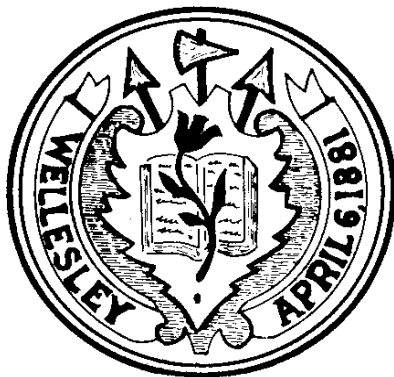


# LARGE HOUSE REVIEW RULES AND REGULATIONS



**Amended and Readopted by  
Wellesley Planning Board  
June 27, 2017  
Effective July 1, 2017**

Originally Adopted: December 27, 2007  
Previously Amended and Readopted on: June 29, 2010

**Town of Wellesley Planning Board**  
**Large House Review Rules and Regulations**  
*Adopted June 27, 2017; Effective July 1, 2017*

**1. Authority**

Pursuant to Section XVID, G., *Rules and Regulations*, of the Town of Wellesley Zoning Bylaw, the Planning Board is authorized to promulgate or amend Rules and Regulations which pertain to the plan approval process under Section XVID, *Large House Review*.

**2. Purpose**

The purpose of these Rules and Regulations are as follows, as established in Section XVID, *Large House Review*:

- a. Establish specific directions for the calculation of Total Living Area plus Garage (“TLAG”);
- b. Set forth application requirements, including prescribing the size, form, contents, style, and number of copies of plans and specifications, and
- c. Set forth the procedure for the submission and approval of applications for the review of single family dwellings subject to Section XVID (“Large House Review applications”).

**3. Applicability**

These Rules and Regulations shall apply to the review of single family dwellings subject to Section XVID, *Large House Review*, of the Zoning Bylaw.

**4. Calculation of Total Living Area Plus Garage (TLAG)**

Total Living Area plus Garage (“TLAG”) is as defined in Section XVID of the Zoning Bylaw. Additional directions for the calculation of TLAG may be found as part of the TLAG Affidavit (Attachment 1).

**5. Large House Review Application Submission Requirements**

- a. Required Materials: Large House Review applications shall include the following, to be submitted to the Planning Board through the Planning Director:
  1. Completed *Large House Review Application* form;
  2. Completed *TLAG Affidavit*, signed by the Town of Wellesley Inspector of Buildings;
  3. Large House Review application fee, as required by the *Planning Department Fee Schedule*;
  4. Plans and other materials, as identified in c. *Plan and Materials Specifications* below; and

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5. Additional materials; the Planning Board may request that the applicant submit additional materials for consideration before issuing a decision. Requested items may include, but are not limited to, a construction mitigation plan if the site warrants erosion and sedimentation control measures; the requirement that building plans be stamped, dated, and signed by a Registered Architect in the Commonwealth of Massachusetts; and/or that the landscape plan be stamped, dated, and signed by a Registered Landscape Architect in the Commonwealth of Massachusetts.

b. Submission Requirements:

1. Copies: Applications shall initially include one (1) original set with full-size to-scale plans, a second copy with full-size to-scale plans, and ten (10) copies with reduced-size plans. Following the review and recommendation of the Design Review Board, additional copies of submission materials and plans will be required, as instructed by the Planning Director.
2. Plan Size: All full-size plans should be drawn to a uniform Engineer and/or Architects Scale. Reduced-sized plans should be no less than 11" x 17" in size.
3. Electronic Submittals: All materials and plans shall be submitted on a CD in a PDF format.

c. Plan and Material Specifications:

<b>Plan or Material</b>	<b>Minimum Content</b>
Statement of Intent	A written overview of the project, including how the project satisfied the six (6) Large House Review Standards and Criteria for Review.
Neighborhood Delineation Plan	A written identification and map of the neighborhood, outlining the characteristics of neighboring properties in terms of square footage, height, setbacks, mass, scale, bulk, and/or design features. Photographs of abutting properties shall also be included. Information on abutting properties can be found on the Town's website, as well as in the Planning Department, Building Department and/or Assessor's Office.
Photographs of the existing site	Must show existing natural features and all sides of existing buildings located on the property.

