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Mayor

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

#160-22

Telephone  
(617) 796-1120  
Telefax  
(617) 796-1086  
www.newtonma.gov

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.**