



City Clerk Stamp

Office Use Only	Project Number	Public Hearing Date
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Property Address

Site Plan Review Submission Type – In accordance with Section VI.F.2 of the Framingham Zoning Ordinance, please check all that apply

- Major Site Plan Review** - Section VI.F.2.b
 - 1) All construction of a new nonresidential or multi-family structure or group of new structures;
 - 2) All expansion of an existing nonresidential or multi-family structure that results in a greater than 8,000 total gross square feet of floor area;
 - 3) All projects with new or existing drive-thru facilities;
 - 4) Commercial Ground-Mounted Solar Installations; or
 - 5) All new Mixed Use and new Mixed Use Complex projects.
- Minor Site Plan Review** - Section VI.F.2.a
 - 1) All expansions of existing non-residential or multi-family structures that result in a total floor area containing between 3,000-8,000 gross square feet
 - 2) All modifications to properties with *prior* site plan approval that have been determined not to qualify as those they can be handled administratively due to a Planning Board finding of insignificant/minor field change
 - 3) Construction or expansion of a parking lot that results in a total of more than five parking spaces for a non-residential or multi-family structure or purpose
 - 4) All new construction or expansion, alteration, or enlargement of a primary use parking facility, off-street loading facility, and/or a facility for the storage, rental or sale of any type of new or used vehicles, including construction vehicles, truck trailers and/or any vehicle that requires licensing by the Commonwealth of Massachusetts

Plan Sheets Provided – please check all that apply

- | | |
|---|---|
| <input type="checkbox"/> Project Title Sheet/Cover Sheet | <input type="checkbox"/> Road and Sidewalk Plan Sheet |
| <input type="checkbox"/> Locus Plan Sheet | <input type="checkbox"/> Landscape Plan Sheet |
| <input type="checkbox"/> Existing Conditions Plan Sheet | <input type="checkbox"/> Photometric Plan Sheet |
| <input type="checkbox"/> Construction/Layout Plan Sheet | <input type="checkbox"/> Detail Plan Sheets |
| <input type="checkbox"/> Erosion Control Plan (during construction) | <input type="checkbox"/> Architectural Rendering Sheet |
| <input type="checkbox"/> Utility and Grading Plan Sheet | <input type="checkbox"/> Other Plan Sheet – please list |

Zoning Information - Please refer to the Framingham Zoning Ordinance, Section IV.E. Dimensional Requirements			
	Existing	Proposed	Required
Lot Area (square feet/acres)			
Frontage of Property (feet)			
Front Setback (feet)			
Side/Rear Setback (feet)			
Minimum Landscape Open Space Surface Ratio (%)			
Building Height (feet)			
Lot Coverage (%)			
Gross Floor Area Ratio (FAR) of Building(s)			
Floor Area Ratio (gross floor area of buildings(s) ÷ size of parcel)			
Number of Parking Spaces			
Accessible Parking Spaces			
Bicycle Parking Spaces			
Loading Spaces			
Number of Loading Bay			

Site Plan Review Application Checklist

Applicants are responsible for ensuring that provided site plans and supporting documentation comply with the Planning Board’s requirements for project review. Applications are reviewed for completeness and will not be scheduled for a Planning Board public hearing until an application is deemed complete. To expedite the review process, please ensure that the submitted site plans conform to the following requirements.

Major and Minor Site Plan Requirements - In accordance with Section 3.1.1 of the Planning Board Project Review Guidelines (Article 21: Site Plan Review Requirements of the Planning Board Rules and Regulations) cover sheets shall contain the following information:

1. Address(es) of the proposed project
2. Identification of parcel by Parcel ID
3. Project Title
4. Prepared by/Prepared for:
5. Professional Civil Engineer and/or Land Surveyor licensed in the Commonwealth of Massachusetts stamp and signature

6. Registered Architect licensed in the Commonwealth of Massachusetts stamp and signature
7. Zoning Table showing the existing, required, and proposed dimensions in accordance with Section IV.E, Dimensional Regulations of the Framingham Zoning Ordinance
8. Parking Table, showing the existing number of parking spaces, required number of parking spaces, and the proposed number of parking spaces. This Table shall include the dimensions of the proposed parking spaces, number and dimensions of the accessible spaces, and number and dimensions of loading spaces
9. Maximum seating capacity, number of employees, or hotel/motel/other like uses units if applicable
10. Locus Map to allow adequate consideration of the surrounding neighborhood; a plan of adjacent properties shall be presented at a scale of not less than one inch equals 100 feet or at the same scale as the proposed site plan if practical. This plan shall show the general characteristics of all lands within 300 feet of the proposed site or such other distance as may be reasonably required, including all building structures, parking areas, driveways, pedestrian ways, and natural topographical characteristics. Any structures or significant change in topography within 50 feet of the lot line shall be located precisely on said plan. All elevations are required to be surveyed using NAVD 1988.