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Existing site survey	<p>A survey depicting the existing conditions of the property, stamped and signed by a Professional Land Surveyor registered in the Commonwealth of Massachusetts; this survey shall include the following information:</p> <ul style="list-style-type: none"> <li>▪ Existing site conditions</li> <li>▪ Location of buildings</li> <li>▪ Location, type, and size (diameter) of trees over 6” caliper</li> <li>▪ Significant natural features</li> <li>▪ Surface drainage and topography (1-foot contours)</li> <li>▪ Property lines</li> <li>▪ Zoning districts</li> <li>▪ Adjacent roadways</li> <li>▪ Historical features</li> <li>▪ Rights-of-way and easements</li> <li>▪ Wetlands and floodplains</li> <li>▪ Adjacent public paths/trails</li> <li>▪ Other natural or man-made features such as walls and fences</li> </ul>
Elevations and floor plans of existing buildings	<p>Elevations and floor plans of any existing buildings with a footprint of 500 square feet or greater; only photographs shall be provided for buildings with a footprint less than 500 square feet.</p>
Elevations and floor plans of proposed buildings and/or additions.	<ul style="list-style-type: none"> <li>▪ Colored elevations of the proposed building(s), with height from surrounding grade to ridge and height of each floor noted, along with the height from average original grade or finished grade, whichever is lower.</li> <li>▪ Floor plans of every level, including any basement and/or attic</li> <li>▪ Type and finish of all exterior materials should be identified</li> <li>▪ The location of all building-mounted exterior lights</li> <li>▪ Sustainable Design elements should be noted if applicable.</li> </ul>
Plans depicting proposed site conditions	<p>One or more plan sheets depicting the location of the following:</p> <ul style="list-style-type: none"> <li>▪ Proposed buildings, retaining walls, and driveways, with an indication of associated setbacks.</li> <li>▪ Utilities, such as water, sewer, and gas service, with details for any structures.</li> <li>▪ Location of any exterior pumping equipment (if applicable)</li> <li>▪ Electrical service details (location, size of capacity/service)</li> <li>▪ Proposed grading changes, depicting 1 foot contours, and notations for any proposed cut or fill over 4 feet.</li> <li>▪ Roof runoff calculations for roof areas greater than 3,000 sq. ft.</li> <li>▪ Drainage structures and/or Low Impact Development stormwater practices, showing details for such structures/practices</li> <li>▪ Vehicle access, materials storage, erosion and sedimentation controls to be installed during construction (i.e. construction management plan)</li> </ul>

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<p>Stormwater Management Report and Operations &amp; Maintenance Plan (required if underground stormwater infiltration systems are proposed)</p>	<ul style="list-style-type: none"> <li>▪ Such report shall demonstrate compliance with the State Stormwater Management Handbook.</li> </ul>
<p>Landscape plan</p>	<ul style="list-style-type: none"> <li>▪ The location of trees with a diameter of 6” or greater to be retained, with type and size noted.</li> <li>▪ The location of existing landscaped areas to be retained and/or undisturbed.</li> <li>▪ The location, type, and size of new trees and shrubs which will attain a mature height of at least 4’ or greater.</li> <li>▪ The location of grassed lawn areas and planting beds; the individual number and type of specific plants to be planted in beds do not need to be identified.</li> <li>▪ The location of all proposed exterior lights, corresponding to specified types.</li> <li>▪ The location of hardscaping, decks, patios, fences, and walls, with materials specified; elevations shall be provided for any such feature with a height of 3’ or greater above grade.</li> </ul>
<p>Specifications for exterior light fixtures and photometric plan (a photometric plan is required only if 5 or more new exterior light fixtures are proposed)</p>	<p>Specifications for all types of exterior light fixtures proposed, including watts or lumens; specified fixture types should be identified on any elevations, landscape plan, and/or photometric plan. If required, the photometric plan must show lighting levels associated with proposed light fixtures in footcandles.</p>

