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Mayor

City of Newton, Massachusetts
Department of Planning and Development
1000 Commonwealth Avenue Newton, Massachusetts 02459

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Barney Heath
Director

ADMINISTRATIVE SITE PLAN REVIEW APPLICATION

DATE RECEIVED: _____ PROJECT #: _____ ZONING DISTRICT: _____

PROJECT ADDRESS: _____

PROJECT INFORMATION

IS THIS PROJECT A: WIRELESS FACILITY OTHER

CURRENT USE: _____ PROPOSED USE: _____

PROJECT DESCRIPTION (Briefly describe the project below):

REVIEWS BY OTHER REGULATORY AUTHORITIES? NO IF YES, DESCRIBE THE OF THOSE REVIEWS BELOW:

SITE INFORMATION

DESCRIBE THE CURRENT AND PAST USES, SITE, AND/OR STRUCTURE INFORMATION AS IT RELATES TO THIS APPLICATION:

ANY PRIOR SPECIAL PERMITS, VARIANCES, EASEMENTS, AND/OR SPECIAL RESTRICTIONS? NO IF YES, DESCRIBE BELOW:

THE PROJECT FILING MATERIALS SHOULD INCLUDE THE FOLLOWING INFORMATION IN CURRENT AND PROPOSED CONDITIONS:

| REQUIRED SUBMITTAL CHECKLIST (CHECK ALL BEING SUBMITTED) | | | | | |
|--|---|--------------------------|--|--------------------------|------------------------------------|
| <input type="checkbox"/> | Evidence of Religious or Nonprofit Educational Status | <input type="checkbox"/> | Plot Plan or As-built Survey Describing the Project Site | <input type="checkbox"/> | Site Topography (2-foot intervals) |
| <input type="checkbox"/> | Façade Elevations or Floor Plans | <input type="checkbox"/> | Delineation of Wetlands or Watercourses | <input type="checkbox"/> | Site Structures and Improvements |
| <input type="checkbox"/> | Utility Details | <input type="checkbox"/> | Landscaping | <input type="checkbox"/> | Site Encumbrances |
| <input type="checkbox"/> | Lot Area Per Unit | <input type="checkbox"/> | Number of Stories | <input type="checkbox"/> | Parking & Circulation |

(All plans **MUST** be signed, stamped, dated, drawn to scale, and clearly labeled. An inaccurate or incomplete application will **NOT** be accepted. Please review the reverse of this form for additional information.)

NOTE: This Application MUST be accompanied by a General Permit Application.

ADMINISTRATIVE SITE PLAN REVIEW APPLICATION INSTRUCTIONS

DEVELOPMENT REVIEW TEAM MEETING: A Development Review Team (DRT) meeting is required prior to submitting any land use permitting or review application. During a DRT, City staff from several departments meet with prospective applicants to evaluate new proposals. These meetings are held weekly on Wednesday mornings. Most people find these meetings to be an efficient way to learn about issues they may want to address early on to ensure a successful project. After the DRT meeting, the next steps for pursuing this type of approval and handouts, further explaining the review and approval process, will be given to you.

APPLICATION SUBMISSION REQUIREMENTS: An application for site plan review will not be accepted by the Department of Planning and Development (Department) until it is determined to be complete. Whether a project qualifies for site plan review is determined by the Commissioner of Inspectional Services (Commissioner). **Inaccurate information or incomplete applications may delay the review of your project.** The items needed for a complete application include:

FORMS: A completed General Permit Application form and Administrative Site Plan Review Application. The signature of the Owner of the property (or the Owner's legal representative) and the Applicant/Agent is **mandatory** on the General Permit Application. Please provide current contact information on the General Application form to ensure City staff is able to contact the appropriate people regarding the project. On the Administrative Site Plan Review Application, be sure to fill in all possible fields with accurate information to describe the project.

FEES: The fee for an Administrative Site Plan Review is \$350.00. All fees are subject to change.

PROJECT DESCRIPTION: A detailed letter or narrative describing the project, which includes:

1. Parking and Circulation movements within and off the site. The Department will determine whether a parking and/or traffic study may also be required;
2. The ability to adequately dispose of sewage, refuse and other wastes and to control drainage on site;
3. The ability to screen parking areas and structure(s) from adjoining properties or streets through an acceptable means (i.e. walls, fences, plantings or other means);
4. The removal of trees or soil shall be minimized and any topographic changes shall be in keeping with the surrounding neighborhood;
5. Consideration of the configuration and location of structures on site and their relationship to nearby structures in terms of scale, materials, color, roof and cornice lines; and
6. Avoidance of the removal or disruption of historic resources on and off the site.

SUBMITTALS: Each application shall be accompanied by copies of the project filling materials identified on the front page of this form. Any plans that are submitted as part of an application should be signed, stamped, dated, drawn to scale, clearly labeled, and not exceeding 11" x 17", except as requested by the Department.

DOCUMENT FORMAT: All information submitted as part of an application shall be submitted in the following formats:

1. One (1) electronic copy submitted on a CD in .pdf or another format approved by the Department; and
2. Five (5) hard copies of the complete application packet, including completed forms.

APPLICATION REVIEW PROCESS: The Department, upon receipt of a complete application packet, shall transmit a copy to the Commissioner of Inspectional Services, the City Engineer, and the Commissioner of Public Works for review. A copy of the application must also be filed with the Fire Chief. Upon the receipt of any responses by the above-mentioned departments, the Department shall review said plans for compliance with the dimensional controls and parking regulations contained in the Newton Zoning Ordinance.

