



City of Everett
Site Plan Review and Special Permit Application
PROJECT THRESHOLDS

- All new commercial and industrial construction.
- All residential developments containing four (4) or more units.
- All structures exceeding 5,000 square feet being constructed, reconstructed, enlarged, altered, or used.

Projects located in the Lower Broadway Economic Development district shall adhere to separate **LBEDD** application

THE PROCESS

Site Plan Review is a process consisting of a public hearing for approval of the project before the **Planning Board**.

THE PLANNING BOARD IS THE SOLE PERMIT GRANTING AUTHORITY FOR SITE PLAN REVIEW PROJECTS PER CITY ORDINANCE.

The Planning Department encourages all applicants to meet with the Department of Public Works (Engineering) and Inspectional Services prior to filing their application.

Submission Procedure

Applications for Site Plan Review shall be filed with the Department of Planning and Development, 2nd Floor City Hall, 484 Broadway, Everett, MA. See the *Application for Site Plan Approval* (ATTACHED) for submission requirements. Site Plan Applications shall be **complete** or a Planning Board meeting will not be scheduled.

Notice of the Planning Board hearing will appear in two local newspapers two consecutive weeks prior to the hearing.



Department Review

The Planning Board shall, within 7 days after the filing of this application, transmit one copy of said application, plans and all other submitted information to the Inspector of Buildings, City Engineer, Board of Health, Police, Fire, City Services, School Dept., Conservation Commission and Director of Community Development who may, at their discretion, investigate the application and report in writing their recommendations to the Planning Board.

Prior to Planning Board hearing, the appropriate City Departments will meet and will review the application and plans for compliance with City Ordinances, Fire Code, and Zoning. The applicant and/or agent and engineering firm may be asked to attend this session. All minor changes discussed at the Department Review session should be incorporated into the final plan and submitted to the Planning Department for review by the department requesting the change before the project should proceed to the Planning Board for approval. Major changes may require that the applicant provide additional information to each Department. All revisions must include a narrative outlining the changes.

Site Plan Review Requirements:

- One original (with original signatures) and 14 copies of all plans, narrative and application correlated into 15 separate complete packets. One of these copies must be filed with the City Clerk's office and stamped in at the Clerk's office.
- Site Plan Review shall be completed in accordance with all **Site Plan Review requirements (see checklist)**.
- Provide a digital copy (.pdf) of the full set of plans and application to the Department via email, CD, or via flash drive.

Planning Board Site Review Meeting:

The Planning Board will consider approval of Site Plan Review Applications at its regularly scheduled Planning Board meetings.

Seven (7) complete packets including the original application as well as a narrative outlining any changes made as a result of the Departmental review process shall be submitted to the Planning Department before the Planning Board meeting to be include in the Department filing.

On the night the Planning Board is to consider Site Review projects, **ALL** applicants shall bring the plan in presentation form (PDF on flash drive or visible presentation board) for the Board to consider. Failure to do so will result in the project being tabled until the next month's meeting.

Approval Process:

The Planning Board shall notify the applicant in writing of its decision on the site plan. The decision shall document the proposed development or use and the grounds for granting or refusing the site plan. The Planning Board may, as a condition of approval, require that the applicant give effective notice to prospective purchasers, by signs or by recording the Boards decision at the Registry of Deeds, of the conditions associated with said premises and the steps undertaken by the petitioner or his successor in title to alleviate the effects of same.

Upon the issuance of approval of the plan by the Planning Board the applicant must submit a minimum of **TWO COMPLETE** sets of plans to the Planning Department. These plans will be stamped as approved by Site Plan Review. Only the plan bearing an original Site Plan Approval stamp is to be submitted to the Building Department for permitting. All signed plans will be sent via PDF.

Any person aggrieved by a decision of the Planning Board regarding a decision granting Site Plan Review has the right to appeal such decision within twenty (20) days after the date of filing this notice in the office of the Everett City Clerk.

NOTE: No changes or deviations to the plan can be made once the site plan has been approved without the authorization of the Planning Board or Department of Planning and Development. Changes may require submission of an additional review fee (see fee schedule attached) or another public meeting before the Planning Board.



City of Everett Planning Board

Application for Site Plan Approval, Form 19 Effective: April 2020

The following application is made to the City of Everett Planning Board in accordance with the provisions of Appendix A, Section 19 of the City of Everett Ordinances, *Site Plan Review*.