- d. **Waivers:** Per Section XVID, the Planning Board may waive strict compliance with certain application and review requirements contained in the Section and the Rules and Regulations (the Board may not waive the review of single family dwellings subject to the requirements of Section XVID). Requests for waivers must be made in writing identifying the required application materials which the applicant is seeking to waive. The waiver request should also identify any materials that may be submitted in lieu of the required application materials. A waiver may be granted in full or with conditions, which means that the Planning Board may require the applicant to submit alternate materials with the LHR application. The conditions under which waivers are granted must be incorporated into the final written decision of the Planning Board.

## **6. Large House Review Procedural Requirements**

### a. Design Review Board Role

The Design Review Board (DRB) must meet at least once with the applicant at a regular meeting to review the LHR application and provide a recommendation to the Planning Board. DRB recommendations must be submitted in writing to the Planning Board within 30 days from the referral of the application. If the Planning Board does not receive the DRB recommendation within 30 days it does not need to include the DRB's recommendation in their decision.

The applicant or their designee must present the application to the DRB. The DRB will not determine style, materials, or siting for the applicant. The DRB may suggest revisions to the proposal but does not have the authority to require these revisions. More than one review may be held to resolve design issues, particularly if the applicant requests an additional meeting.

In rare instances when the Planning Board is satisfied, in its sole discretion, that independent design review by the Historic District Commission or when minimal exterior changes renders design reviews unnecessary, the Planning Board may waive the Design Review Board's review.

### b. Engineering Division Role

The Planning Department will forward a set of the application materials to the Town Engineer for review by the Engineering Division. The Engineering Division will consider the slope of the property, the amount of land to be disturbed, the impact of drainage plans on neighboring properties, and any other relevant issues in its review of the drainage standard. The applicant is not required to meet with the Engineering Department, but an applicant may contact the Engineering Division to set up a pre-application meeting. If the Engineering Division does not transmit its comments to the Planning Board within 30 days of the filing of the application the Planning Board will have discretion not to include the Engineering Division's recommendations in their decision.

### c. Planning Board Role

The Planning Board will review the LHR application materials at one or more of its regularly scheduled meetings. The Board will evaluate the proposed project against a set of criteria identified in Part E., *Standards and Criteria for Review*, of Section XVID of the Zoning Bylaw. The Board may consider recommendations from other relevant boards and commissions from which assistance is requested.

### d. Role of Other Boards/Commissions

Prior to issuance of a final decision the Planning Board may require approvals from other boards/commissions; for instance, the applicant may be required to first obtain

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approvals from the Wetlands Committee, the Historical District Commission, Neighborhood Conservation District(s) and/or the Zoning Board of Appeals. In the event of required reviews in which the Planning Board is the approval-granting authority, such as for Scenic Roads or Unaccepted Streets, the Planning Board may conduct all needed reviews in the same meeting.

e. Filing and Recordation of Decision

If the Planning Board approves the project, staff of the Planning Department shall file the written decision with the Town Clerk. Filing of the decision with the Town Clerk will initiate a 30-day appeal period. After the 30-day appeal period expires, the applicant may collect the decision and shall sign and notarize it before recording it at the Norfolk County Registry of Deeds, located at 649 High Street, Dedham.

f. Denials

If the Planning Board denies the application, notice of the denial shall be sent to the applicant, the Building Inspector, and the Zoning Board of Appeals. An applicant may modify and resubmit the application within 30 days without having to resubmit a fee; however, all resubmitted applications will be treated as a new application.

