

Setti D. Warren Mayor

# City of Newton, Massachusetts

Department of Planning and Development

1000 Commonwealth Avenue Newton, Massachusetts 02459

Telefax (617) 796-1142 TDD/TTY (617) 796-1089 w.newtonma.gov

Candace Havens Director

# MEMORANDUM

Public Hearing Date: September 11, 2012 Land Use Action Date: November 27, 2012 Board of Aldermen Action Date: December 3, 2012 90-Day Expiration Date: December 4, 2012

September 7, 2012 DATE:

TO: Board of Aldermen

FROM: Candace Havens, Director of Planning and Development

Eve Tapper, Chief Planner for Current Planning

Alexandra Ananth, Senior Planner

SUBJECT: Petition #212-12, Michael Sokolowski, Trustee of 1081 Washington Street Realty Trust,

> petition for a SPECIAL PERMIT/SITE PLAN APPROVAL and to EXPAND a NONCONFORMING STRUCTURE to waive 8 parking stalls; locate 5 parking stalls within the side setback; to waive associated lighting, surfacing, and maintenance requirements for parking facilities of greater than 5 stalls; to waive the one required loading dock; and to extend a nonconforming structure as to front and side yard setback and to extend a nonconforming structure with regard to height or alternatively for a structure in excess of 24 feet in height in order to construct a new two-story building for retail use at 1081 Washington Street, Ward 3, West Newton, on land known as SBL 31, 9, 6, containing approximately 8,736 square feet of land in a district zoned BUSINESS 2. Ref: Sec 30-24, 30-23, 30-21(b), 30-15 Table 3, 30-19(c), (d)(1), (d)(10), (h)(1), (l), (j), and (m) of the City

of Newton Rev Zoning Ord, 2012.

The purpose of this memorandum is to provide the Board of Aldermen and the public with technical information and planning analysis which may be useful in the special permit decision making process of the Board of Aldermen. The Planning Department's intention is to provide a balanced view of the issues with the information it has at the time of the public hearing. There may be other information presented at or after the public hearing that the Land Use Committee of the Board of Aldermen will want to consider in its discussion at a subsequent Working Session.



Petition #212-12 Page 2 of 6

# **EXECUTIVE SUMMARY**

The subject property is located at 1081 Washington Street and consists of an 8,736-square foot lot located in the Business 2 zone. The property is currently improved with a two-family dwelling and a farm stand. The petitioner is proposing to demolish the existing structures and to construct a new two-story commercial building for retail use in its place.

The existing structure is legally nonconforming with regard to front and side setbacks and the petitioner is proposing a new building that is also nonconforming with respect to the side setback. Therefore, the petitioner must seek a special permit. The petitioner is also requesting a special permit for height greater than 24 feet. Finally, the petitioner is seeking exceptions to the parking requirements including: waivers for eight required parking stalls and for the loading dock requirement; and relief to allow parking stalls in the side setback.

While the list of requested waivers may appear lengthy, the existing structure is nonconforming with respect to many of the same dimensional standards and the existing two-family dwelling is nonconforming with respect to use. While this proposal extends and expands the nonconformities with respect to dimensional standards, it eliminates the existing nonconforming use as the proposed use is allowed by right in the Business 2 zone. In addition, the site design, with the commercial building towards the front with parking behind it, is beneficial to the neighborhood and consistent with the 2007 Newton Comprehensive Plan's goal of fostering well-planned economic development along major commercial corridors.

# I. SIGNIFICANT ISSUES FOR CONSIDERATION

When reviewing this petition, the Board shall consider whether the following findings apply:

- The extension of the nonconforming structure will not be substantially more detrimental to the neighborhood than the existing nonconforming structure.
- The site is an appropriate location for a retail use.
- The use will not adversely affect the neighborhood.
- There will be no nuisance or serious hazard to vehicles or pedestrians.
- Access to the site over streets is appropriate for the type and numbers of vehicles involved.
- The site design, including the location and configuration of the structures and the relationship of the site's structures to nearby structures in terms of major design elements including scale, materials, color, roof and cornice lines, is appropriate for the neighborhood.
- Literal compliance with parking requirements is impracticable due to the nature of the use, of the location, size, or grade of the lot, or such exceptions are in the public interest.
- A waiver for eight required parking stalls is appropriate given the site's location on a

Petition #212-12 Page 3 of 6

commercial corridor with on-street parking available on both sides of the street and within proximity of an MBTA Bus Station.

