



City of Everett – Planning Board Limited Site Plan Approval Chapter 19A

Any proposed nonprofit educational, religious, or child care uses of land protected under G.L. c. 40A, §3 (“Section 3 Uses”) with greater than 5,000 gross square feet shall be subject to a limited site plan review under Section 19A, which shall be consistent with those statutory provisions. The purpose of this Section is to ensure that all such uses and facilities are reasonably regulated in regards to bulk and height of structures and determining yard sizes, lot area, setbacks, open space, parking and building coverage.

LIMITED SITE PLAN APPROVAL PROCESS

Site plan review of a Section 3 Use shall be granted by the Planning Board (“Board”). Subject to the limitations of G.L. c. 40A, §3, the Board shall impose any such conditions, limitations, and safeguards as it deems appropriate to protect the interests of, and consistent with, the planning objectives for the underlying zoning district.

1. For uses listed under Section 19.A, Limited Site Plan Approval is required for the construction, reconstruction, or use of structures or premises or for the establishment, intensification, or change of use, kind, character or degree of a structure or premises greater than 5,000 square feet. Construction, extension, addition, establishment or change may not commence, and no building permit or occupancy permit may be issued, until Limited Site Plan Approval has been issued by the Planning Board.
2. Applications for Limited Site Plan Approval shall be administered consistent with Sections 19A and with administrative procedures of Section 19 or Section 30 as designated by the zoning district(s).
3. The Planning Board’s review and evaluation of an application for Limited Site Plan Approval shall be limited to the following criteria:
 - a. In reviewing the site plan submittal for a M.G.L 40A Section 3 Use, the following issues shall be considered:
 - (a) the bulk and height of any proposed structure(s) and accessory structure(s), adequacy of open spaces, the building coverage on the site, yard sizes (setbacks) and lot areas.**
 - (b) the physical layout of the structure(s), driveways, parking areas, utilities and other infrastructure; and**
 - (c) the adequacy of the arrangement of parking, drop-off / pick-up and loading areas in relation to the proposed use of the site.**
 - b. Adequate parking shall be provided, meeting the applicable requirements of Section 17 or Section 30 as designated by the zoning district(s) of the Everett Zoning Ordinance as to minimum number of off-street parking spaces, the location and size of the parking area(s), and construction standards, in a manner which allows for safe vehicular maneuvering and pedestrian movement within the site. Adequate facilities for loading and unloading of stock, merchandise, material, and supplies shall be provided and screened in accordance with Section 17 or Section 30. Further, adequate drop-off and pick up locations shall be included in all projects.
 - c. The site drainage shall be designed in accordance with the City of Everett Stormwater Regulations in effect at the time.

d. The design and adequacy of the sewage disposal system(s) to serve the proposed development shall be in accordance with Water & Sewer Department requirements.

e. Parking areas adjacent to residential uses shall be adequately screened year-round from view from said residence by trees, vegetation, and/or screened fence.

f. There shall be no unreasonable glare onto public roads and other public ways, into the night sky, or onto neighboring properties from lighting or reflection.

g. The site plan shall demonstrate conformance with applicable lot area, setback and height regulations for the zoning district in which the premises are located.

4. The Planning Board shall approve an Application in the form submitted or with reasonable conditions which shall pertain Section 19A unless the Planning Board finds that the Application is incomplete.

5. Waiver Provision – The Board after review of the completed application, at its discretion may waive certain criteria if it deems it appropriate.

6. The Fee shall be in accordance with the Planning Board Fee Schedule.

Limited 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.
- Provide a digital copy (.pdf) of the full set of plans and application to the Department via email, CD, or via flash drive.

Approval Process:

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.

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.

Department Contact:

Planning Board

Everett City Hall, 2nd Floor

484 Broadway, Everett MA 02149

617-394-2334



City of Everett Planning Board

Application for Limited Site Plan Approval, Form 19A

Effective: April 2020

The following application is made to the City of Everett Planning Board in accordance with the provisions of Appendix A, Section 19A of the City of Everett Ordinances and MGL c.40A, Section 3.

Address of Property Location: _____

Owner(s): _____

Address: _____

Telephone No. _____ Email: _____

Signature of Owner: _____

Applicant (if not as same as Owner): _____

Address: _____

Telephone No. _____ Email: _____

2.) Property Information

Parcel ID(s)	
Zoning District:	
Square Footage or Acreage of Parcel:	
Square Footage of Building Footprint:	
Structure Height:	
Lot Coverage:	
Zoning Relief Required:	

Parking Spaces: Existing: _____ Proposed: _____

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

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

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

	<u>Limited Site Plan Review Requirements:</u>	Verified
A	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"/>
B	Existing and Proposed Conditions – Architectural and site plans showing information including: the bulk and height of any proposed structure(s) and accessory structure(s), adequacy of open spaces, the building coverage on the site, yard sizes (setbacks) and lot areas; the physical layout of the structure(s), driveways, parking areas, utilities and other infrastructure; and the adequacy of the arrangement of parking, drop-off / pick-up and loading areas in relation to the proposed use of the site.	<input type="checkbox"/>
C	Site Layout – Adequate parking shall be provided, meeting the applicable requirements of Section 17 or Section 30 as designated by the zoning district(s) of the Everett Zoning Ordinance as to minimum number of off-street parking spaces, the location and size of the parking area(s), and construction standards, in a manner which allows for safe vehicular maneuvering and pedestrian movement within the site. Adequate facilities for loading and unloading of stock, merchandise, material, and supplies shall be provided and screened in accordance with Section 17 or Section 30. Further, adequate drop-off and pick up locations shall be included in all projects.	<input type="checkbox"/>
D	Stormwater Management- The site drainage shall be designed in accordance with the City of Everett Stormwater Regulations in effect at the time.	<input type="checkbox"/>
E	Sewage Disposal – The design and adequacy of the sewage disposal system(s) to serve the proposed development shall be in accordance with Water & Sewer Department requirements.	<input type="checkbox"/>
F	Screening – Parking areas adjacent to residential uses shall be adequately screened year-round from view from said residence by trees, vegetation, and/or screened fence.	<input type="checkbox"/>
G	Lighting – There shall be no unreasonable glare onto public roads and other public ways, into the night sky, or onto neighboring properties from lighting or reflection.	<input type="checkbox"/>
H	Conformity -The site plan shall demonstrate conformance with applicable lot area, setback and height regulations for the zoning district in which the premises are located.	<input type="checkbox"/>
I	Filing Fee: Amount \$ _____	<input type="checkbox"/>

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.