



**TOWN OF WELLESLEY  
DESIGN REVIEW BOARD  
APPLICATION FOR DESIGN REVIEW  
RETAINING WALLS**

**WELLESLEY DESIGN REVIEW BOARD**

888 Worcester Street, Suite 160 • Wellesley, MA 02482  
781-431-1019 ext. 2232 • Fax 781-237-6495

application submission date: \_\_\_\_\_

**Part A.**

1. Address of Project .....

2. Type of Project:       By-Right                       Special Permit: Height                       Special Permit: Setback

**Part B.** I hereby certify that the information on this application is correct and understand that all applications are subject to conformance with the Town of Wellesley Zoning Bylaw and review by the Wellesley Design Review Board.

Name of Property Owner.....

Signature.....

Address..... Phone..... Email.....

Name of Engineer .....

Signature.....

Address..... Phone..... Email.....

Name of Contractor .....

Signature.....

Address..... Phone..... Email.....

**Part C.** Nine (9) sets of the following materials are required on file to make the application complete and before a review date is set.

1. Written description of the proposed change.
2. Color photographs of the existing site conditions.
3. A survey of the property indicating existing conditions, including existing grade.
4. Site Plan, drawing to legible Engineer’s Scale, which shows:
  - a. Existing and proposed structures;
  - b. Lot lines;
  - c. Setback(s) of retaining wall(s);
  - d. Proposed grading associated with the retaining wall(s);
  - e. Trees to be retained and/or removed;
  - f. Proposed landscape and hardscape elements associated with the retaining wall (including exterior lighting); and
  - g. Dimensions of retaining wall(s) (length and width).
5. Elevation drawings, drawn to a legible Architect’s Scale, which show:
  - a. Details of major architectural elements; and
  - b. Dimensions of retaining wall(s) (length and width).
6. Samples, pictures, and/or brochures of materials to be used.

Required application fee is \$150 for retaining walls *not* requiring a special permit and \$300 for retaining walls requiring a special permit. All checks made payable to “Town of Wellesley.”

**Part D.** To be completed by Design Review Board staff.

Comments.....

DRB \_\_\_\_ -- \_\_\_\_                      Hearing Date \_\_\_\_\_