Major and Minor Site Plan Requirements - Section 3.1.2 of the Planning Board Project Review Guidelines (Article 21: Site Plan Review Requirements of the Planning Board Rules and Regulations), requirements for plan sheets:

- Site Plan Requirements
 - Address(es) of the project,
 - Identification of parcel by Parcel ID
 - Project Title
 - Planning Board Signature Block
 - North arrow
 - Scale of drawings
 - Date of plan and revision box
- Detail Sheet Requirements
 - Address(es) of the project,
 - Identification of parcel by Parcel ID
 - Project Title
 - Planning Board Signature Block
 - Date of plan and revision box
- Plan sets shall be accurately drawn to a scale of one-inch equals 20 feet to one inch equals 60 feet, where practical and appropriate to the size of the proposal.
- Location of the following circulation shown on the site plans
 - Pedestrian areas
 - Walkways
 - Flow patterns
 - Access points
 - Provisions for handicapped parking and access
 - Bicycle accommodations

- Circulation and dimensions shown on the site plans
 - Total ground coverage
 - All driveways
 - Maneuvering spaces and aisles
 - Parking stalls
 - Loading facilities
 - Circulation of traffic

Major Site Plan Requirements - Content and Scope of Applications: Section 3.1.3 of the Planning Board Project Review Guidelines (Article 21: Site Plan Review Requirements of the Planning Board Rules and Regulations).

1. Existing Conditions site plan sheet showing the locations of all infrastructure on and off- site, including both public and private sidewalks and roadways, square footage and dimensions of all existing buildings on-site, and existing off-street parking areas with dimensions of landscaped areas.
2. A landscape plan sheet shall be at the same scale as the site plan, showing the limits of work, existing tree lines, and all proposed landscape features and improvements including planting areas with size and type of stock for each shrub and/or tree.
3. A photometric plan sheet showing both the intensity of illumination expressed in foot-candles at ground level to the property's boundaries and the location, orientation, height, wattage, type, style, and color of outdoor luminaire(s) for all existing and proposed lighting. Photometric plan and details are required to be designed in accordance with Article 22: Site Plan Review Lighting Requirements, located in the Planning Board's Rules and Regulations, herein.
4. Dimensions of proposed buildings and structures, including gross floor area, floor area ratio, total lot coverage of building, and breakdown of indoor and outdoor floor area as to proposed use. Area dimensions to include Lot Coverage of Building, Paved Surface Coverage, and Landscaped Open Space and Other Open Space, with percentages of these items to be provided and to total 100 percent of the lot area.
5. Color architectural renderings of new and redevelopment building projects.
6. Parking Plan showing drive aisle widths, turning radius dimensions, parking stall heights and widths, locations of pedestrian and bicycle racks/amenities, and landscaping.

Major and Minor Site Plan Requirements - Content and Scope of Applications § VI.F.4.a.1)-10)

1. A written statement outlining the estimated time required to complete the proposed project, expected start of construction, and all phases thereof.
2. A written summary, where appropriate, detailing the following:
 - The number of dwelling units to be built and the acreage in residential use; the number of seats and/or number of employees; evidence the project is in compliance with the City's off-street parking and off-street loading requirements; the forms of ownership of the property, and a summary of the provisions for ownership and maintenance thereof; identification of all land that is subject to becoming common or public land, and any other evidence necessary to indicate compliance with the Framingham Zoning Ordinance.
3. Drainage calculations prepared by a professional engineer registered in the Commonwealth of Massachusetts. Storm drainage design must conform to the requirements set forth by the MassDEP Stormwater Management Standards and Department of Public Works, using Best Management

Practices. Furthermore, the report may include City, State, and federal requirements or established standards for implementing best management practices for stormwater management.

