

# DEVELOPMENT HANDBOOK

PERMIT | FRAMINGHAM



PLAN ■ BUILD ■ GROW



## **Important Information Regarding the Development Handbook**

This Development Handbook (Handbook) is for informational purposes only and does not possess legal authority. Please refer to the applicable laws and regulations for specific technical and procedural requirements. In most cases, you will need to seek professional assistance in land use activities such as land survey, engineering, and law, etc.

Although every effort has been made to ensure accuracy and completeness, the list of licenses, permits, and procedures contained in this Handbook are not guaranteed to be all-inclusive. Permitting procedures, fees, and timelines are subject to periodic review and change. Any errors and omissions in this Handbook will not relieve the property owner of the responsibility, obligation, or liability in fulfilling all legal requirements set forth by the Commonwealth of Massachusetts and the City of Framingham.

The City of Framingham's General Ordinances, Zoning Ordinances, and the Rules and Regulations Governing the Subdivision of Land within Framingham, as applicable, take precedence over any information contained within this Handbook. Additionally, this Handbook is not intended to include a complete list of all possible licensing and permitting situations, nor does it include all permits required by federal and state agencies.

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# Chapter One - Introduction

## Introduction

The purpose of this Development Handbook (Handbook) is to provide support and direction for future and current members of the Framingham business and landowner community. This Handbook provides vital information for applicants regarding the City's permit processes that may be necessary for completion of a project in Framingham. The City of Framingham anticipates that this Handbook will serve as a valuable tool for anyone pursuing a residential, commercial, and/or industrial development within the City.

The City of Framingham is committed to fostering a community with high quality development and a strong economy that will create jobs, broaden the City's tax base, and allow existing companies to grow in place.

The City of Framingham strives to achieve the following goals through permitting:

- **Streamline** the permitting process for all users doing business in Framingham;
- **Reduce** lengthy permitting processes that are costly and only serve to delay the opening of a prospective business;
- **Respond** to all inquiries and applicants in a timely manner;
- **Guarantee** that all development and redevelopment is permitted consistent with the Master Land Use Plan, Framingham Zoning Ordinances, Rules and Regulations Governing the Subdivision of Land within Framingham, and other municipal regulations;
- **Ensure** that the permitting process is applied equally, fairly, and in a transparent and efficient manner; and moreover to
- **Promote** Framingham as a community that is open for business, while ensuring that the best interests of its residents are protected as it relates to the quality of life.

The permits and licenses needed for projects within Framingham are dependent upon the type of development. Almost all projects require some type of permit from the City. Framingham makes every effort to minimize the processing time for permits and licenses through managed, coordinated internal communications; however, please be advised that the permitting process involves segments that are dictated by Massachusetts General Law (M.G.L.) and therefore will require additional time to meet legal requirements as set forth by the Commonwealth.

The City of Framingham is committed to excellence in public service and the future success of your business, and development, and/or redevelopment of land. Feel free to contact the appropriate department (**Table 1** on page 8) to answer your questions and provide you guidance throughout the permitting process. Chapter 3 of this Handbook provides an outline of these various stages of project development and the overall process of permitting in Framingham (**Chart 1** on page 9).

## Background

In 2013, the City of Framingham voted to adopt the regulations set forth under Massachusetts General Law (M.G.L.) c. 43, Expedited Permitting for three areas of Framingham known as Priority Development Sites (TXJ, Technology Park, and the 9/90 Corporate Center). At that time, it was determined by the Planning Board that all permitting in Framingham should be delivered in one-hundred and eighty (180) days or less particularly with a goal that guarantees Priority Development Sites permits in less than one-hundred and eighty (180) days.

Members of the Planning Board, Police Department, Department of Inspectional Services (Building Department), Fire Department, Division of Community & Economic Development, the Department of Public Works (DPW), Conservation Commission, Town Clerk, Technology Services Department, Town Manager, and the Assistant Town Manager worked collaboratively as a team to develop Plan-Build-Grow. The Plan-Build-Grow model developed the Technical Review Team (TRT)<sup>1</sup> as a group that is responsible for providing preliminary plan review prior to the submittal of an application to the Planning Board and later, post submission.

Although the duration of review time by the Planning Board has decreased significantly from eighteen (18) months to less than two (2) months, opportunity remains for Framingham to further improve and optimize the overall permitting process. Therefore, it is expected that the review and permitting process will become more streamlined, thorough, and efficient through a more collaborative approach on the part of the Conservation Commission, the Planning Board, and the Zoning Board of Appeals (ZBA), in addition to the Technical Review Team (TRT).

## Plan-Build-Grow Update

This Handbook was prepared in 2014 under a town form of government. In 2018, Framingham changed its government structure by voting to become a city. As such, the municipal government is now subject to Article V. 4. Of the Framingham City Charter that states that the City shall establish a Division of Planning and Community Development. This change consolidates the Conservation Commission, the Planning Board, and the Zoning Board of Appeals (ZBA) within one department. Such reorganization provides an opportunity for Framingham to establish a more comprehensive, holistic approach in which to review expedited permitting, increase overall efficiency, as well as utilize the basis set forth by Framingham's Plan-Build-Grow model.

## Master Land Use Plan

Framingham's Master Land Use Plan establishes Framingham as a mature community with great potential for redevelopment and economic growth through land use regulation and programs. The goals, policies, and direction of the Master Land Use Plan provide means and methods by which Framingham will address issues that rise from both redevelopment and new development. To improve the quality of life in Framingham, the City will need to conduct a thorough analysis of residential, commercial and community needs to better understand required land use policies. General goals set forth for Framingham in the Master Land Use Plan include the following:

- Establishing a business friendly environment that attracts and retains employers, employees, and other industries that are supported by those businesses;
- Planning new communities, while reestablishing and strengthening older neighborhoods, rather

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<sup>1</sup> The Technical Review Team (TRT) is comprised of the Police Department, the Fire Department, the Department of Inspectional Services (Building Department), the Division of Planning and Economic Development, the Planning Board, the Conservation Commission, the Assessors' Department, and the Health Department.

than haphazardly and randomly permitting various developments causing a disrupted community as a consequence of having no strategy or thoughtful, careful development that is meaningful, and involved with an interconnected policy of planned residential and commercial use;

- Building a sustainable and healthy community that fosters retention of residents while providing opportunities to age in place with those connected resources needed to sustain that goal;
- Promoting Framingham’s dynamic offerings through its economic development efforts that places a focus on Framingham as the hub and center of MetroWest in the Boston region for economic success;
- Maintaining and continuously reinvesting in Framingham’s vast infrastructure;
- Creating a diverse housing stock that meets the needs of all those that make Framingham their home;
- Providing an energy efficient and environmentally friendly location within the Commonwealth that serves to attract new users here;
- Communicating and continuously engaging Framingham’s diverse population through traditional and various innovative platforms; and
- Engaging in planning efforts that support and work with abutting communities to support regionalized land use development encouraging sustainable economic and building practices.

