



City Clerk Stamp

Office Use Only	Project Number	Public Hearing Date
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**Property Address**

For projects to be consider for Limited Site Plan Review under the Dover Amendment (MGL, c 40A, Section 3) the Building Commissioner must review and deem the project to be classified as a protected use. Such review of a Dover project shall be reviewed pursuant to the regulations set forth in the Planning Board Rules and Regulations, Article 20: Regulations Governing Applications for Site Plan Review for Dover Amendment Uses (Article 20). The Planning Board adopted Article 20 to assist in the review of Dover Amendment Uses, which are partially exempt from the Framingham Zoning Ordinance under M.G.L. c. 40A, Section 3.

Pursuant to the Dover Amendment, *No zoning ordinance or by-law shall...prohibit, regulate or restrict the use of land or structures for religious uses or for educational purposes...provided, however, that such land or structure may be subject to reasonable regulations concerning the bulk and height of structures and determining yard sizes, lot area, setbacks, open space, parking and building coverage requirements.*

The Planning Board’s review for a project is limited to the following, unless the Applicant voluntarily provides additional information for information and/or review. Therefore, the Planning Board has identified the following subsections of the Framingham Zoning Ordinances, not applicable to Dover Use applicants. Such subsections not applicable to Dover Amendment projects include the following:

1. Section VI.F.5, with the exception of items in Section VI.F.5.b. pertaining to bulk and height of the structure and Section VI.F.5.e pertaining to open space review;
2. Section VI.F.4.11) Traffic Impact Report;
3. Section VI.F.4.12) Environmental Impact Report;
4. Section VI.F.6.a Retain Community Character;
5. Section VI.F.6.c Environmental Impact, in its entirety;
6. Section VI.F.6.d Health, in its entirety;
7. Section VI.F.6.e Public Services and Utilities, in its entirety;
8. Section VI.F.6.f Land Planning;
9. Section VI.F.6.b. specifically related to traffic (information relative to off-street parking and site circulation is required)

The Planning Board shall review Dover Amendment projects pursuant to the following sections of the Planning Board Rules and Regulations.

**Section 20.6** A decision on a Dover Use application will be made in accordance with the Framingham Zoning Ordinances, Section VI.F.7.a-b. Subject to administrative or other municipal requirements beyond its control, the Planning Board will work diligently to complete its limited site plan review within 60 days of the filing of a complete application. Approval of a Dover Use application will not require off-site improvements as a condition of approval.

**Section 20.7** The Planning Board shall approve a Dover Use application in accordance with Section VI.F.7.b. of the Framingham Zoning Ordinances, but the Planning Board’s review shall be limited to those provisions imposing reasonable regulations upon the bulk and height of structures and determining yard sizes, lot areas, setbacks, open spaces, parking and building coverage requirements as provided in M.G.L. c. 40A, Section 3.

**Section 20.8** In granting approval of a Dover Use application the Planning Board may impose reasonable conditions, limitations, and safeguards that shall be in writing and shall be a part of such approval. Such conditions will not include matters and subjects contained in the Framingham Zoning Ordinances:

1. Sections VI.F.8(a),(b), (c), (d), (e), (g) and (i);
2. Section VI.F.8 as to mitigation measures.

**Plan Sheets Provided** – please check all that apply

- Project Title Sheet/Cover Sheet
- Locus Plan Sheet
- Existing Conditions Plan Sheet
- Construction/Layout Plan Sheet
- Erosion Control Plan (during construction)
- Utility and Grading Plan Sheet
- Road and Sidewalk Plan Sheet
- Landscape Plan Sheet
- Photometric Plan Sheet
- Detail Plan Sheets
- Architectural Rendering Sheet
- Other Plan Sheet – please list on attachment

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			

**Brief Description of the Project** - brief description of project (attach additional pages as necessary)

### 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.

**Dover Amendment Project 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 handicap 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.

**Dover Amendment Project** - 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
  - proposed circulation of traffic on-site

**Dover Amendment Project 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, showing the locations of all infrastructure on- and off- site, including sidewalks and roadways, which are public and private, square feet and dimensional of all existing buildings on-site, existing off-street parking areas with dimensions of landscaping area.
2. **Only related to the Height and Bulk of the Building and the off-street parking lot, as applicable -** A landscape plan 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 or tree.
3. **Only related to the Height and Bulk of the Building and the off-street parking lot, as applicable -** A photometric plan 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 should be designed in accordance the Article 22: Site Plan Review Lighting Requirements, 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. Parking Plan showing the drive aisle widths, turning radius, stall heights and widths, locations of pedestrian and bicycle amenities, and landscaping.

**Dover Amendment Project - 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. **Only related to the Height and Bulk of the Building and the off-street parking lot, as applicable - 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 will become common or public land, and any other evidence necessary to indicate compliance with the Framingham Zoning Ordinance.
3. **Only related to the Height and Bulk of the Building and the off-street parking lot, as applicable -** 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. **Only related to the Height and Bulk of the Building and the off-street parking lot, as applicable - A** written summary containing the Urban Design Objectives Narrative, which 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. **Only related to the Height and Bulk of the Building and the off-street parking lot, as applicable - A** written summary, which outlines proposed best management practices, low impact development (LID) features, and energy efficiency features, utilized on-site.

6. **Only related to the Height and Bulk of the Building and the off-street parking lot, as applicable** - 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. **Only related to the Height and Bulk of the Building and the off-street parking lot, as applicable** - A written report of the existing and/or proposed sewer service infrastructure on-site and 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 blasting or soil compaction activities that will take place during construction activities. The report shall include methods of abutter notification, methods for testing and data collection, and a summary of how real property damage will be investigated.
9. **Only related to the Height and Bulk of the Building and the off-street parking lot, as applicable** - 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 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.

**Waiver.** The Planning Board, at its discretion, may waive technical and/or submittal requirements of Section VI.F.5. 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 for relief from the technical and/or submittal requirement.

**Request for Waivers**