4. A written summary containing the Urban Design Objectives Narrative that provides a description of how the project will be designed to encourage complete streets including transit access and pedestrian and bicycle amenities, and their potential connections to the City's bicycle and pedestrian system.
5. A written summary which outlines proposed best management practices, low impact development (LID) features, and energy efficiency features utilized on-site.
6. A written summary of the design and location of proposed mechanical equipment, including HVAC equipment; noise levels related to mechanical equipment; information regarding possible future expansion, if relevant; location and operation of trash storage and removal systems; location and operation of loading facilities, measures taken to minimize the negative visual and noise impacts of such facilities on abutters; and hours of operation for each proposed use.
7. A written report of the existing and/or proposed sewer service infrastructure on-site and relative connection points. The report shall include a detailed description of the conditions of the pipes; a video inspection where appropriate and/or necessary; a detailed description of the anticipated impact of the project on the City's sanitary, stormwater, and sewer infrastructure. Where such determinations cannot be made at the time of application, the report shall indicate what investigations must be undertaken by the Applicant to make such determinations; also, a timeline for completion of the report shall be submitted for review by the Department of Public Works.
8. A written report of any proposed or potential blasting or soil compaction activities that is anticipated to take place during construction activities. The report shall include but is not limited to the means and methods for blasting or compaction activities to include abutter notification, methods for testing and data collection, and a summary of the process for how any real property claims of damage will be handled, investigated and resolved.
9. A written summary of water service infrastructure detailing the anticipated impact of the project on the City's water delivery infrastructure and supply. The summary shall indicate the likely improvements to infrastructure that are necessary to accommodate the identified impacts. Where such determinations cannot be made at the time of application, the report shall indicate what investigations must be undertaken by the Applicant to make such determinations; a timeline for completion of the report shall be also submitted for review by the Department of Public Works.
10. A written Parking Impact Report shall be submitted detailing the existing and proposed parking for the project including the following:
 - Existing off-site neighborhood parking conditions, including identification of streets likely to be affected by the project;
 - Projected impact of the project; and
 - Proposed methods to mitigate the estimated adverse impacts cause by the project related to parking such as promoting the use of bicycles, public transportation, or other appropriate means.

Major Site Plan Requirements - Content and Scope of Applications § VI.F.4.a.11) and 12)

11. **The following items are only required for Major Site Plan Review:** A written Traffic Impact Report shall be submitted for all projects requiring **major** site plan review. This report shall include existing pedestrian and vehicular traffic volume, composition, peak hour levels, existing street and sidewalk capacity, and analysis of existing and resulting level of services (LOS) for the following:
- The nearest and/or most impacted public roadway intersection;
 - The estimated average daily traffic generation, including composition and peak hour levels;
 - The directional flows resulting from the project;
 - Any proposed methods to mitigate the estimated traffic impact such as promoting the use of public transportation, roadway improvements, or other appropriate means;
 - The methodology and sources used to derive existing data and estimations; and
 - The feasibility of traffic calming measures such as textured crosswalks, bike lanes, roundabouts, rumble strips, street trees, or bulb-outs.
12. **The following items are only required for Major Site Plan Review** A written Environmental Impact Report, including a Stormwater Report, and a Stormwater Management System Maintenance Report shall be submitted for projects requiring **major** site plan review, new construction of a building of any size, and/or installation of a stormwater management system The report should include the following:
- Information regarding the impact of storm water runoff on adjacent and downstream water bodies, subsurface ground water, and water tables.
 - Information regarding the potential erosion and sedimentation caused by the operation and maintenance of the project and the mitigation efforts proposed. To this end, high intensity soil mapping, i.e., test borings and analysis, may be required as determined by the Planning Board.
 - For projects with significant environmental impacts to wetlands, floodplains, or other sensitive resources the Applicant shall include a report detailing the relationship of the project to the natural and man-made environment, and compatibility of the project with adjacent or surrounding land uses and neighborhoods. An Environmental Impact Report (EIR) required through the Massachusetts Environmental Policy Act (MEPA) process, which addresses the Planning Board's concerns, may be substituted in lieu of this report;
 - Proposed methods to mitigate the estimated environmental impacts such as promoting the use LID, best management practices, and other methods of design.

Waiver. The Planning Board, at its discretion, may waive technical and/or submittal requirements of Section VI.F.5. of the Framingham Zoning Ordinance for a project, where such technical and/or submittal requirements are not appropriate or relevant to the project. All Applicants seeking waiver request shall provide a detailed description of the need and rational for relief from the technical and/or submittal requirement.

