



CITY OF EVERETT SITE PLAN REVIEW PROCESS OVERVIEW

About

Section 19 of the Everett Zoning Ordinance requires Site Plan Review for all new commercial and industrial construction, all residential developments with four or more units, and all structures exceeding 5,000 square feet being constructed, reconstructed, enlarged, altered, or changing use. Section 19 and the Everett Design Regulations establish standards as the basis for the Site Plan Review process. This summary is intended to clarify the development review and approval process for applicants and the general public.

Abbreviations

DPD: Dept of Planning & Development
ISD: Inspectional Services Dept

APPROVAL STEPS



1. Pre-application meeting with DPD and ISD

Conversations begin before the application is filed. Applicants and City staff meet to outline project intentions and conceptual design, and share information about the review process. The final determination of required steps will be in the next step of the process, Departmental review.



2. Departmental review with DPD and ISD

File a completed application with DPD, followed by required meeting to confirm that the Application for Site Plan Approval is complete and cover any issues, which may include additional departments beyond DPD and ISD. The Administrative Design Review Report will be produced for the Planning Board within 45 days of receiving the application. In their written report, the City administration will identify any needs for review by commissions or for an applicant-organized neighborhood meeting.

✓ ADMINISTRATIVE REPORT

3. Commission reviews and public input (if needed)

As determined in the Departmental review, applicants may be required to receive approval from relevant commissions, such as the Conservation Commission or Historical Commission. DPD may also request a public open house neighborhood meeting to be organized by the applicant. The application must demonstrate how adjustments have been made to accommodate feedback from the commissions and reasonable concerns from the public open house.

✓ COMMISSION CERTIFICATION OR APPROVAL

4. Site Plan Review with the Planning Board

After a notice and public hearing where comments may be received, the Planning Board may approve the plan by a two-thirds vote. The Planning Board may impose further restrictions upon the development or parts thereof as a condition to granting Site Plan Approval. These conditions must be met for the applicant to receive a Certificate of Occupancy. A fee of \$1,500.00 or \$.10/square foot, whichever is greater, will be imposed for Site Plan Review. Site Plan Approval may lapse after 2 years.

✓ SITE PLAN APPROVAL

5. Board of Appeals (if needed)

Applicants seeking variances for dimensional and use standards require approval from the Board of Appeals. See Section 11 of the Everett Zoning Ordinance for more information and requirements.

✓ VARIANCE



6. ISD Building Permit Application

ISD will conduct a preliminary review at the Design Development drawings to confirm that conditions required by the Planning Board and other commissions and departments are met while detailing continues on the applicant's engineering, wall sections, and utilities required in Construction Documents. After the final review of the Construction Documents set and upon receipt of approval sign-offs from relevant authorities, ISD will issue a Building Permit.

✓ BUILDING PERMIT



7. Under Construction

As buildings are constructed, the City confirms that applicants are complying with the mitigation and community benefits outlined in the approval conditions.



8. Construction Complete, CO from ISD

Once construction is complete, the developer receives a Certificate of Occupancy (CO) from the ISD.

✓ CERTIFICATE OF OCCUPANCY

DOCUMENTATION

Pre-design

Early concept development and expected program.

Schematic Design

Refer to the Application for Site Plan Approval (Form 19A) and the Design Regulations for the full list of required submittal documents at this stage. The following summary list is not comprehensive:

- Completed Application
- Site survey with existing and proposed conditions
- Site layout
- Parking
- Landscaping, lighting, and open space
- Utilities
- Stormwater management
- Elevation drawings
- Floor plans for the ground floor and one other typical floor
- Rendered pedestrian level views
- Narrative with Design Intent Statement

Construction Documents

Final documentation and stamped drawings are prepared and submitted.

Construction Administration

As-built drawings are created (if needed).