### **Vision Statement**

The City of Framingham is thoroughly committed to providing a predictable permitting process for all who choose to do business in Framingham. The Plan-Build-Grow development model is expected to produce a positive and efficient permitting process by using a collaborative approach that involves the efforts on the part of the Department of Inspectional Services (Building Department), the Conservation Commission, the Planning Board, the Zoning Board of Appeals (ZBA), and the Technical Review Team (TRT).

### **Mission Statement**

The Plan-Build-Grow Development model serves to establish a transparent, accessible, predictable, efficient permitting process to be used by the Conservation Commission, the Planning Board, and the Zoning Board of Appeals (ZBA) thus ensuring end users are treated in a timely, fair, predictable manner.

### **Establishment of Core Values Associated with Permitting in Framingham**

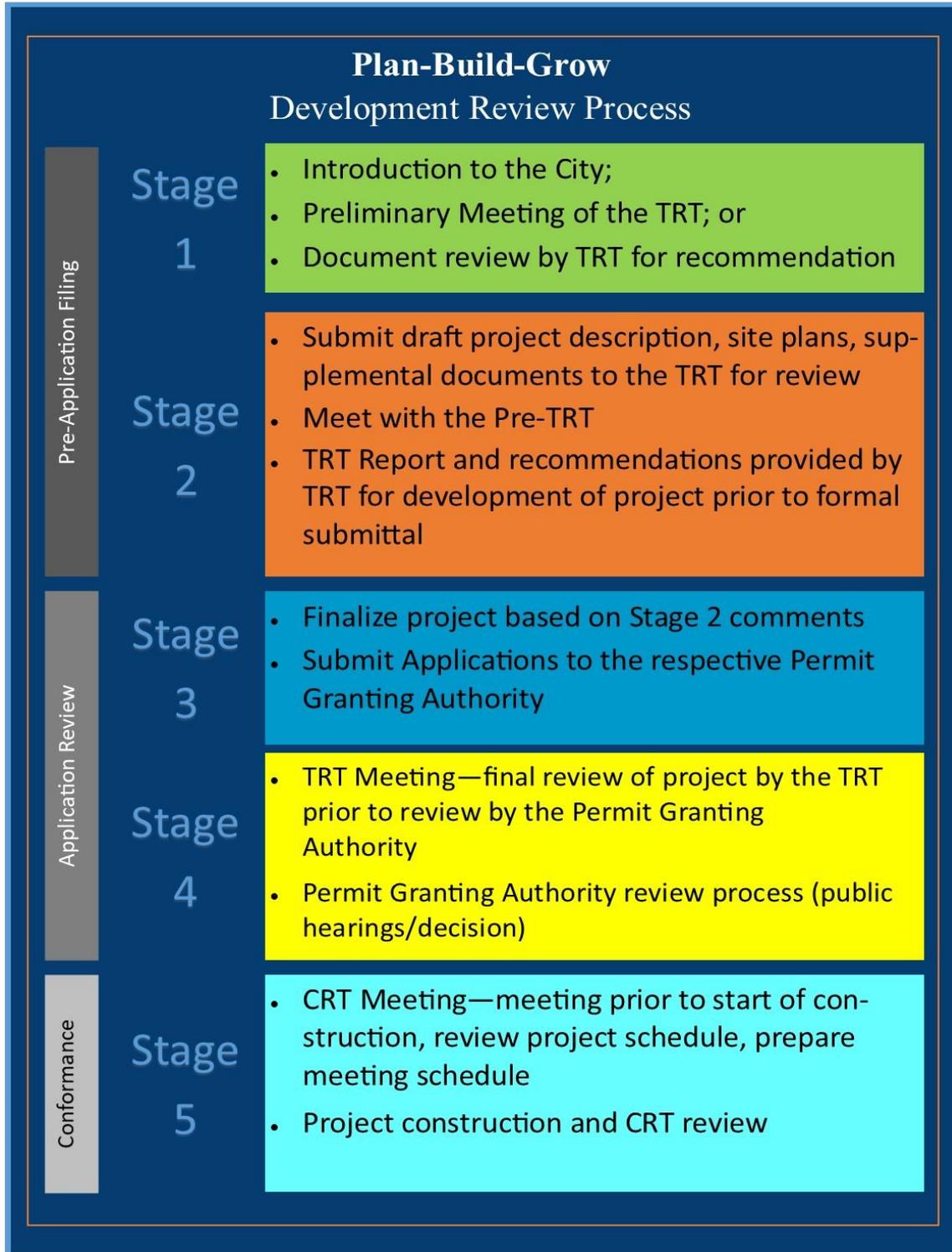
- Pre-Application Review – provide a review and report from staff of the Conservation Commission, the Planning Board, and the Zoning Board of Appeals (ZBA) for preliminary submittal of basic ideas, plans, and conceptual designs.
- Technical Review – conduct a review of the plans and overall project prior-to and post-submittal of an application to any land use board/commission to ensure that such projects are properly prepared for review.
- Land use Board/Commission Review – utilization of professional reports and input to ensure projects meet the requirements of the board/commission, and that which allows staff to ensure projects are ready for review.

