



City Clerk Stamp

**Property Address**

- This project is classified as a Chapter 43D Application – Priority Development Site

<b>Office Use Only</b>	Project Number:	1 <sup>st</sup> Public Hearing Date:	TRT Meeting Date:
	Date Filed with the Planning Board:	Total Project Filing Fee:	35-day Comment Deadline:
	Pre-Application TRT Meeting Date:	Notes:	

**Pursuant to M.G.L. c. 40A, Section 7, the Building Commissioner shall make all zoning determinations prior to submittal of an application to the Planning Board. Prior to an Applicant filing any application with the Planning Board, the Applicant must obtain a determination from the Building Commissioner – such determination will prescribe which permits are required for the project. Applicants are required to submit a full set of plans and project narrative for review to the Building Commissioner. Upon receipt of a complete application package, the Building Commissioner has 10 business days to render a decision regarding Permits required for the project application.**

This Application Package has to be delivered to the Planning Board Office and signed-off for completeness prior to delivery to the City Clerk. A signature below verifies that the Planning Board Office has received a completed Application Package.

Planning Board Signature

**Application Package Documentation:** An application package is required to include the following submittal requirements. Applications missing any of the following documents will be deemed incomplete and will not be processed until complete:

- Building Commissioner’s Determination** 1 copy
- Application** 2 copies with original signatures
- Supplemental Documentation** 2 paper copies
- Plans Sheets/Sets** 6 - 11"x17" half size paper copies (two full size paper copies will be required upon approval of the project by the Planning Board)
- Application Package Fee** Check made out to “City of Framingham”
- Electronic Documents** 1 electronic copy of all documents
- Certified Abutters List** Applicants shall request Certified Abutters List from the Assessor’s Office
- Neighborhood Outreach** 1 paper copy of a summary of neighborhood outreach that has been conducted (if applicable).

<b>Submission Type</b> (Please check all that applies and complete respective forms)
<b>Technical Review Team (TRT)</b>
<input type="checkbox"/> Technical Review Team (TRT) – Corporate Mixed-use <b>(Form C)</b>
<b>Site Plan Review Forms</b>
<input type="checkbox"/> Site Plan Review Major or Minor <b>(Form D-1)</b>
<input type="checkbox"/> Limited Site Plan Review under the Dover Amendment, MGL C. 40A, Section 3 <b>(Form D-2)</b>
<input type="checkbox"/> Corporate Mixed-use (CMU) Site Plan Review <b>(Form D-3)</b>
<input type="checkbox"/> Central Business (CB) <b>(Form D-4)</b>
<b>Special Permit - General</b>
<input type="checkbox"/> Special Permit Only, no other permits required <b>(Form E-1)</b>
<b>Special Permit relative to Off-street Parking Regulations</b>
<input type="checkbox"/> Special Permit – Reduction in Off-Street Parking <b>(Form E-2)</b>
<input type="checkbox"/> Special Permit – Request of Dimensional Relief for Off-Street Parking <b>(Form E-3)</b>
<b>Special Permit</b>
<input type="checkbox"/> Land Disturbance and Stormwater Management <b>(Form E-4)</b>
<input type="checkbox"/> Neighborhood Cluster Development <b>(Form E-5)</b>
<input type="checkbox"/> Agriculture Preservation Development or Open Space Cluster Development <b>(Form E-6)</b>
<input type="checkbox"/> Adult Housing <b>(Form E-7)</b>
<input type="checkbox"/> Transfer of Development Rights (TDR) – Giving Parcel <b>(Form E-8)</b>
<b>Supporting Information Requirements</b>
<input type="checkbox"/> Inclusionary Housing <b>(Form F)</b>
<b>Other Filings with the Planning Board</b>
<input type="checkbox"/> Request for Modification <b>(Form G)</b>
<input type="checkbox"/> Extension of Time – Approved Site Plan Review and/or Special Permit <b>(Form H)</b>
<input type="checkbox"/> Repetitive Petition - Consideration of a petition for a rehearing from the Zoning Board of Appeals <b>(Form I)</b>
<input type="checkbox"/> Other – Please list

**General Property Information**

<b>Applicant Information</b>	
<b>Name</b>	<b>Phone</b>
<b>Address</b>	<b>Email</b>
<b>Project Contact Information</b>	
<b>Name</b>	<b>Phone</b>
<b>Address</b>	<b>Email</b>

<b>Property Owner Information</b>	
<b>Name</b>	<b>Phone</b>
<b>Address</b>	<b>Email</b>
<b>Deed (Book and Page)</b>	
<b>The record title stands in the name of</b>	
<b>Permission from Landowner for filing Application</b> (Please include and/or attach - signature, letter, lease agreement, purchase and sale agreement, etc.)	

