all required documentation is included
- Consult with Planning Department Staff if you have questions
- Determine if your project will require a Special Permit

### Does your project require a Special Permit?

- Guidelines and FAQs available online at <https://wellesleyma.gov/348/Design-Review-Board>
- The Design Guidelines handbook is available upon request and online
- Special Permits are obtained from the Zoning Board of Appeals following Design Review

### Relevant sections of the Zoning Bylaws:

- Section 5.5 - Design Review
- Section 5.6 - Project Approval
- Section 5.20 - Antennas

### Relevant section of the Town Bylaws:

- Article 46 - Design Review Board

Please direct any questions to [planning@wellesleyma.gov](mailto:planning@wellesleyma.gov), or **781-431-1019**, or visit the Planning Office at 888 Worcester Street, Suite 160, Wellesley, MA 02482