- Conformance Review Team – prepare and monitor projects to ensure compliance with board/commission approvals.
- Regular Reporting – provide reports post TRT meetings to applicants, staff reports to boards/commissions, in addition to regular progress reports.
- Public Engagement – development of an updated Plan-Build-Grow model will include coordination and engagement with the business community, the Chamber of Commerce, in addition to other stakeholders
- Website Development and Maintenance – update and maintain the existing Plan-Build-Grow website to allow for a more interactive, informative, and easier to use application.
- Transparent Public Engagement - increase of public engagement and access through multiple modes of technology, reporting, and outreach.

**Table 1**  
**City of Framingham**  
**Development Process Responsibility**

<b>Land Development Process</b>	<b>City Department Responsible</b>
Project Determination and review of single family dwellings and duplexes on an existing lot; multi-family dwellings (three (3) or more units); and nonresidential (commercial/industrial)	Department of Inspectional Services (Building Department)  (508) 532-5500
Site selection and business assistance	Planning & Economic Development  (508) 532-5455
Permits for any dredging, alterations, removal, fill, construction, cutting, grading, or landscaping within one-hundred and twenty-five (125) feet of wetlands (or of a bank to a stream), the one-hundred (100) Year Flood Zone, or two-hundred (200) feet of perennial streams	Conservation Commission  (508) 532-5460
Subdivision and re-subdivision of land, site plan review, special permits, scenic roadway modifications, and public way access permits	Planning Board  (508) 532-5450
Appeals of the Building Commissioners determination, special permits, and variances	Zoning Board of Appeals  (508) 532-5455

**Chart 1  
Project Review and Approval Process**



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## Chapter Two – Zoning and Development

### Zoning and Development

This Handbook has been developed to help landowners and businesses, developers whether new or experienced, and commercial brokers, to better understand what can be done in a large range of scenarios for properties within Framingham. Site selection, a clear understanding of allowed uses on the property with respect to zoning and the permitting process can be very complicated and complex depending on the project. Therefore, it is the intention of this Handbook to clarify and streamline the process for all users. The City of Framingham possesses professional staff who are available to answer any questions that may arise before and during the project planning process. This Chapter provides a quick reference to Zoning Ordinances and the Zoning Districts in Framingham. Chapter Three - Project Development and Review Process outlines the process for applicants to follow, from site selection through construction of a project.

The basic information to know about your property before you start is:

- What Zoning District is the property located in?
- Who is the owner of the property?
- Do you have permission to develop it?

Property information can be found on the City's Website through the Assessors Database.

### Zoning in Framingham

All property in Framingham is located in at least one (1) of the nineteen (19) Zoning Districts (**Table 2** on page 12); many properties are also located within one (1) of the seven (7) Overlay Districts (**Table 2** on page 12). Zoning districts determine the uses allowed in addition to specific regulations such as lot sizes, frontage, building height, open space, etc. The Framingham Zoning Ordinances includes a Table of Uses, which provides an outline of uses that are allowed in each of the respective Zoning Districts and Overlay Districts.

**Table 2**  
**City of Framingham Zoning Districts & Overlay Districts\***

<b>CODE</b>	<b>Zoning District</b>
	<b>Residential Districts</b>
G	General Residence
R-1	Single Family Residence (minimum lot size 8,000 square feet)
R-2	Single Family Residence (minimum lot size 12,000 square feet)
R-3	Single Family Residence (minimum lot size 20,000 square feet)
R-4	Single Family Residence (minimum lot size 43,560 square feet)
	<b>Non-Residential Districts</b>
B	Business
CB	Central Business
B-1	Neighborhood Business
B-2	Community Business
B-3	General Business
B-4	Nobscot Village
P	Office and Professional
M	General Manufacturing
M-1	Light Manufacturing
PRD	Planned Reuse
OSR	Open Space/Recreation
G-E	Geriatric Care/Elderly Housing
TP	Technology Park
CMU	Corporate Mixed-use
	<b>Overlay Districts</b>
PUD	Planned Used Development
AE	Adult Entertainment
HC	Highway Corridor
RC	Regional Corridor
GP	Groundwater Protection District
SOL	Solar Overlay District
MRE	Marijuana Retail Establishment

\*For uses permitted in each District, please reference the Framingham Zoning Ordinances

## Chapter Three – Five Stage Planning and Permitting Process

### 3.1 Project Development and Review Process

Framingham has developed new procedures to guide applicants and potential applicants through the permitting process. The three (3) main components relative to permitting in Framingham are as follows:

- A Five Stage Development process, which aims to assist applicants from initial site selection through construction.
- A Technical Review Team (TRT), which reviews, projects prior to official submission to the appropriate Boards and Committees. The TRT determines which permits and licenses are required, provides administrative review to decrease the overall time required, and ensures collaboration between permitting Boards and Committees.
- Conformance Review Team (CRT), which reviews and aids in the construction process of a permitted project.

Framingham is a Chapter 43D Expedited Permitting Community. Although not all properties in the City are designated as a Priority Development Site (PDS). Framingham is very committed to ensuring that all projects are permitted as efficiently, and transparently as possible and in an organized, consolidated manner. Most importantly, the goal is to grant permits within one-hundred and eighty (180) days or less if possible when a project is consistent with the Master Land Use Plan, the Zoning Ordinance, the General Ordinances, the Zoning Map, in addition to other plans and regulations prepared by the City.

**Figure 1: Outline of Development Process in Framingham**



## 3.2 Where to Start – Quick Reference

### **Stage One** - Preliminary meeting with the Planning Board Administrator and the Building Commissioner

Stage One helps a potential applicant generate an idea for a project, gain a better understanding of what can be done on the site, the City's land use goals and expectations, and learn the required steps involved in the permitting process. During Stage One, a meeting will be held with the Planning Board Administrator and the Building Commissioner to discuss possible options available for the property, development, and/or redevelopment. This meeting can be scheduled by contacting the Planning Board Office (**Table 3** on page 15). If an Applicant already has a project idea for a site, this stage may be skipped but it is still advisable to perform this step for the above reasons listed. Additional information regarding Stage One is described in more detail in Section **3.3.1** on page 15.