After said review, the Department may issue nonbinding recommendations to the petitioner for changes in the site plan, which shall be consistent with accepted and responsible planning principles. The Department shall also inform, in writing, the Commissioner that the petitioner has complied with the procedural requirements as stated above and whether the petition has complied with the regulations of the Newton Zoning Ordinance. This statement shall be made within sixty (60) days after receipt of the site plan application. In cases of wireless facilities, an advisory report will be issued to the Commissioner within three weeks after receipt of the site plan application.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.



Setti D. Warren
Mayor

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GENERAL PERMIT APPLICATION

PROJECT #: _____ ZONING DISTRICT: _____ DATE RECEIVED: _____

PROJECT DESCRIPTION:

PROPERTY LOCATION INFORMATION

STREET ADDRESS: _____ CITY/ZIP: _____

LEGAL DESCRIPTION (SECTION, BLOCK, LOT): _____

PROPERTY OWNER INFORMATION

NAME: _____ PHONE: _____ ALT. PHONE: _____

MAILING ADDRESS: _____ E-MAIL ADDRESS: _____

PROPERTY OWNER CONSENT

I am (we are) the owner(s) of the property subject to this application and I (we) consent as follows:

- 1. This application for a land use permit or administrative approval for development on my (our) property is made with my permission.
- 2. I (we) grant permission for officials and employees of the City of Newton to access my property for the purposes of this application.

X _____ (Property Owner Signature) _____ (Date)

X _____ (Property Owner Signature) _____ (Date)

NOTICE: The City of Newton staff may need access to the subject property during regular business hours and will attempt to contact the applicant/agent prior to any visit. Further, members of a regulatory authority of the city may visit the property as well.

APPLICANT / AGENT INFORMATION

NAME: _____ PHONE: _____ ALT. PHONE: _____

MAILING ADDRESS: _____ E-MAIL ADDRESS: _____

X _____ (Applicant/Agent Signature) _____ (Date)

NOTICE: The applicant/agent is the primary contact and may be any individual representing the establishment or property owner. The applicant/agent must also be legally authorized to make decisions on behalf of the Property Owner(s) in regards to the application.

----- OFFICE USE ONLY BELOW THIS LINE -----

CHECK APPROPRIATE PERMIT OR REVIEW PROCESS (CHECK ALL BEING SUBMITTED)

| | | | |
|--------------------------|-----------------------------------|--------------------------|--------------------------------|
| <input type="checkbox"/> | Zoning Review Application | <input type="checkbox"/> | Comprehensive Permit |
| <input type="checkbox"/> | Administrative Site Plan Review | <input type="checkbox"/> | Variance Application |
| <input type="checkbox"/> | Sign Permit | <input type="checkbox"/> | Historic Preservation Review |
| <input type="checkbox"/> | Special Permit/Site Plan Approval | <input type="checkbox"/> | Conservation Commission Review |
| <input type="checkbox"/> | Fence Appeal | <input type="checkbox"/> | Other, describe _____ |

Comments: _____

**PERMIT INTAKE INITIALS
AND DATE STAMP**

NOTE: This form MUST accompany all other Department of Planning and Development applications.

To Be Completed By Applicant

GENERAL PERMIT APPLICATION INSTRUCTIONS

LAND USE PERMITTING CHECKLIST (City staff, check all that apply)

In most instances, any development or land disturbance activity within the City of Newton will require some type of review and approval from the Planning Department and one of the City's regulatory authorities. In all cases, this General Permit Application must accompany all land use permitting applications. A checklist of permit forms, by regulatory authority, is provided below:

Administrative

- Administrative Site Plan
- Review of Accessory Apartment
- Wireless Facility

Conservation Commission

- Request for Determination of Applicability
- Notice of Intent
- Abbreviated Notice of Resource Area Delineation

Historic Commission(s)

- Demolition Delay
- Historic District
- Landmark/Preservation Restriction

Land Use Committee

- Amendment to Special Permit/Site Plan
- Extension of Nonconforming Use or Building
- Site Plan Only
- Special Permit/Site Plan

Urban Design Commission

- Fence Appeal
- Sign Permit

Zoning Board of Appeals

- Appeals of the ISD Commissioner
- Comprehensive Permit
- Variance Application

NOTE: The Planning Department has many handouts that provide useful information regarding each of the permitting processes above. Petitioners should also be aware that approvals from other City or State agencies may be necessary as well.

APPLICATION COMPONENTS

For each permit application, the submission of inaccurate information or an incomplete application may delay the review and approval process for said permit. The items needed for a complete application will vary by permitting process, but generally include:

FORMS: A completed General Application and the project-specific permit application form. The signature of the Property Owner (or the Owner's legal representative) and the Applicant/Agent are **mandatory** on the General Permit Application.

FEES: To process any land use permit application, it must be submitted with the appropriate fee. The permit fee will vary by permitting process. All fees are subject to change, please contact the Department of Planning to verify the current fee.

SUBMITTALS: Each permit should also be accompanied by the necessary supporting documentation. The items needed to explain a project may vary, please refer to the permit application for the typical documents submitted for each permit application or contact a city planner. All applications should be submitted in hard and digital formats.

SUBMITTING THE APPLICATION

Bring the complete application to the Planning Department (at Inspectional Services customer service counter), on the second floor of City Hall at 1000 Commonwealth Avenue. A planner will review the application, answer any questions you may have and explain the next step of the permitting process.

If you have questions about an application or application process, please call the Department of Planning at (617) 796-1120 or visit the Planning Department, Monday-Friday: 8:30 a.m. to 5:00 p.m., and Tuesday 8:30 a.m. to 8:00 p.m.

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