g. Applying for a Building Permit

The Norfolk County Registry of Deeds will issue an instrument of recording showing book and page upon recording of the LHR decision. This document shall serve as proof of satisfaction of LHR procedural requirements and must be presented to the Building Department at the time an application for a Building Permit for the project is made. Nothing in these Rules and Regulations shall relieve an owner/applicant from complying with other applicable zoning bylaws and requirements. The plans filed with the Building Permit application shall be the same plans approved by the Planning Board, or revised to comply with imposed conditions, and construction shall occur in accordance with the same.

h. Revision and Amendment of Plans; Notification of Major Revisions

The revision or amendment of pending applications or previously approved applications shall be as required by Section XVID, D. *Procedure, 6., Revision and Amendment of Plans.*

The Planning Board's consideration of revisions or amendments to previously approved Large House Review applications determined by the Planning Director to be major shall require mailed notice to abutters within 300 feet of the property within 10 days prior to the meeting. Major revisions may require the recording of additional materials at the Norfolk County Registry of Deeds.



**Town of Wellesley**  
**Planning Department/Building Department**  
 Lower Level - Town Hall  
 525 Washington Street  
 Wellesley, MA  
 781-431-1019 x2232

**Large House Review**  
**TLAG AFFIDAVIT**  
*Attachment 1 to the Large House*  
*Review Rules and Regulations*  
*Adopted 6/27/17; Effective 7/1/17*

**Instructions:**

This Affidavit and the Directions on pages 3 thru 5 are used to determine the "Total Living Area plus Garage Space" or "TLAG" of single family dwellings and associated accessory structures. TLAG is a defined term in Section XVID, *Large House Review*, of the Zoning Bylaw, by which the floor area of single family dwellings and associated accessory structures is calculated. **This Affidavit is required to be completed and submitted (pgs 1 & 2 only; use additional sheets if necessary) for review by the Building Department for all new single-family dwellings and additions to single-family dwellings, all new accessory structures over 100 square feet in area and additions to such structures, and any other project for which the Inspector of Buildings deems submission of the form necessary.**

Please complete this Affidavit in full and provide the following materials:

- Complete and accurate dimensioned plans, including floor plans, elevations of the entire structure (alterations of existing buildings that add 5% or less of TLAG are not required to submit plans for the entire structure).
- A separate plan providing calculations for determining the TLAG of the proposed structure.

This information will be used by the Building Department to determine whether a project is subject to review by the Planning Board under Section XVID, *Large House Review*, of the Zoning Bylaw. Large House Review ("LHR") is required for:

- New single-family homes and associated accessory structures which exceed the area calculation threshold established in the LHR section (XVID) of the Zoning Bylaw; or
- Additions to single-family homes and associated accessory structures when the addition increases the existing calculated area of the dwelling by more than 10% **and** the resulting area of the dwelling exceeds the same established threshold.

**Application Information:**

Property Address: \_\_\_\_\_

Single Residence Area District (Circle One):	10,000	15,000	20,000	30,000/40,000
TLAG Threshold:	3,600	4,300	5,900	7,200

Applicant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 (Builder or Record of Permit Application)

***I do hereby certify under the pains and penalties of perjury that the information provided within this Affidavit is true and correct and these calculations are for zoning purposes only.***

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Town Use Only**

Affidavit:  Approved  Denied Notes:  
 Large House Review:  Required  Not Required  
 Building Inspector \_\_\_\_\_ Date \_\_\_\_\_



**LARGE HOUSE REVIEW - TLAG AFFIDAVIT**

**Property Address:** \_\_\_\_\_  
**Applicant Name:** \_\_\_\_\_

**CHECK ONE:**

**For New Single Family Dwelling (including accessory structure(s)):**

Proposed TLAG (a+b+c+d+e+f from calculations below) = \_\_\_\_\_

**For Additions to Single Family Dwellings/Accessory Structures:**

TLAG of Existing Dwelling/Accessory Structures (subtract any areas to be removed):	
TLAG of Proposed Addition(s):	
Proposed Total TLAG of Existing Dwelling/Accessory Structures plus Addition(s):	
% Increase of TLAG:  $\frac{\text{Total TLAG} - \text{Existing TLAG}}{\text{Existing TLAG}} \times 100 =$	