### **Stage Two** - Pre-Application Project Review & Determination

Stage Two allows potential applicants that have an identified property, developed preliminary documentation regarding the property, and basic site plans and/or architectural plans to meet with the TRT to determine what licenses and permits are required. The TRT will provide comments and clearly layout the necessary process for each license and permit. Additional information regarding Stage Two is described in more detail in Section **3.3.2** on page 16.

### **Stage Three** - Application Submittal

Stage Three is when the application(s) are filed with the appropriate Permit Granting Authority (PGA) as prescribed in Stage Two. Additional information regarding stage three is described in more detail in Section **3.3.3** on page 20.

### **Stage Four** - Project Review Process

Stage Four is the review process to obtain the necessary licenses and permits applied for through the proper PGA. Once the appropriate PGA has deemed an application(s) from Stage Three complete, supporting staff of the specific PGA will provide a clear timetable and the explanation for the process. The PGA staff will provide a permit checklist for the applicant's reference. Additional information regarding Stage Four is described in more detail in Section **3.3.4** on page 20.

### **Stage Five** - Construction & Conformance

Stage Five is the construction phase of the project. This stage will require an Applicant to work closely with the Department of Inspectional Services (Building Department), the Planning Board, the Department of Public Works, Fire Department, and the respective PGA(s). Additional information regarding Stage Five is described in more detail in Section **3.3.5** on page 21.

**Table 3  
Who to Contact for Project Development & Review Processes**

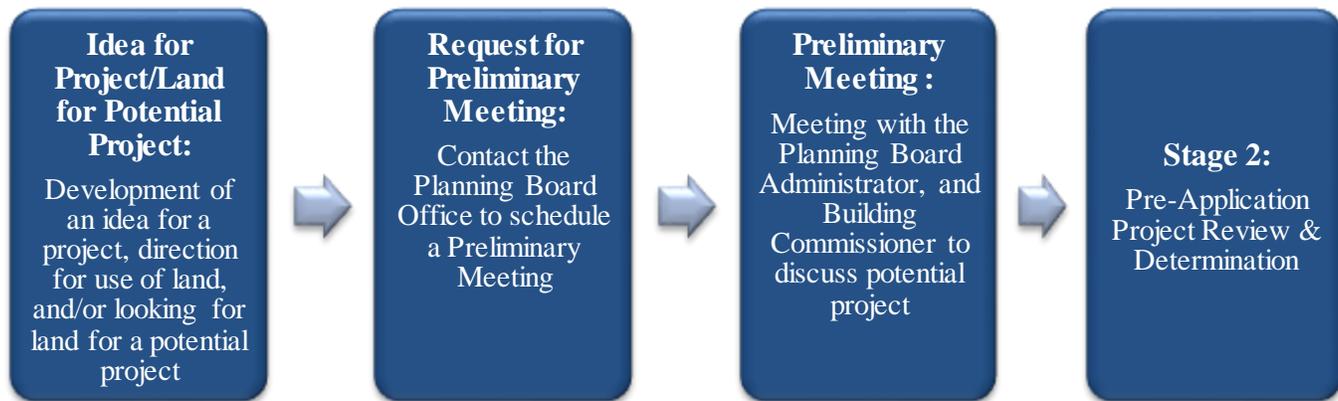
Stage	Contact	Phone Number
Stage 1	Planning Board Office	(508) 532-5450
Stage 2	Planning Board Office	(508) 532-5450
Stage 3	Permit Granting Authority as outlined in Stage Two	Various PGA
Stage 4	Permit Granting Authority as outlined in Stage Two	Various PGA
Stage 5	Department of Inspectional Services (Building Department)/Fire Department/ Permit Granting Authority	(508) 532-5500/ (508) 532-5930/Variou s PGA

### 3.3 Development Process – Full Description

#### 3.3.1 Stage One. Preliminary Meeting Planning Meeting

All applicants are encouraged to start at Stage One with a preliminary meeting, which allows the applicant and the City to have a conversation about the possible site development and the specifics of the permitting process **Figure 2**. Additionally, the City can inform the applicant about possible financial resources to assist with project development. There are no obligations from either side as a result of this meeting as it is strictly informational.

**Figure 2: Stage One: Preliminary Meeting Process**



#### 3.3.1.1 Preliminary Meeting Contact

To commence Stage One, an applicant will need to contact the Planning Board Office (**Table 3** on page 15) to schedule a meeting with the Planning Board Administrator, the Building Commissioner, and other individuals identified by the Planning Board Administrator.

## **Scheduling a Preliminary Meeting**

### **In Person:**

Planning Board Office  
Memorial Building, 150 Concord Street, Room B-14  
Framingham, MA 01702

### **Electronic Submittal:**

[planning.board@framinghamma.gov](mailto:planning.board@framinghamma.gov)

Subject Line: Scheduling a Preliminary Meeting

### **Technical Review Team Questions:**

(508) 532-5450

### **3.3.1.2 What the applicant can expect from the Preliminary Meeting**

- To better understand what is and is not allowed on a specific property;
- If a property has not been located for a new business or expansion of an existing business, this can be discussed with the potential to find a property;
- To better understand the potential permitting process for applicants that are preparing for Stage Two;
- Establish a clear idea of what will be required of both the applicant and the City of Framingham;
- Determine availability of financial resources that support company growth such as financing, workforce training, etc.; and
- Establish the next steps.

Applicants are not expected to have site plans or official application submittal materials at a Stage One meeting but are encouraged to bring whatever preliminary documents are available.

### **3.3.2 Stage Two. Pre-Application Project Review & Determination**

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Stage Two provides clear guidance regarding what is expected of an applicant based upon the project submittal description and site plans. All applicants are required to submit documentation as outlined in Section 3.3.2., herein. The TRT will provide the applicant with a written report detailing the permits and licenses required. Complex projects requiring permits and/or licenses from more than one board or committee will be required to meet with the TRT. If a project does not require a meeting with the TRT, an applicant may request one, at their discretion.

Applicants choosing to bypass Stage Two run the risk of extending the length of the review process. Stage Two is not only beneficial for the applicant, but also allows the TRT to ensure that Stages Three and Four are clearly understood by the applicant and the process is efficiently managed.