Official Use:		
Date of Receipt: _____	Received by: _____	Completed Appeal: _____
Complete: _____	Incomplete: _____	Date of Approval: _____

1.) Application Information

Address of Property Location: _____

Owner(s): _____

Address: _____

Zip Code: _____ Telephone No. _____

Email: _____

Second Owner (if applicable): _____

Address: _____

Zip Code: _____ Telephone No. _____

Email: _____

Owner's Representative (if applicable): _____

Address: _____

Zip Code: _____ Telephone No. _____

Email: _____

Signature: _____

Tenant/Lessee/Purchaser (if applicable): _____

Address: _____

Zip Code: _____ Telephone No. _____

Email: _____

Signature: _____

2.) Property Information

Zoning District(s)	Check Off Applicable District(s)
Dwelling District	
Apartment District	
Business District	
River Front District	
Industrial District	
Commercial Triangle EDD	
Industrial Limited Development	
Lower Broadway EDD	<i>There is a separate application and process for projects located in a Lower Broadway EDD and its subdistricts, see Appendix A, Section 30 LOWER BROADWAY ECONOMIC DEVELOPMENT DISTRICT (“LBEDD”)</i>

Parcel ID(s): _____

Deed: Book: _____ Page: _____

(Please, provide a copy of the most recent deed as part of the application)

Land Area Square Feet: _____

Building Gross Square Feet (per structure): _____

Number of Stories: _____ Number of Dwelling Units: _____

Type of Structures (Existing and Proposed on Property):

Residential: E P

Commercial: E P

Industrial: E P

Institutional: E P

Status of Property: Currently Occupied: Partially Occupied: Vacant/Vacant Land:

Parking Spaces: Existing: _____ Proposed: _____

ADA Accessible Van Spaces: _____ Compact Spaces: _____ Handicapped: _____

3.) Brief Summary of Proposed Work (Attach Additional Sheets for Project Narrative):

4.) Zoning Board of Appeals Approval:

Has this project been approved by the Zoning Board of Appeals?
Yes: _____ No: _____ No Relief Required: _____

If no, provide copy of letter of Building Commissioner of required relief needed for Board’s recommendations.

If approval has been completed beforehand, a copy of the Zoning decision issued by the Board of Appeals shall be presented with this application. The ZBA decision must show the endorsement of the City Clerk that no appeals have been filed on this matter.

5.) Conservation Commission:

Has this project received approved by the Conservation Commission? Yes: ___ No: ___

No Relief Required: _____ Date of Approval: _____

6.) Inclusionary Zoning:

Pursuant to Section 32 of the Zoning Ordinance, all projects containing six (6) or more new housing units or alterations, additions, or expansions resulting in a total of eight (8) or more housing units.)

Does this project require Inclusionary Zoning Approval?

Yes: _____ No Inclusionary Zoning Required: _____

If required, please file the separate Section 32 Inclusionary Zoning application.

7.) Planning Board Design Standards (please see Everett Design Guidelines on Planning Board section of website at <http://www.cityofeverett.com/DocumentCenter/View/5432/Everett-Design-Guidelines>)

The design guidelines are applicable to any project requiring Site Plan Approval. Site Plan Review is expected in transformative areas and along primary corridors, as well as for larger projects within neighborhoods. The design guidelines are interpreted for three “types” of development that span the anticipated range of scales. The three area types are: **PRESERVE, UPGRADE, and TRANSFORM.**

Project Design District: _____

The package shall contain the following: narrative, drawings, and renderings to demonstrate how the Guidelines are met:

DESIGN INTENT STATEMENT stating the organizing design principles that shape the design and relate the design to its context.

SITE SURVEY prepared by a registered surveyor showing topography at two-foot intervals, caliper and species of trees of 6-inch caliper or more, location of significant natural features, structures, paved surfaces, and utilities lines on the site.

CONTEXT MAP within a ¼ mile from the site’s perimeter showing urban design features, transportation infrastructure, and connections as described in sections B.1. and B.2.

PLAN VIEW DRAWING of the entire site with locations of proposed buildings and landscape features including outdoor program areas, parking, pedestrian and vehicle circulation, and relationship with adjacent buildings.

ELEVATION DRAWINGS of all elevations visible from public streets and parks with materials and color.

FLOOR PLAN DRAWINGS for the ground floor and at least one other typical floor with uses, entrances, and vertical circulation.

RENDERED PEDESTRIAN LEVEL VIEW(S) of the proposed project including context of surrounding areas.