<b>General Property Information</b>
<b>Parcel ID</b>
<b>Zoning District</b>
<b>Overlay District</b>
<b>Voting District</b>

<b>Site Plan Information</b>	
<b>Name of Preparer</b>	<b>Phone</b>
<b>Company</b>	<b>Email</b>
<b>Plan Title</b>	<b>Date of Plan</b>

	<b>Zoning Designation</b>	<b>Land Use</b>
<b>Parcel(s) located to the North</b>		
<b>Parcel(s) located to the East</b>		
<b>Parcel(s) located to the South</b>		
<b>Parcel(s) located to the West</b>		

<b>Project Contact Information – provide if applicable</b>	
<b>Attorney Name:</b>	<b>Email:</b>
<b>Firm Name and Mailing Address:</b>	<b>Phone:</b>
<b>Project Engineer Name</b>	<b>Email</b>
<b>Company Name</b>	<b>Phone</b>
<b>Traffic Engineer Name</b>	<b>Email</b>
<b>Company Name</b>	<b>Phone</b>
<b>Stormwater Engineer Name</b>	<b>Email</b>
<b>Company Name</b>	<b>Phone</b>
<b>Landscape Architect Name</b>	<b>Email</b>
<b>Company Name</b>	<b>Phone</b>
<b>Other</b>	<b>Email</b>
<b>Company Name</b>	<b>Phone</b>
<b>Other</b>	<b>Email</b>
<b>Company Name</b>	<b>Phone</b>

<b>Current Use of Property</b>
<b>Proposed Use of Property</b>

Fiscal Information	
<b>Current Assessed Value of the Site</b>	\$
<b>Estimated Value of Project-related Improvements</b>	\$
<b>Current Total of Local Tax Revenue from Site</b>	\$
<b>Estimated Post-development Local Tax Revenue</b>	\$
<b>Estimated Number of Project Related Jobs Created</b>	<b>Construction Jobs</b>
	<b>Full Time Jobs</b>
	<b>Part-Time Jobs</b>

Other Applications Required from other Boards/Commissions – please check all that apply		
Board/Commission Name	Required Permits	Permits Granted and Date
<input type="checkbox"/> <b>Zoning Board of Appeals (ZBA)</b>		
<input type="checkbox"/> <b>Conservation Commission</b>		
<input type="checkbox"/> <b>Historical Commission</b>		
<input type="checkbox"/> <b>Historic District Commission</b>		
<input type="checkbox"/> <b>Board of Health</b>		
<input type="checkbox"/> <b>Other</b>		

**List of all submitted materials - include document titles, who prepared the document, and the date below**

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Other Applicable Local, State and Federal Permits and Approvals for Consideration  
Please review and answer the following questions. Any items checked-off please provide a narrative and/or information on as an attachment

- Has the Building Commissioner reviewed the application/plans?  
(Original written determination must be provided, FORM B)
- Is the Project located on a Scenic Road? (Please see Article VI, Section 10 of the Framingham General By-Laws) (If yes, the applicant must indicate if any repair, maintenance, reconstruction, paving work or other activities result in the cutting or removal of trees, or the tearing down or destruction of stone walls, or portions thereof. A Modification to a Scenic Road application may need to be filed.)
- Is the Project located on a designated Brownfield Site and/or subject of a 21E Survey?
- Is the Project located within a historic district? (Please see Article V. Section 5. of the Framingham General By-Laws)
- Is the Project located in a designated federal Floodplain Hazard Zone?
- Does the project impact public shade trees, which are protected by M.G.L. c. 87, Sect. 3?
- Does the project involve alteration or demolition of a building that is 75 years or older? (If yes, the applicant must obtain a determination of historical or architectural significance from the Framingham Historical Commission in conformance with Article V. Section 17A. of the City of Framingham General By-Laws.)
- Does the Project propose an impact to land designated as protected under the Framingham Wetland Protection By-Law? (Please see Article V. Section 18 of the Framingham General By-Laws.)
- Does the Project require a special permit(s) from the Zoning Board of Appeals? (Please attach a copy)
- Does the Project require a variance(s) from the Zoning Board of Appeals? (Please attach a copy)
- Does the Project require a Street Opening Permit from the Department of Public Works (DPW)?
- Does the Project require a Massachusetts (MassDOT) Highway Department Permit?
- Does the Project require a Public Way Access Permit? (Please see Article VI., Section 8. of the Framingham General By-Laws.)
- Does the Project require a National Pollutant Discharge Elimination System Permit (NPDES permit)?
- Does the Project require a filing under the Massachusetts Environmental Policy Act (MEPA), M.G.L. c. 30, sections 61 through 61I, and 301 CMR 11.00?

In accordance with the requirements set forth in the Framingham Zoning By-Ordinance, the undersigned hereby petitions the Planning Board for one or more approvals for the premises indicated below.

**Authorized Signature** – Applications shall not be accepted without a required signature

As the Owner (or authorized designee), I make the following representations:

1. I hereby certify that I am the owner (or authorized designee) of the property located identified in this application
2. I hereby certify that the applicant named on this application form has been authorized by the owner to apply to develop and/or use the property listed above for the purposes indicated in this application package.
3. I hereby certify that the agent, engineer, and/or architect listed on this application have been authorized to represent this application before the Planning Board to conduct site visits on the property.
4. I will permit the Planning Board to conduct site visits on the property.
5. Should the ownership of this parcel change before the Planning Board has acted on this application, I will provide updated information and new copies of this signature page.

**Owner (or authorized designee\*) Name**

**Owner (or authorized designee\*) Signature**

***\* Please Note: If the owner is not the signer of the Application, a letter is required from the owner of the property authorizing such designee to act on the owner’s behalf. Such letter shall be notarized and is required to be included in the Planning Board Application Package. Two original signed copies will be required when delivering an application package to the respective municipal department.***