#### **3.3.2.1 Who is Required to Submit Projects for the TRT to Review?**

All commercial, office, and residential (over two (2) units) projects shall be required to submit the documents as outlined in Section 3.3.2., herein. If you have any questions determining if your potential

project needs review, please contact the Department of Inspectional Services (Building Department) and/or Planning Board Office.

### **3.3.2.2 Technical Review Team**

The TRT is comprised of municipal staff that represents all those particular permit granting authorities and municipal departments, including: Board of Health, Building Commissioner, the Planning Board, Conservation Commission, Department of Public Works (DPW), Disability Commission, Fire Department, the Division of Planning & Economic Development, Police Department, and Zoning Board of Appeals (ZBA).

### **3.3.2.3 Technical Review Team Required Documentation Requirements**

In order for the TRT to adequately review a project, an applicant shall submit the following documentation as applicable to Planning Board Administrator:

- Reports (Community Impact, Stormwater, Traffic, etc.)
- Site Plans
- Architectural Plans
- Other Supporting Documents

### **3.3.2.4 Technical Review Team Meetings, Submittal, and Timelines**

- The TRT meets on the 1st and 3rd Wednesday of each month at 9:00am.
- Documents must be submitted by Wednesday, at least one (1) week prior to the next TRT meeting.
- TRT Documentation Submittal  
[planning.board@framinghamma.gov](mailto:planning.board@framinghamma.gov)  
Subject Line: Technical Review Team Documentation

#### **Technical Review Team Questions**

(508) 532-5450

### **3.3.2.5 TRT Suggestions, Recommendations, and Permitting/Licensing Determination**

During Stage Two, each TRT department will complete the appropriate documentation indicating what permits, licenses, and/or modifications to the project are necessary. The TRT reviews will become part of the TRT Report. The TRT Report will clearly outline the necessary licenses and permits required for the project. Each applicant will receive a TRT Report, which will include the recommendations from each TRT department and a prescription for moving the project forward. The TRT Report will be sent electronically to the applicant within one (1) week of the TRT Meeting.

### **3.3.2.6 What the Applicant can expect from the TRT**

- A clear prescription of all required permits and licenses necessary to complete the project;
- Suggestions and recommendations for the project to ensure an efficient and timely review;
- **Table 4** on page 19 is a list of common review questions from each of the respective departments. The applicant's team is expected to take suggestions or recommendations under consideration for revisions to the project;
- An understanding of the contacts relative to the permitting and/or licensing municipal department;

- Ensures that all required permits and/or licensing authorities know what permits and/or licenses are required to ensure that the permitting process is cohesive and efficient for all; and
- Clear outline of the next steps.

**Table 4**  
**Technical Review Team Department – Topics and Items of Review**

Department	Concerns/Questions
Department of Inspectional Services (Building Department)	<ul style="list-style-type: none"> <li>• Compliance with State and Local Building, Health, Fire and Safety Codes</li> <li>• Compliance with the Framingham General Ordinances, Sign Ordinance</li> <li>• Compliance with the Framingham Zoning Ordinances</li> </ul>
Fire Department	<ul style="list-style-type: none"> <li>• Access to the building and site circulation</li> <li>• Locations of Master Box, fire hydrants, and other fire amenities</li> <li>• Sprinkler systems and hydrant specs</li> </ul>
Department of Public Works – Engineering	<ul style="list-style-type: none"> <li>• Site circulation, in addition to pedestrian and bicycle accommodations</li> <li>• Stormwater, storm drain connection, and drainage utilities</li> <li>• Utilities: gas, water, electricity</li> <li>• Sewer &amp; Water Design</li> <li>• Water &amp; Sewer Connection</li> <li>• Driveway, trench-roadway, encroachment, excavation permits</li> <li>• Work in City right-of-way</li> <li>• Solid waste disposal</li> <li>• Refuse: collections and disposal</li> </ul>
Planning Board	<ul style="list-style-type: none"> <li>• Site circulation for vehicles, pedestrians and deliveries</li> <li>• Pedestrian and bicycle accommodations on and off the site</li> <li>• What types of alternative energies are being utilized (LID, BMPs, etc.)</li> <li>• Architectural scale of the proposed building with the surrounding area and buildings</li> <li>• Compliance with the Zoning Ordinances, Master Land Use Plan and other municipal land use plans and regulations</li> <li>• Traffic conditions, impacts cause by the project, traffic mitigation planning</li> <li>• Stormwater features and systems being proposed</li> <li>• Fiscal impact and community impact on the City and the neighborhood</li> </ul>
Conservation Commission	<ul style="list-style-type: none"> <li>• What resources are being impacted?</li> <li>• How are the performance standards related to all applicable resource areas being met?</li> <li>• What mitigation measures are being taken to minimize impact?</li> <li>• What erosion controls are being employed and where are they being placed?</li> <li>• Are stormwater standards being met? If so how and by what percentages?</li> <li>• Have alternatives been considered to avoid resource areas and/or minimize impacts?</li> </ul>

Department	Concerns/Questions
	<ul style="list-style-type: none"> <li>• Has the applicant reached out to the state’s Natural Heritage and Endangered Species Program to determine whether rare species habitats or migratory bird areas are located on the site?</li> </ul>
Board of Health/Health Department	<ul style="list-style-type: none"> <li>• Review site plans for public safety</li> <li>• No presence of noise, vibration, glare, fumes, odors, gas, smoke, nuisance related to the project</li> <li>• Complete Streets and compliance healthy communities</li> <li>• Elimination of hazardous conditions</li> <li>• Review of private and semi-private public water</li> <li>• Review of septic systems, wetlands and stormwater systems</li> </ul>

### 3.3.3 Stage Three. Application Submittal

Once an applicant has received the TRT Report from the TRT, the applicant can begin to submit the necessary materials as specified to the PGA as prescribed (**Figure 3**). If permits are required from different boards, the sequence and timing of submittals will be noted on the TRT Report.