**BASEMENT TLAG CALCULATION - refer to Basements on pages 4 and 5**

Basement Area 1

Height of basement wall: \_\_\_\_\_; Average height of basement wall above grade: \_\_\_\_\_

% of basement wall above grade: \_\_\_\_\_; If 25% or greater a portion counts as TLAG

Entire basement area (sq. ft.): \_\_\_\_\_; Basement area that counts toward TLAG (sq. ft.): \_\_\_\_\_ (a)

Basement Area 2(if applicable; if basement-ceiling heights are not the same height in different portions of the basement, please calculate those sections separately.)

Height of basement wall: \_\_\_\_\_; Average height of basement wall above grade: \_\_\_\_\_

% of basement wall above grade: \_\_\_\_\_; If 25% or greater a portion counts as TLAG

Entire basement area (sq. ft.): \_\_\_\_\_; Basement area that counts toward TLAG (sq. ft.): \_\_\_\_\_ (a)

**ABOVE-GRADE TLAG CALCULATION - refer to Above-Grade Floors on page 3**

First floor area (sq. ft.) \_\_\_\_\_ (b)      Second floor area (sq. ft.) \_\_\_\_\_ (c)

**ATTIC TLAG CALCULATION - refer to Attics on page 3**

Attic area (sq. ft.): \_\_\_\_\_ (d)

**ACCESSORY STRUCTURE TLAG CALCULATION**

Number of detached accessory structures greater than 100 sq. ft. in area: \_\_\_\_\_

First floor area (sq. ft.) \_\_\_\_\_ (e)      Second floor area (sq. ft.) \_\_\_\_\_ (f)

Property Address: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_

**DIRECTIONS FOR THE CALCULATION OF TLAG**

**General**

Total Living Area plus Garage ("TLAG") is as defined in Section XVID of the Zoning Bylaw. This Attachment to the *Large House Review Rules and Regulations* provides additional direction on the calculation of TLAG.