Request for Waivers

Site Plan Review: Projects that require site plan review from the Planning shall demonstrate compliance with the following requirements from Section VI.F.6 of the Framingham Zoning Ordinances, when applicable.

a. Retain community character

- Minimizes obstruction of scenic views from publicly accessible locations;
- Minimizes impacts to important natural or historical features;
- Screens objectionable features such as large blank walls, open dumpster, loading or storage areas, from neighboring properties and roadways;
- Blends and harmonizes with the architectural style of the adjacent buildings and immediate neighborhood;
- Provides consistency with the architectural style, scale, density, massing and setbacks if located within a National Historic District and/or local historic district;
- Promotes architectural consistency using general design that is relevant to the significance of the site, building or structure, arrangement and texture, materials and color of the features involved and the relation of each feature to similar features of building and structures in the immediate neighborhood and surrounding area; and
- Demonstrates appropriateness relative to the size and shape of the buildings or structures both in relation to the land area upon which the building or structure is situated and to the adjacent buildings and structures within the neighborhood.

Please outline compliance with Section VI.F.6.a of the Framingham Zoning Ordinances below or in a separate document

b. Traffic, parking, and public access

- Minimizes vehicular traffic and safety impacts of the project on adjacent highways and roads;
- Provides adequate and appropriate facilities for the proper operation of the proposed use, including adequate off-street parking. Adequacy of proposed off-street parking facilities shall be determined by the Planning Board, in accordance with the provisions of Sections IV.A., IV.B., and IV.C. of the Framingham Zoning Ordinance;
- Maximizes the convenience and safety of vehicular, bicycle, and pedestrian movement within the neighborhood and site;
- Minimizes adverse impacts on neighborhood on/off-street parking and includes incentives for the use of alternatives to single-occupant vehicles; and
- Reviews all intersections and roadways projected to receive at least five percent of the expected traffic generated by the project, either based upon the total anticipated peak hour traffic generated by the proposed project, or based upon the total anticipated average daily traffic counts generated by the proposed project shall operate at a Level of Service of "B" or better for rural, scenic and residential streets and for all new streets and intersections to be created in connection with the project; and Level of Service (LOS) "D" or better for all other streets and intersections. The Applicant shall mitigate all derogation in LOS caused by the project through traffic improvements or cash payment for mitigation procedures to be conducted by the City. The Applicant shall provide an itemized list of necessary traffic improvements to improve the LOS as stated herein. For projects that cannot adequately mitigate their impacts on the LOS due to the size of the project, the Applicant shall contribute a cash payment determined by the Planning Board, to be used for future reconstruction and/or construction of the impacted roadway(s).

Please outline compliance with Section VI.F.6.b of the Framingham Zoning Ordinance below or in a separate document

c. Environmental Impact

- The project shall not create any significant emission of noise, dust, fumes, noxious gases, radiation, water pollutants, or any other similar significant adverse environmental impact. The Applicant may be required to submit data, reports, or other information sufficient to demonstrate compliance with this requirement.

- The project shall not increase the potential for erosion, flooding or sedimentation, either on- site or on neighboring properties; and shall not increase rates of runoff from the site to the satisfaction of the City Engineer and Department of Public Works. Provision for attenuation of runoff pollutants and for ground water recharge shall be included in the proposal. The project shall comply with Massachusetts Department of Environmental Protection's (DEP's) Stormwater Management Standards, 310 CMR 10.00.

Please outline compliance with Section VI.F.6.c of the Framingham Zoning Ordinance below or in a separate document

d. Health

- Minimizes adverse air-quality impacts, noise, glare, and odors;
- Does not create a hazard to abutters, vehicles, or pedestrians; and
- Provides for appropriate handling and disposal of hazardous materials and transmissions.

Please outline compliance with Section VI.F.6.d of the Framingham Zoning Ordinance below or in a separate document

e. Public services and utilities

- The property is served with adequate water supply, wastewater systems, and solid waste disposal systems and Department of Public Works (DPW) infrastructure;
- Includes measures to prevent pollution of surface or groundwater, minimizing erosion and sedimentation, as well as measures to prevent changes in groundwater levels, increased run-off, and potential for flooding; and
- Demonstrates an effort to conserve energy and water.

Please outline compliance with Section VI.F.6.e of the Framingham Zoning Ordinance below or in a separate document

f. Land Use Planning

- Demonstrates consistency with the land-use goals of the Framingham’s Master Land Use Plan.
- Open space and environmental protection:
 - Minimizes adverse impacts to open space usage and retention and is integrated into the natural landscape. Minimizes adverse environmental impacts to such features as wetlands, floodplains, and aquifer recharge areas and minimizes tree, vegetation, and soil removal, and grade changes.
- Proposes a landscape design that favors native and drought-tolerant species and avoids invasive plants.

Please outline compliance with Section VI.F.6.f of the Framingham Zoning Ordinance below or in a separate document