Upon receipt of the application package, the PGA shall review the application package for completeness in accordance with the PGA’s submittal requirements. Once the PGA deems an application package complete, the application package will be filed with the City Clerk by the PGA and Stage Four will commence.

**Figure 3: Application Submittal**



### 3.3.4 Stage Four. Project Review Process

During Stage Four, the specific PGA will contact the applicant to schedule a meeting to discuss the timelines, review the Permit Checklist (**Appendix G: – Permit Checklist**), and answer any questions about the specific permit requirements and the overall process.

#### 3.3.4.1 City Department Comment Letters

Once an application is deemed complete by the PGA and filed in with the City Clerk (if required), it is distributed to the TRT. The TRT will provide comments based on compliance with City standards and procedures, and/or to be considered in the betterment of a project. PGA staff from multiple departments will meet on particular projects that require permits from their respective PGA. The applicant will receive

copies of any comment letters received. Applicants may request meetings with individual members of the TRT to discuss specific comments.

### 3.3.4.2 Projects Requiring Site Plan Review or Special Permits from the Planning Board

Projects requiring site plan review or special permits from the Planning Board, as determined by the Building Commissioner, shall have TRT project review meeting after a complete application have been submitted in Stage Three. Projects that are more complex may require the applicant to meet with individual TRT members outside of the TRT process to resolve open items.

The TRE project review meeting allows the applicant and the City to discuss any questions and/or concerns that arose during the initial review and ensure the project details are clearly understood.

### 3.3.5 Stage Five. Construction - Conformance

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Once a project has received all necessary permits, the applicant may begin the construction phase but should do so only after the twenty (20) day appeal period has tolled. During this stage, the applicant works closely with the Conformance Review Team (CRT), which is led by a member of the PGA, the Department of Inspectional Services (Building Department), Department of Public Works, Fire Department. Stage Five is discussed with each applicant during the decision phase of Stage Four (**Figure 4**)

**Figure 4: Construction Conformance**



#### 3.3.5.1 Who is Required to have a Pre-Construction Meeting with the Conformance Review Team

All applicants who have received a written decision from the Planning Board, Conservation Commission, or Zoning Board of Appeals (ZBA) shall be required to attend a pre-construction meeting with the Conformance Review Team (CRT). There will be some instances where minor developments may not need a pre-construction meeting.

If you have any questions determining if your project needs a pre-construction meeting with the CRT, please contact the PGA.

#### 3.3.5.2 Pre-Construction Meeting

During the pre-construction meeting, the CRT will review the City's construction standards with the applicant's construction team, review all submitted pre-construction meeting documentation, determine points of contact for each of the CRT's reviewers, determine a schedule of recurring on-site meetings, and clearly describe the necessary steps to obtain the Use & Occupancy Permit.

### 3.3.5.3 Conformance Review Team

The CRT is comprised of City staff that represent a particular PGA and municipal departments, including: Building Commissioner, Conservation Commission, Department of Public Works (DPW), Fire Department, Planning Board, Police Department, and Zoning Board of Appeals (ZBA), all as applicable.

The CRT works to ensure that projects meet City construction standards while working with applicants during the construction phase of projects. Framingham staff and departments that make up the CRT may vary depending on the scale of certain developments.

### 3.3.5.4 Documentation Required by the Conformance Review Team

Applicants interested in starting the construction phase of their projects are required to request a pre-construction meeting with the CRT. The applicant is required to submit a project timeline, a list of all contacts/construction managers, including a twenty-four (24) hour contact, and a digital copy of the site plans. A pre-construction meeting can be scheduled with the PGA and all documentation must be submitted electronically to the appropriate PGA staff as noted below. Documents must be submitted at a minimum of seventy-two (72) hours prior to the pre-construction meeting to allow time for the CRT to review beforehand.

#### Document Submittal for Conformance Review Team

##### Drop-off or Mail (Planning Board):

Planning Board Office  
150 Concord Street  
Framingham, MA 01702  
(508) 532-5450

##### Electronic Submittal:

[planning.board@framinghamma.gov](mailto:planning.board@framinghamma.gov)  
Subject Line: Pre-Construction Meeting Request

##### Drop-off or Mail (Conservation):

Conservation Commission Office  
150 Concord Street, Room 213  
Framingham, MA 01702  
(508) 532-5616

##### Electronic Submittal (Conservation):

[rdm@framinghamma.gov](mailto:rdm@framinghamma.gov)  
Subject Line: Pre-Construction Meeting Request

### 3.3.5.5 What the Applicant can expect from the Conformance Review Team

- A clear timeline from each member of the CRT to ensure all construction projects are reviewed in a timely manner;
- An understanding of the City's conformance reviewer team and the respective point of contact for each requirement;
- Assurance that all CRT members understand what is expected by the applicant;
- A process for requesting a modification for approved items; and
- A clear outline of the conformance review process.

### **3.3.5.6 Request for Use & Occupancy Permits**

The applicant shall contact the PGA thirty (30) days prior to the anticipated Occupancy date to schedule an on-site project review meeting. Following this meeting, the applicant will receive a list of all outstanding items to be completed prior to the issuance of the Use & Occupancy Permit.

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## Chapter Four – Development Review Departments

### City of Framingham Departments

#### BOARD OF HEALTH

The Board of Health has a mission to protect, promote, and preserve the health and wellbeing of all residents of the City of Framingham. The Board of Health strives to achieve its mission by performing the following services: environmental health, public health nursing, epidemiology/disease surveillance, emergency preparedness/medical reserve corps, environmental protection, tobacco control, and mosquito control. Additionally, the Board of Health monitors landfills, inspects all City restaurants and food service providers, reviews all well and septic plans and upgrades, collects applicable fees and deals with various health issues, and solves the day-to-day health disputes where the public is concerned.

**Process for Obtaining Permits:** Permit Application Packets are mailed each year during renewal period. Permits may be obtained after a successful application process or upon request – depending on the permit request.

**Appeal Process:** An appeal is made to the Board of Health or DEP; for all others an appeal is made to the Superior Court

**Applicable Local, State and Federal Statutes:** Title V, 310 CMR, Board of Health Regulations

#### LICENSING COMMISSION

The Licensing Commission is responsible for general policy associated with licensing, processing and issuances of license applications.