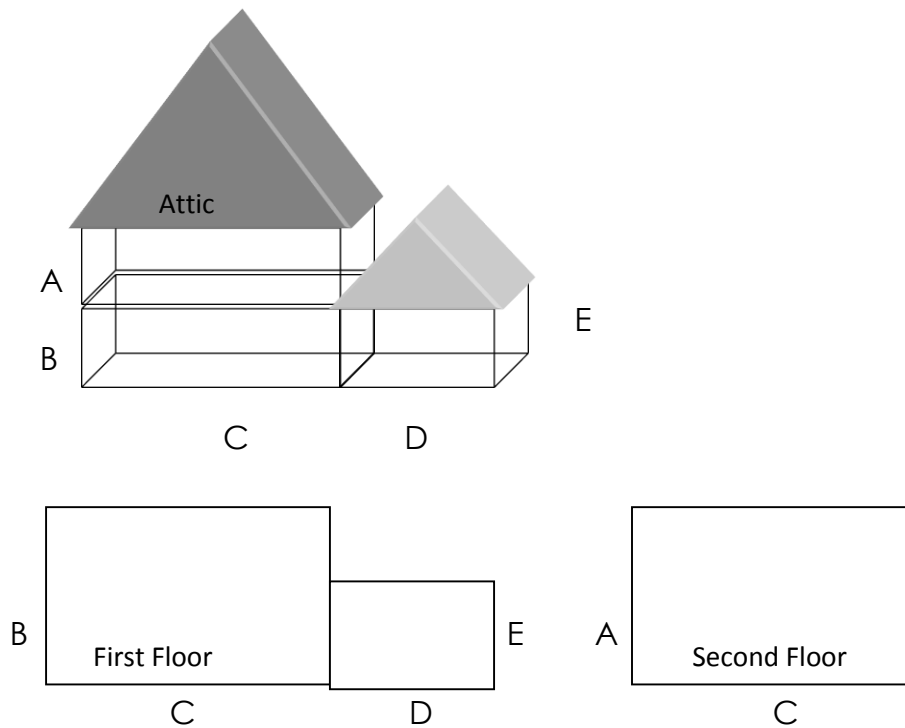
**Multiple Building Permits**

Multiple building permits that increase TLAG at the same location within any three-year period (i.e., within a three-year moving window) shall be collectively considered as one project for the purposes of LHR thresholds.

**Calculating Total Living Area plus Garage Space**

- 1. Above-Grade Floors:** Figure 1 illustrates how the TLAG of the main body of the house and/or accessory structures shall be calculated. Measurements are to be taken from the exterior surface of the exterior walls (all interior area shall be included in the measured dimensions, including interior stairways, areas occupied by chimneys, garage, and storage space; heated porches shall be included).

