



TOWN OF WELLESLEY – PLANNING DEPARTMENT

Office Use Only

Application #

RETAINING WALL  
DESIGN REVIEW APPLICATION

1. Address of Project .....

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

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.....

Provide a digital copy of this application to [planning@wellesleyma.gov](mailto:planning@wellesleyma.gov) as well as the following materials:

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

FEE: Please make check payable to "Town of Wellesley"

- By-Right - \$150
- Special Permit - \$300