# 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 Planning and Development prior to filing their application. Planning and Development will facilitate further meetings with the Department of Public Works and Inspectional Services as needed.**

#### 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.

#### Departmental Review

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 or representative agent and engineering firm may be asked to attend this session. Minor changes discussed at the Departmental 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 proceeds 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 12 copies of all plans (36x48), narrative and application collated into 12 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.

#### Publication and Approval Process:

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

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.

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.

**Zoning**

**Board of Appeals**

(if Special Permit

 or Variance is needed)

**Planning Board**

Part II: Site Plan Review

**Department**

**Review**

Part I: Site Plan

Review

City of Everett Planning Board

Application for Site Plan Approval, Form 19A

Effective: November 2021

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 | ***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”)*** |

Parcel ID(s):

Deed: Book: Page:

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

Type of Structures (**E**xisting and **P**roposed 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

Land Area Square Feet: Building Gross Square Feet (per structure): Number of Stories: Number of Dwelling Units:

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

**4.) Variances sought from the Zoning Board of Appeals:**

If this application is approved by the Planning Board, do you anticipate that you will apply for a variance for zoning relief?

Yes: No:

Description of variance the project expects to request:

**5.) Conservation Commission: *The applicant must also file the proper application forms and fees with the Commission.***

Has this project been approved by the Conservation Commission? Yes: No: No Relief Required: \_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Approval:

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

All projects must adhere to requirements established in Section 19 of the Everett Zoning Ordinance for Site Plan Review and the Everett Design Regulations, access here: <https://cityofeverett.com/planning-board/>

|  |  |  |
| --- | --- | --- |
|  | **Site Plan Review Requirements** | **Verified** |
| **A.** | **Completed application (this form)** |  |
| **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 or 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.** |  |
| **B1.** | **Existing and Proposed Conditions** – Location of all existing natural features, including trees of 6-inch caliper or more, ponds, brooks, streams, wetlands elevations and topography (minimum scale of two-foot intervals) for proposed and 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 are located within 30 feet of the lot lines of the proposed project site.  |  |
| **B2.** | **Site Layout** – Location and dimensions of all building and otherconstruction; internal roadways and access ways to adjacent public rights-of-way, construction drives and a profile of same if determined to be necessary by the reviewing board; location of trash dumpsters and snow storage areas. For sites with a side longer than 400 feet, indicate the location of the required publicly accessible mid-block passage.  |  |
| **B3.** | **Parking -** Location and dimensions of all parking areas, loading areas, walkways, bicycle amenities, and driveways. Indicate parking spaces and document total space counts. |  |
| **B4.** | **Landscaping, lighting, and open space** – 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 mixed-used and commercial projects, indicate the minimum 15% of the site area dedicated to publicly-accessible open space, which shall not include area used for parking or buildings. |  |
| **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. |  |
| **B6.** | **Stormwater Management –** *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.* |  |
| **B7.** | **Floor plan(s) -** Floor plan drawings for the ground floor and at least one other typical floor with uses, entrances, and vertical circulation. Indicate ground floor uses. |  |
| **B8.** | **Elevation drawings -** Drawings of all elevations with window locations, program of materials, and color. Demonstrate how any exterior mechanical equipment is screened. |  |
| **B9.** | **Rendered pedestrian level view(s) -** Renders of the proposed building including context of surrounding areas as seen from sidewalk or public right of way. |  |
| **B10.** | **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. |  |
| **C.** | **Zoning evaluation table** A zoning evaluation table to show how the development meets or fails to meet the requirements of the Zoning Ordinance. (This can be on one of the plans listed above.) |  |
| **D.** | **Narrative** (must address the following factors): |  |
| **D1.** | Use of the building |  |
| **D2.** | Traffic flow, parking, loading and circulation |  |
| **D3.** | External lighting, landscaping, snow removal and screening |  |
| **D4.** | Proposed and Existing Public and Private Utilities (water, gas, sewer, electric, etc) |  |
| **D5.** | Description of natural area protection and enhancement |  |
| **D6.** | Design Intent Statement (as described in the Design Regulations) |  |
| **E.** | **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). For example, shadow or wind impact studies may be required.**Type of Study (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **F.** | Copy of **purchase and sales agreement** (if the applicant is not the same party as the owner) Not applicable |  |
| **G.** | **Municipal Lien Certificate** |  |
| **H.** | **Filing Fee** |  |
|  | 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 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 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 APPLICATION***