# II. CHARACTERISTICS OF THE SITE AND NEIGHBORHOOD

# A. Neighborhood and Zoning

The parcel is located on the outskirts of the West Newton business district, across from the Massachusetts Turnpike. The site is located in a Business 2 zone but abuts a Multi-Residence 1 zone to the north. Immediate abutters include the Beacon Hill Athletic Club on the west and a nonconforming two-family residence on the east. The block also includes an office building and a kitchen design store. The site is not far from 1149 Washington Street, a two-story commercial office building built under special permit Board Order #13-08.

# B. Site

Currently the 8,736-square foot site contains a two-family structure as well as a farm stand located at the front of the property. The site is fairly level, with an asphalt drive leading to the back of the lot. There is also an old shed located at the rear of the lot. The adjacent commercial property to the west has an easement for an encroachment onto the subject property and the existing farm stand structure appears to encroach onto the adjacent residential property to the east.

# III. PROJECT DESCRIPTION AND ANALYSIS

# A. Land Use

The proposed retail use is allowed by right in the Business 2 zone.

# B. Building and Site Design

The petitioner is proposing to demolish the existing buildings on site and to build a new 5,820-square foot commercial building towards the front of the lot. The building is proposed as two stories and spans the width of the property on the second story with a two-way driveway taking up a portion of the ground floor leading to a seven-stall parking facility at the rear of the site.

The building has a brick front façade but side and rear elevations remain undetailed. The Planning Department would like to review the details of the side and rear elevations prior to the working session. We recommend that the west façade include windows and that the east façade include some architectural detail so that the abutting residence is not facing at a blank wall.

Although the petitioner must seek a number of zoning reliefs, the proposed site plan offers the benefit of a street presence more in keeping with the Washington Street commercial corridor than an alternative with the proposed structure set back toward the

Petition #212-12 Page 4 of 6

rear of the property with either no parking on site or parking in front. A seven-foot front setback is appropriate for the commercial corridor and is considerate to the adjacent residential structure. The Planning Department has encouraged the petitioner to reduce the height of the structure to 24 feet. Although the proposed building is also nonconforming with respect to the east side setback it is less nonconforming than the existing structure, which currently encroaches onto the adjacent property.

The Planning Department also notes that it is good practice to group and screen any rooftop mechanical equipment and encourages the petitioner to locate any rooftop equipment as far away from the residential abutter as possible and to screen the equipment both visually and to muffle the sound.

# C. Parking and Circulation

The site is proposed to contain seven compliant parking stalls behind the building, although four of them are located in the side setback. The proposed retail use requires 15 stalls. Therefore, the petitioner must seek a waiver of eight stalls.

The petitioner notes that the proposed retail use is a low traffic and parking generator and there is public transportation available on Washington Street, as well as ample public parking along Washington Street. The Planning Department agrees that a parking waiver is unlikely to have a detrimental impact on the neighborhood and finds that even in the long term, if the nature of the by right retail use changes, the site's location on Washington Street, close to available public parking and public transportation, make it a reasonable location for reduced on-site parking.

The petitioner is also asking to waive the loading bay requirement that is typically required for a structure of this size. The petitioner should explain how this is not necessary for proposed or future tenants.

The Planning Department encourages the petitioner to submit a photometric plan and indicate whether they will comply with lighting requirements or if they intend to obtain a waiver. A waiver in this location is reasonable since the parking lot is located immediately adjacent to residential uses at the rear of the lot.

Prior to being scheduled for a working session the petitioner should clarify how trash and snow removal will be handled.

# D. <u>Landscape Screening</u>

The petitioner submitted a landscape plan for the site that appears adequate. A fence is also proposed along the north and east property lines. This portion of Washington Street is located within the West Newton Community Development Block Grant target neighborhood and the West Newton Advisory Committee recently approved funding for

Petition #212-12 Page 5 of 6

landscaping and street trees along this stretch of Washington Street. The petitioner should consider adding street trees or contributing to the purchase and installation of street trees along this portion of Washington Street to help mitigate massing of the structure in the front setback.

# E. Signage

Conceptual plans appear to indicate that the petitioner is proposing wall-mounted signage that appears to project above the roof line of the building. Although the petitioner may seek a special permit for an exception to the Sign Ordinance this was not requested. The petitioner should make sure any proposed signage conforms to the Sign Ordinance and seek approval from the Urban Design Commission. The proposed building is allowed up to 100 square feet of signage, however, the Planning Department would encourage the petitioner to agree to limit the square footage of signage to a considerably smaller number, and to agree to a restrictions on any window signs in order to avoid sign clutter.