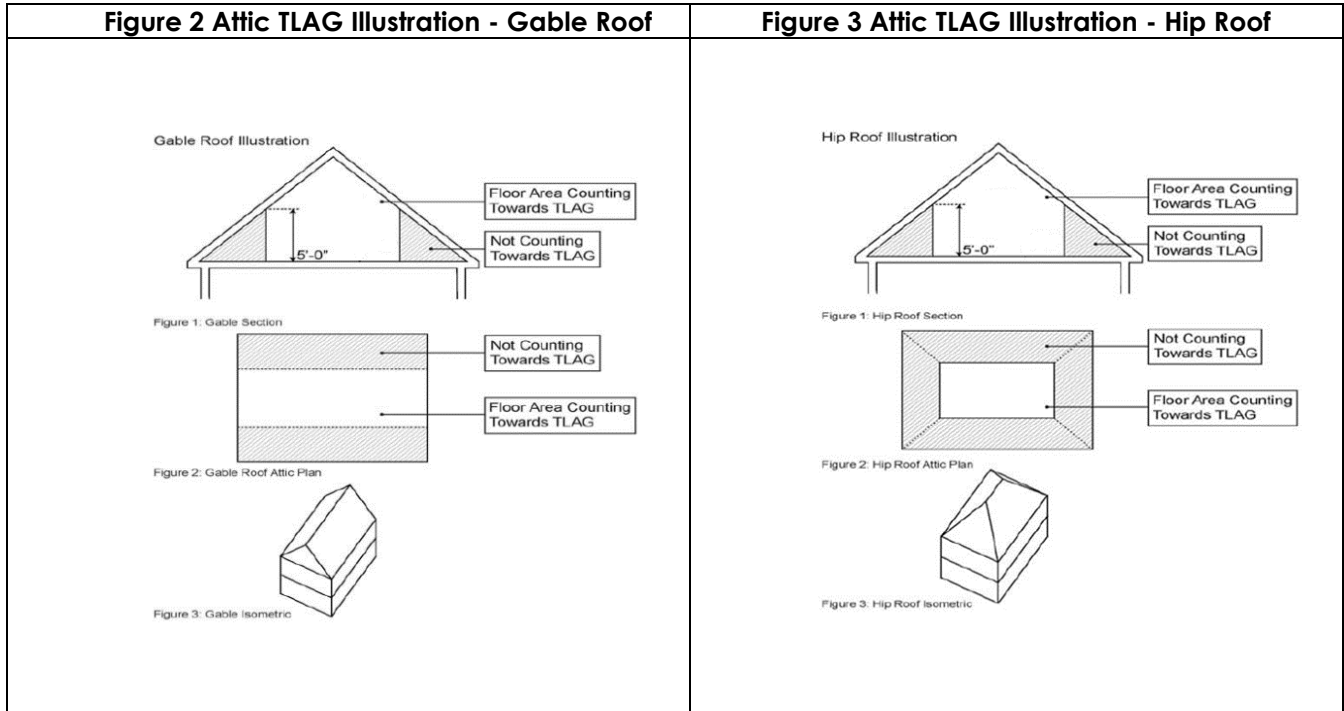
**Figure 1 Calculation of Structures**



$(B \times C) + (D \times E) + (A \times C) =$  The sum of the horizontal areas of the above-grade floors measured from the exterior face of the exterior walls.

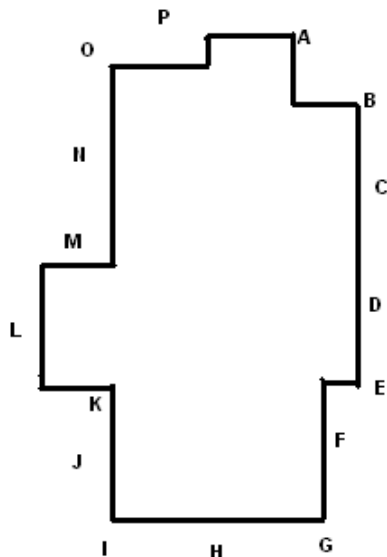
Property Address: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_

2. **Attics:** Figures 2 and 3 below illustrate how attic area shall be measured (calculations are applicable to all roof types).



3. **Basements:** Figure 4 illustrates how basements are to be measured. These calculations include all areas of basements, including garage and unfinished/storage areas; garages and storage areas in basements are not additive, but are calculated as basement TLAG. Basement area calculations shall be taken from the interior of the foundation walls.

**Figure 4 Basement TLAG Illustration**



- Starting at one corner of the structure measure the height of the basement wall above grade every 10 linear feet.
- Average these measurements.
- The average wall height above grade is the numerator.
- The denominator is the height of the basement wall measured from the basement floor slab to the underside of the floor joists.
- The fraction created is the percentage of basement wall above grade.
- If the fraction is below  $\frac{1}{4}$  or .25 the basement is exempt from TLAG.**
- If the fraction is  $\frac{1}{4}$  (.25) or more a portion of the basement will count towards TLAG.**
- The amount of the basement that will count towards TLAG is calculated by multiplying the area of the basement by the percentage/fraction.

Property Address: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_

**Calculating Basement TLAG**

$$\frac{A \text{ thru } P}{16} = \text{Average Wall Height Above Grade}$$

$$\frac{\text{Average Wall Height Above Grade}}{\text{Height of Basement Wall}} = \% \text{ of Basement Above Grade}$$

**4. Multi-Story Interior Spaces:**

- a. Features such as a foyer, balcony, vaulted ceiling, or cathedral ceiling with a ceiling height of 12 or more feet shall be counted as multiple stories.
- b. The floor area of a two-story foyer shall be counted as first floor space as well as second floor space.
- c. Multi-story interior finished spaces that contain cathedral, tray, or vaulted ceiling with a vertical wall height 12 feet or more will count as an additional full story.
- d. Multi-story interior finished spaces that contain cathedral, tray, or vaulted ceiling with a vertical wall height less than 12 feet will count as a single story.

**5. TLAG Exemptions**

- a. Exterior areas occupied by a chimney, covered or uncovered patios or stairs, areas under a canopy, decks, unheated porches and bay or bow windows having no foundation will not count toward TLAG.

**Activities Exempt from Large House Review**

Generally, the finishing of existing floor area that does not involve additions, is exempt from Large House Review. In most cases, the area being finished already counts as existing TLAG. For example, the completion or finishing of attics in existing structures where there is no addition, alteration of the roof, or adding of dormers, is likely exempt from Large House Review; similarly, the finishing of existing basement area without alteration of the foundation is also likely exempt from Large House Review.