#### DEPARTMENT OF INSPECTIONAL SERVICES (BUILDING DEPARTMENT)

The Department of Inspectional Services (Building Department) issues all building related permits and performs all related inspections. This office will usually be the first point of contact with the City when seeking information concerning the development approval process. Inspectional Services Department (Building Department) will be able to advise you if your proposed development plans may be approved as-of-right, or if potential relief is available via a special permit and/or site plan approval from the Planning Board or a special permit or variance from the Zoning Board of Appeals (ZBA). The Building Department will reference the provisions of the Zoning Ordinances that applies to your proposed plan and offer guidance on future processes. The Department of Inspectional Services (Building Department) is the permit granting authority for all signs, buildings, certificates of occupancy, gas, plumbing and electrical work.

**Process for Obtaining Permits:** Submit completed application to the Building Department.

**Time Frame for Decisions:** In accordance with Massachusetts State Building Code, Chapter 1, Section 105.3.1, the inspector has thirty (30) days to review a permit application.

**Appeal Process:** State Building Code Appeals Board

**Applicable Local, State and Federal Statutes:** 780 CMR, 8<sup>th</sup> Edition

## CHAPTER 43D PERMITS COORDINATOR

The Permits Coordinator (Planning Board Administrator) is the first point of contact when developing a project proposal or applying for a permit. This position acts as a single point of reference and contact for all development related permit information. Throughout the development, the Permits Coordinator acts as a liaison between the applicant and the City permit-issuing authorities. The Permits Coordinator helps applicants track where an application is in the process as well as when a decision can be expected to arrive.

## PLANNING AND ECONOMIC DEVELOPMENT

The Division of Planning and Economic Development promotes the City's economic development and enhance the quality of life for Framingham residents. To advance these objectives, the division undertakes a variety of planning, economic, and community development projects, in support of the Master Land Use Plan. These projects support the decision-making and actions requested by the Mayor and municipal departments. Ultimately, the division's work consists of:

- Improving residential neighborhoods
- Supporting existing businesses
- Encouraging appropriate economic development
- Promoting Framingham as a desirable place to live, shop, work and invest

The division works closely with other municipal departments and stakeholders to ensure comprehensive approaches to community and economic development. The division pursues and administers federal and state grants to advance City objectives.

## CONSERVATION COMMISSION

The Conservation Commission is responsible for upholding the Commonwealth's Wetlands Protection Act (MGL Chapter 131, Section 40), the Framingham Wetlands Protection Ordinance (Article V Section 18), and to protect and manage the City's natural resources and open space. The Conservation Commission reviews and approves site plans relative to its specific jurisdiction and issues permits for work in or near wetlands, flood zones, rivers, and wetland buffer zones under the Wetlands Protection Act, the Rivers Protection Act, and the Framingham Wetlands Ordinances. The Conservation Commission also works to preserve other important resources areas protected by the State. A permit must be obtained for any dredging, alterations, removal, fill, construction, cutting, grading, or landscaping within one-hundred and twenty-five (125) feet of wetlands (or of a bank to a stream), the one-hundred (100) Year Flood Zone, or two-hundred (200) feet of perennial streams. Staff participates in the TRT review of all large-scale development plans. An applicant can contact the Conservation Commission staff and meet either on-site or in the office to review a possible application and obtain project guidance as well as a list of consultants and native plant species for landscaping uses. Applicants are encouraged to contact the Conservation Commission for a discussion of any possible project impacts involving wetlands prior to application submission. In this way, the Applicant may better understand and address the concerns of the Conservation Commission prior to submission, thus eliminating costly plan changes.

**Time Frame for Hearing:** Varies depending on the type of permit, project scope, and alterations/impacts to resource areas.

**Time Frame for Decisions:** To be determined based upon the type of application, project scope, and types of impacts on resource areas and buffer zones.

**Appeal Process:** Ten (10) days after permit is issued under the State Wetlands Protection Act: Sixty (60) days under the Ordinance after permit is issued.

**Applicable Local, State and Federal Statutes:** Determined by the Department of Environmental Protection. Please see [www.mass.gov/dep](http://www.mass.gov/dep) for applications and information.

## DEPARTMENT OF PUBLIC WORKS

The Department of Public Works (DPW) is responsible for the maintenance and management of the City's infrastructure (roadways, water, sewer, etc.), and utilities; oversees, and undertakes major infrastructure improvement projects. It is home to the Highway Department, Water Department, Sewer Department, Solid Waste Management Department, and Engineering Department. The DPW is part of the TRT and participates in the review of all large-scale development plans.

## DISABILITIES COMMISSION

The Disability Commission researches local problems concerning those with disabilities, advises, and assists municipal employees in ensuring compliance with applicable laws and regulations that affect those with disabilities. In addition, the Commission coordinates programs designed to meet the needs of people with disabilities as well as providing information, referrals, guidance and technical assistance on matters pertaining to disabilities to those making inquiries.

## FIRE DEPARTMENT (10 LORING DRIVE)

The Fire Department's mission is to protect the lives and property of those residents and businesses located in Framingham by promoting fire prevention, responding to natural disasters and incidents involving hazardous materials while being first responders in emergency medical situations. The Department's Fire Prevention Division offers safety education, code enforcement, and inspections. The Fire Department is part of the TRT that reviews all large-scale development proposals. MGL Chapter 148 Section 26G, 26H & 26I, require the installation of fire sprinkler systems in certain buildings and are enforced by the Fire Chief. Building plans need to be reviewed by the Fire Department in order to determine applicability of the statute to the project. This review is typically done concurrently with the building permit application.

**Process for Obtaining Permit:** The State Fire Code (527 CMR) requires various permits be obtained from the fire department for certain building construction and site development work, depending on the nature of the project. The time review of such applications varies depending on the complexity of the project. Where complete applications are submitted along with building construction plans, reviews can be done in the same timeframe as the construction plans (thirty (30) days).