# IV. COMPREHENSIVE PLAN

The Washington Street corridor offers important economic development opportunities for the City. Redeveloping the presently underutilized site can increase the City's tax base and add vitality to the commercial corridor. The goal of the Economic Development section of the 2007 Newton Comprehensive Plan is to encourage development opportunities along existing commercial corridors, if well-conceived and designed to be sensitive to the surrounding residential neighborhoods. This proposal appears to be consistent with the Comprehensive Plan in this manner.

# V. TECHNICAL REVIEW

#### A. Technical Considerations

The Zoning Review Memorandum (ATTACHMENT "A") provides a complete analysis of the project with respect to zoning. Since the Zoning Review Memorandum was written the petitioner has indicated that they would meet the seven-foot front (averaging) setback requirement at the expense of one parking stall in the rear, bringing the requested parking waiver up from seven to eight stalls. Although new plans have not yet been filed with the Planning Department, this memo has been written to reflect these proposed changes. The petitioner is therefore seeking special permits to allow a structure to expand a nonconformity with regard to side setback, and to allow a structure of 26.6 feet where 24 feet is allowed by right and up to 48 feet with a special permit. The petitioner is also seeking a number of waivers from the parking requirements.

# B. Other Reviews

The Engineering Division has reviewed the proposed project (ATTACHMENT "B"), and notes a number of issues that will need to be addressed prior to building permit should the Board chose to approve this petition.

Petition #212-12 Page 6 of 6

The petitioner applied to the Historical Commission for demolition of the existing buildings, which were deemed not preferably preserved.

# VI. ZONING RELIEFS SOUGHT

Based on the completed Zoning Review Memorandum and the proposed changes to the site plan, the petitioner is currently seeking the following reliefs:

- ➤ Section 30-15, Table 3; and 30-21(b) to allow a new structure to expand a nonconformity with regard to side setbacks.
- ➤ Section 30-15, Table 3 or 30-21(b) to allow a 26.6 foot tall structure where 24 feet is allowed by right, or allow the extension of a nonconforming structure with regard to height.
- $\triangleright$  Section 30-19(c), (d)(1), (d)(10), and 30-19(m), to waive eight required parking stalls.
- ➤ Section 30-19(h)(1) and 30-19(m), to locate four parking stalls in a required side setback.
- > Section 30-19(I), and 30-19(m), to waive one required loading dock facility.
- ➤ Section 30-19(j) and 30-19(m), to comply with lighting, surfacing, and maintenance requirements or obtain a waiver.

# VII. <u>PETITIONERS' RESPONSBILITIES</u>

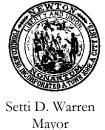
Prior to being scheduled for a working session the petitioner should:

- Submit revised plans including elevations
- Consider adding a street tree or making a contribution for the installation of street trees in the immediate area
- Consider reducing the height of the building
- Explain how trash and snow removal will be handled
- Consider reducing the size of signage proposed
- Consider a restriction on window signs, and
- Submit a photometric plan.

#### **ATTACHMENTS:**

**ATTACHMENT A:** ZONING REVIEW MEMORAMDUM **ATTACHMENT B:** ENGINEERING REVIEW MEMORANDUM

**ATTACHMENT C:** ZONING MAP **ATTACHMENT D:** LAND USE MAP





# ATTACH M

(617) 796-1142 TDD/TTY (617) 796-1089 www.newtonma.gov

Candace Havens Director

# City of Newton, Massachusetts

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

# ZONING REVIEW MEMORANDUM

Date: July 12, 2012

To: John Lojek, Commissioner of Inspectional Services

From: Seth Zeren, Chief Zoning Code Official

Eve Tapper, Chief Planner for Current Planning

Cc: Alan Schlesinger, attorney representing applicant

Candace Havens, Director of Planning and Development

Ouida Young, Associate City Solicitor

RE: Request to allow the construction of a new retail building

Applicant: Michael Sokolowski, 1081 Washington Street Realty Trust			
Site: 1081 Washington Street	SBL: 31009 0006		
Zoning: BU2	Lot Area: 8,736 square feet		
Current use: Two-family dwelling and farm stand	Proposed use: Retail store		

#### **BACKGROUND:**

The property at 1081 Washington Street consists of an 8,736-square foot lot located in the Business 2 zone, currently improved with a two-family dwelling and a farm stand. The applicant proposes to demolish the existing structures and construct a new, two-story commercial building for a retail use.