The following items are required as part of an application submittal:

	<u>Site Plan Review Requirements:</u>	Verified
A.	Completed application (this form)	<input type="checkbox"/>
B.	Plan(s) at minimum scale of 1"= 40' on 24" by 36" sheets. Plans shall include the following information: Project name, magnetic north arrow, date and scale. Plans shall be drawn by a registered land surveyor, professional engineer, architect and landscape architect (as appropriate) and signed and stamped by the appropriate individual. The plan shall include the following information, each of which shall be submitted on the following separate sheets.	<input type="checkbox"/>
B1.	Existing and Proposed Conditions – Location of all existing natural features, including ponds, brooks, streams, wetlands elevations and topography, proposed, existing contours and all areas subject to the jurisdiction of the Everett Conservation Commission. Owners of record of all abutting lots of the most current City of Everett Assessor’s records and the approximate locations of all buildings or structures on abutting lots that is located within 30 feet of the lot lines of the proposed project site.	<input type="checkbox"/>
B2.	Site Layout – Location and dimensions of all building and other construction; internal roadways and access ways to adjacent public roadways, construction drives and a profile of same if determined to be necessary by the reviewing board; location of trash dumpsters and snow storage areas.	<input type="checkbox"/>
B3.	Parking - Location and dimensions of all parking area, loading areas, walkways, bicycle amenities, and driveways.	<input type="checkbox"/>
B4.	Landscaping and Lighting – Location and type of external lighting. Location, type (loam, seed, sod, types of plant and trees, etc.), dimensions and quantities of landscaping and screening. For vehicular and pedestrian safety, shrubs to be planted at the back of walk of business property line shall be low for site viewing purposes.	<input type="checkbox"/>
B5.	Utilities – Location and dimensions of public and private utilities, including water, surface drainage, sewer, fire hydrants and other waste disposal and a profile of same if determined to be necessary by the reviewing board.	<input type="checkbox"/>
B6.	Stormwater Management – <i>The applicant must consult with Everett’s Engineering Director regarding Chapter 15 and 15A – Sanitary Sewer and Storm Drains and submit all appropriate applications and fees prior to issuance of building permit.</i>	<input type="checkbox"/>

B7.	Architectural plan(s) –the applicant shall provide a design intent statement, site survey, context map, plan view drawing, elevation drawings, floor plan drawings, and rendered pedestrian level view(s) of the proposed project and surrounding areas.	<input type="checkbox"/>
B8.	Planning Board Design Standards – all projects must adhere to the Everett Design Guidelines in the context of both Urban Design and Building Design (please see Everett Design Guidelines on Planning Board section of website at http://www.cityofeverett.com/DocumentCenter/View/5432/Everett-Design-Guidelines)	<input type="checkbox"/>
B9.	Photometric Plan – If requested by Board or Department, projects shall provide information for a lighting analysis of each site. For larger scale projects, a photometric plan shall be required.	<input type="checkbox"/>
C.	Zoning evaluation table A zoning evaluation table to show how the development meets or fails to meet the requirements of Section 17 of the Zoning Ordinance. (This can be on one of the plans listed above or on a separate table provided)	<input type="checkbox"/>
D.	Narrative (must address the following factors):	<input type="checkbox"/>
D1.	Use of the building	<input type="checkbox"/>
D2.	Traffic flow, parking, loading, traffic impact, and circulation	<input type="checkbox"/>
D3.	External lighting, landscaping, snow removal and screening	<input type="checkbox"/>
D4.	Proposed and Existing Public and Private Utilities (water, gas, sewer, electric, etc)	<input type="checkbox"/>
D5.	Description of natural area protection and enhancement	<input type="checkbox"/>
E.	Environmental Impact Statement	<input type="checkbox"/>
F.	Impact Studies/Peer Review - At its discretion, the Planning Board may require impact studies that are subject to third-party peer review (at the applicant’s expense). Type of Study (if applicable): _____	<input type="checkbox"/>
G.	Copy of purchase and sales agreement (if the applicant is not the same party as the owner) <input type="checkbox"/> Not applicable	<input type="checkbox"/>
H.	Municipal Lien Certificate	<input type="checkbox"/>
I.	Filing Fee	<input type="checkbox"/>
	Amount: \$ _____	

Authorization (Shall be signed by the Owner of the Property)

I am the owner of the property for which this application is being filed and as such I am familiar with the work that is proposed for my property.

I (we) hereby give permission for this application to be filed with the fill understanding that certain restrictions may be placed on the property relative to the approval of the proposed work

I (we) understand that the submittal of this application authorizes members and agents of the Planning Board to conduct site visits and monitor site construction work.

I (we) understand that further applications and requirements may be necessitated (such as Inclusionary Zoning, Special Permits, Stormwater Management, License Commission) as part of my project.

I (we) further recognize that the Planning Board may require review of this Application and plans by various licensed professional engineers and consultants and the Applicant shall be responsible for such costs and expenses, payable in advance.

I further certify that under the penalties of perjury, I am authorized to sign this application.

Name (Please Print): _____

Title: _____

Date: _____

Signature: _____

If representing a group, corporation or other organization, please attached a copy of the vote authorizing you to act on behalf of such organization for the purposes of this application.

THE PLANNING STAFF WILL REVIEW APPLICATIONS FOR COMPLETENESS WITHIN 48 HOURS OF FILING. INCOMPLETE APPLICATIONS WILL BE REJECTED AND RETURNED TO THE APPLICANT.