The following review is based on plans and materials submitted to date as noted below.

- Proposed site plan, signed and stamped by Bruce Bradford, Surveyor, dated 5/29/12
- Existing site plan, signed and stamped by Bruce Bradford, dated 3/26/12
- Architectural plans, signed and stamped by Mark A. Armstrong, Architect, dated 4/30/12
  - First Floor Plan
  - Second Floor Plan
  - Site Plan
  - o 3D Renderings
  - Landscaping Plan

#### **ADMINISTRATIVE DETERMINATIONS:**

- 1. Per Section 30-11(a)(2), the applicant's proposed retail use is allowed by right in the Business 2 (BU2) zone.
- 2. The property is in the BU2 zone and must comply with the dimensional standards of Section 30-15, Table 1 and Table 3 (see chart below).

BU2 Zone	Required/Allowed	Existing	Proposed
Lot Size	10,000 feet	8,910 square feet	No change
Frontage	80 feet	60 feet	No change
Setbacks			
• Front	7 feet*	4.6 feet**	4 feet
<ul> <li>West Side</li> </ul>	0 feet (equal to the side	10.6 feet	0.3 feet
<ul> <li>East Side</li> </ul>	setback of abutter)*		
• Rear	13.3 feet (1/2 building	0 feet	5 feet
	height)*		
	15 feet*	41.2 feet	75.6 feet
FAR	1.0	.53	.67
Building Height	24 feet by right or up to	38.9 feet	26.6 feet
	48 feet by special permit		
Maximum Stories	2 by right, or up to 4 by	2.5	2
	special permit		

<sup>\*</sup> Per Section 30-15, Table 3, Footnote 1, the front setback shall be the average of the setbacks of the buildings on either side (4+10/2=7); per Section 30-15, Table 3, Footnote 2, the side setback shall be ½ the building height or a distance equal to the side yard setback of the abutting property; per Section 30-15, Table 3, Footnote 3, where abutting a residential zone, the rear setback shall be ½ the building height or 15 feet, whichever is more.

- 3. The existing structures are legally nonconforming with regard to front and side setbacks. The applicant proposes to locate the new structure closer to the front lot line and expand the degree of nonconformity by adding a second story that extends nearly the width of the property within the front setback. The applicant's plans show the proposed building to be located farther from the east side lot line than the existing farm stand but to extend higher and longer within the side setback than the existing structures. To construct the proposed building, the applicant must obtain a special permit from the Board of Aldermen per Section 30-21(b).
- 4. Section 30-15, Table 3 allows a building height of up to 24 feet by right or up to 48 feet by special permit in the BU2 zone. The applicant's plans show a proposed 26.6-foot structure. To construct the structure as proposed, the applicant must obtain a special permit from the Board of Aldermen per Section 30-15, Table 3. In the alternative, the applicant may apply to extend the nonconforming building height of the existing residential structure with a larger building at a lower peak height by obtaining a special permit from the Board of Aldermen per Section 30-21(b).
- 5. The development must also comply with the parking requirements of Section 30-19. The existing uses include a 1,300 square foot retail store and two dwelling units. Per Section 30-19(d)(1), two parking stalls are required for each dwelling unit for a total of four stalls. Per Section 30-19(d)(10),

<sup>\*\*</sup> The existing awning extends 3.1 feet over the public sidewalk but does not count as part of the structure for the purposes of setbacks.

retail stores must provide one stall per 300 square feet of floor area and one stall per three employees on the largest shift for a total of six stalls. The property currently contains four nonconforming parking stalls for the residential units. The applicant proposes to create a new 5,820-square foot retail space with up to three employees on the largest shift. The existing uses provide a grandfathered parking credit for the proposed uses based on the formula A – B + C in Section 30-19(c), see the table below. Section 30-19(c) requires a total of 15 parking stalls be provided for the proposed use. The applicant's site plan shows eight parking stalls. To use the site in the manner proposed, the applicant must obtain a special permit from the Board of Aldermen per Section 30-19(d)(m) to waive seven required parking stalls.

Proposed	Parking Formula	Required Parking
5,820 square feet retail with 3	1 stall per 300 square feet	21 (A)
employees on the largest shift	and per 3 employees	
Existing	Parking Formula	Parking Credits
2 dwelling units	2 stalls per DU	4 (B)
1,300 square feet of retail with 3	1 stall per 300 square feet	6 (B)
employees on the largest shift	and per 3 employees	
Off-street parking spaces		4 (C)
Total Parking Requirement		15
Parking Stalls Proposed		8
Additional Spaces Required:		7

Calculation per \$30-19(c)(2): A (21) - B(10) + C(4) = Required number of parking stalls (15)

- 6. The applicant's proposed eight-stall parking facility must meet the design requirements of Sections 30-19(h), (i), and (j). The applicant proposes to locate five parking stalls in the required side setback from the east property line as prohibited by Section 30-19(h)(1). The applicant's site plan shows conforming parking stalls that are 9'x17' employing the two foot curb overhang, allowed by Section 30-19(h)(2)d). The proposed maneuvering aisles, exit and entrance drives and provision of handicap parking are conforming. To construct the parking facility as proposed, the applicant must obtain a special permit per Section 30-19(m) to locate parking stalls in a required side setback.
- 7. Per Section 30-19(i), landscape screening is required for outdoor parking facilities containing more than five stalls. The applicant's site plans and landscaping plans show a five-foot buffer, including a three-foot tall fence, meeting the requirements of Section 30-19(i)(1)a)(ii). No additional zoning relief is required.
- 8. Per Section 30-19(j), the parking facility must be adequately lighted, surfaced, and maintained. The applicant's plans do not note lighting, surfacing material, presence of curbing, drainage plan, or maintenance procedures. The applicant must satisfy the requirements of Section 30-19(j) or obtain a special permit, waiving strict compliance, from the Board of Aldermen per Section 30-19(m).
- 9. Per Section 30-19(I), retail stores of between 5,000 and 50,000 square feet of gross floor area require one off-street loading facility. The applicant's plans do not show a loading facility per the requirements of Section 30-19(I). To use the site in the manner proposed, the applicant must

obtain a special permit from the Board of Aldermen per Section 30-19(d)(m) to waive the required loading facility.

# 10. See "Zoning Relief Summary" below:

Zoning Relief Required				
Ordinance	Building	Action Required		
§30-15, Table 3; §30-21(b)	Allow a new structure to expand a nonconformity with regard to front and side setbacks	S.P. per §30-24		
§30-15, Table 3 or §30-21(b)	Allow a 26.6 foot tall structure where 24 feet is allowed by right, or allow the extension of a nonconforming structure with regard to height	S.P. per §30-24		
Ordinance	Parking	Action Required		
§30-19(c), (d)(1), and (d)(10); §30-19(m)	Waive seven required parking stalls	S.P. per §30-24		
§30-19(h)(1); §30-19(m)	Locate five parking stalls in a required side setback	S.P. per §30-24		
§30-19(I); §30-19(m)	Waive one required loading dock facility	S.P. per §30-24		
§30-19(j); §30-19(m)	Comply with lighting, surfacing, and maintenance requirements or obtain a waiver	S.P. per §30-24		



# **CITY OF NEWTON**ENGINEERING DIVISION

#### **MEMORANDUM**

To: Alderman Ted Hess-Mahan, Land Use Committee Chairman

From: John Daghlian, Associate City Engineer

Re: Special Permit – 1081 Washington Street

Date: August 30, 2012

CC: Lou Taverna, PE City Engineer (via email)

Linda Finucane, Associate City Clerk (via email)

Eve Tapper, Chief Planner (via email) Alexandria Ananth, Sr. Planner (via email)

In reference to the above site, I have the following comments for a plan entitled:

1081 Washington Street
Plan of Land in
Newton, MA
Prepared by: Everett M. Brooks Co.
Dated: May 29, 2012

# Executive Summary:

A 2-story building is proposed on 0.20 acres, the plan needs to show new utilities to service the building, as well as drainage improvements. Proposed grading is needed for the entire site. Since the building has a second floor overhang over the driveway access to the parking lot in the rear of the parcel, truck clearance for emergency vehicles needs to be addressed for potential emergency calls. It is not clear if the new building will have a fire suppression system, which the Fire Department may require given the limited access issue. As a public benefit, the sidewalk & driveway apron should be reconstructed to City Standards.

I recommend that the applicants engineer schedule an appointment with me to review these outstanding issues.

# Construction Management:

- 1. A construction management plan is needed for this project. At a minimum, it must address the following: staging site for construction equipment, construction material, construction worker's vehicles, phasing of the project with anticipated completion dates and milestones, safety precautions, emergency contact personnel of contractor.
- **2.** Stabilized driveway entrance is needed during construction, which will provide a tire wash and mud removal to ensure City streets are kept clean.

# Drainage:

- 1. A drainage analysis needs to be performed based on the City of Newton's 100-year storm event of 6-inches over a 24-hour period. All runoff from impervious areas need to be infiltrated on site, for the respective lots. The drainage
- 2. An Operations and Maintenance (O&M) plan for Stormwater Management Facilities needs to drafted and submitted for review. Once approved the O&M must be adopted by applicant, incorporated into the deeds; and recorded at the Middlesex Registry of Deeds. A copy of the recording instrument shall be submitted to the Engineering Division.
- 3. It is imperative to note that the ownership, operation, and maintenance of the proposed drainage system and all apparentness including but not limited to the drywells, catch basins, and pipes are the sole responsibility of the Homeowners Association.

#### Environmental:

- 1. Has a 21E investigation & report been performed on the site, if so copies of the report should be submitted the Newton Board of Health and the Engineering Division.
- 2. Are there any existing underground oil or fuel tanks, are they to be removed, if they have been evidence should be submitted to the Newton Fire Department, and Newton Board of Health.

#### Sewer:

- 1. A detailed profile is needed which shows the existing water main, proposed water service(s), sewer main and proposed sewer service(s) with the slopes and inverts labeled to ensure that there are no conflicts between the sewer services and the water service. The minimum slope for a service is 2.0%, with a maximum of 10%. Pipe material shall be 6" diameter SDR 35 PVC pipe within 10" of the dwelling then 4" pipe per Massachusetts State Plumbing Code. In order to verify the slopes and inverts of the proposed service connection, two manholes of the existing sanitary sewer system need to be identified on the plan with rim & invert elevations. The crown of the service connection & the sewer man need to match.
- 2. The existing water & sewer services to the building shall be cut and capped at the main and be completely removed from the site and properly back filled. The Engineering Division must inspect this work; failure to having this work inspected my result in the delay of issuance of the Utility Connection Permit.
- **3.** All utility trenches with the right of way shall be backfilled with Control Density Fill (CDF) Excavatable Type I-E; detail is available in the city of Newton Construction Standards Detail Book.
- 4. The new sewer service and/or structures shall be pressure tested or video taped after final installation is complete. Method of final inspection shall be determined solely by the construction inspector from the City Engineering Division. The sewer service will NOT be accepted until one of the two methods stated above is completed. A Certificate of Occupancy will not be recommended until this test is completed and a written report is received by the City Engineer. This note must be added to the final approved plans.

# Water:

1. If a fire suppression system is proposed then a Fire flow test is required. The applicant must coordinate this test with both the Newton Fire Department and the Utilities Division; representatives of each department shall witness the testing, test results shall be submitted in a write report. Hydraulic calculation shall be submitted to the Newton Fire Department for approval.

# General:

- 1. As of January 1, 2009, all trench excavation contractors shall comply with Massachusetts General Laws Chapter 82A, Trench Excavation Safety Requirements, to protect the general public from unauthorized access to unattended trenches. Trench Excavation Permit required. This applies to all trenches on public and private property. *This note shall be incorporated onto the plans*
- 2. All tree removal shall comply with the City's Tree Ordinance.
- 3. The contractor is responsible for contacting the Engineering Division and scheduling an appointment 48 hours prior to the date when the utilities will be made available for an inspection of water services, sewer service, and drainage system installation. The utility is question shall be fully exposed for the inspector to view; backfilling shall only take place when the City's Inspector has given their approval. This note should be incorporated onto the plans
- **4.** The applicant will have to apply for Street Opening, Sidewalk Crossing, and Utilities Connecting permits with the Department of Public Works prior to any construction. *This note must be incorporated onto the site plan.*
- 5. The applicant will have to apply for a Building Permits with the Department of Inspectional Service prior to any construction.
- 6. Prior to Occupancy permit being issued, an As-Built Plan shall be submitted to the Engineering Division in both digital format and in hard copy. The plan should show all utilities and final grades, any easements and final grading. *This note must be incorporated onto the site plan*.
- 7. If a Certificate of Occupancy is requested prior to all site work being completed, the applicant will be required to post a Certified Bank Check in the amount to cover the remaining work. The City Engineer shall determine the value of the uncompleted work. *This note must be incorporated onto the site plan*.

Note: If the plans are updated it is the responsibility of the Applicant to provide all City Departments [Conservation Commission, ISD, and Engineering] involved in the permitting and approval process with complete and consistent plans.

If you have any questions or concerns please feel free to contact me @ 617-796-1023.