**Appeal Process:** Appeals are conducted through the Fire Prevention Regulations Appeals Board or through the courts.

## **Fire Department Review for the Planning Board**

The Fire Department will typically review site development plans for concerns with Fire Department site access and available fire water supplies. Site reviews can be accomplished within fourteen (14) days. 527 CMR: 10.25 requires site access for certain projects. City ordinances and regulations related to fire safety are also considered in this review.

Statewide standard application form for license requires approval/disapproval from the Fire Chief prior to submittal to the licensing authority. As directed by the State Fire Code (527 CMR), the storage, use or manufacturing of some materials will require a permit from the fire department in addition to the license. It is assumed for materials where both a license and Fire Department permit is required, that the applications would be the same. There is no application fee associated with the license review for all other materials. Applications typically take no more than thirty (30) days for Fire Department review. Appeals are handled through the courts. Licenses are needed for land for explosives and inflammables above certain threshold aggregate quantities on a single parcel (flammable and combustible liquids, flammable gases, flammable solids, liquefied petroleum gases, explosives, and fireworks). License hearings must follow the public hearing requirements of M.G.L. c. 148, Section 13.

### **Fire Department Review for the Building Department**

According to the State Building Code (780 CMR), application for a building permit requires approval/rejection of plans by the Fire Department related to fire and life safety systems, special (hazard) occupancies, and any renovation/change to an existing building. Applications would typically take no more than thirty (30) days for Fire Department review. Appeals would be through the MA Building Code Appeals Board. There is no public hearing required for the fire department review of the building permit application. Regulatory authority: 780 CMR: 107.1.2

### **PLANNING BOARD**

Established by M.G.L. c. 41, Section 81A and governed by local zoning ordinance and subdivision rules and regulations, the Planning Board is the permit granting authority responsible for all community and economic development, planning, and housing activities in Framingham. The Planning Board which is represented by the Planning Board Administrator approves site plans, issues special permits, approves subdivisions, and reviews and makes recommendations on zoning amendments. The Planning Board works with project proponents and the community to shape projects to minimize impacts to the community while accommodating significant new development growth, which provides excellent employment opportunities, and supports a growing tax base for new services.

**Process for Obtaining Permits:** The Building Commissioner makes a determination for the appropriate approvals, endorsements, or permits needed to be obtained from the Planning Board. A complete Planning Board application and supporting materials as outlined in the Planning Board Application Packet are deemed complete by the Planning Board Administrator and stamped in with the City Clerk.

**Approval Not Required (ANR):** The Planning Board shall make a determination to endorse or deny the plan within twenty-one (21) days of a complete application. An extension of time may be granted and stamped in with the City Clerk.

**Site Plan, Special Permit, and Definitive Subdivision Plan:** After an application is deemed complete, Department Staff has thirty-five (35) days to provide a comment letter for the application. Prior to the first public hearing a Departmental Staff Review meeting is held with the applicant and Project Team.

The public hearing must be opened within sixty-five (65) days of a complete application and within twenty-one (21) days of filing a complete application for an Approval Not Required (ANR).

**Time Frame for Decisions:** Within ninety (90) days of the close of a public hearing.

**Appeal Process:** Appeals must be filed with the City Clerk within twenty (20) days of the decision filing in accordance with M.G.L. c. 40A, Section 17. Anyone aggrieved by the decision of the Planning Board may file an appeal with the Superior Court or Land Court within twenty (20) days of the date of the filing of the decision with M.G.L. c. 40A and 41, also see Framingham Ordinances, Framingham Planning Rules and Regulations, Rules & Regulations Governing the Subdivision of Land in Framingham, and Framingham General Ordinances.

### POLICE DEPARTMENT (1 WILLIAM WELCH WAY)

The Police Department is responsible for protecting and serving those who live, work, and travel in Framingham. The Police Department enforces the City's traffic and parking regulations, and offers a wide variety of public safety programs. The Police Department is part of the TRT that reviews all large-scale development proposals.

### ZONING BOARD OF APPEALS (ZBA)

The Zoning Board of Appeals (ZBA) is an appellate Board that is the permit granting authority and the special permit granting authority for projects that do not meet the requirements of the Framingham Zoning Ordinance. The Zoning Board of Appeals (ZBA) issues special permits, variances and hears petitions for administrative appeals from decisions made by the Building Inspector and the Planning Board. The Zoning Board of Appeals (ZBA) function is to approve or deny requests for special permits or variances, and issue Findings through the public hearing process determining if the required criteria as stated in the Zoning Ordinances have been met. The Zoning Board of Appeals (ZBA) also administers the Comprehensive Permit process for affordable housing as set forth under M.G.L. c. 40B. The Zoning Board Administrator (ZBA) participates on the TRT that reviews all large-scale development plans.

**Process for Obtaining Permits:** The Zoning Board of Appeals reviews applications for relief from zoning regulations. Such appeals that are referred to the ZBA for zoning relief are determined by the Building Commissioner within thirty (30) days of said decision. A completed Zoning Board of Appeals application, the letter of denial from the Building Commissioner, any supporting documentation for consideration and the appropriate filing fee are then submitted to the Zoning Board of Appeals (ZBA) and placed on the next available public hearing agenda.

**Time Frame for Public Hearing:** The Zoning Board of Appeals (ZBA) shall hold a public hearing on any appeal, application or petition within sixty-five (65) days (thirty (30) days for sign cases) from the receipt of notice by the board of such appeal, application, or petition.

**Time Frame for Decisions:** The decision of the Zoning Board of Appeals (ZBA) shall be made within one-hundred (100) days (sixty (60) days for sign cases) after the date of filing of an appeal, application or petition, except in regard to special permits as provided for in M.G.L. c. 40A, Section 9.

**Appeal Process:** Any person aggrieved by a decision of the Zoning Board of Appeals (ZBA) or any special permit granting authority or by the failure of the Zoning Board of Appeals (ZBA) to take final action concerning any appeal, application, or petition within the required time may bring an action within twenty (20) days (sixty (60) days for sign cases) after the decision has been filed in the office of the City Clerk as stipulated in M.G.L. c. 40A, Section 17.



## Appendix A: Glossary of Terms

**Abbreviated Notice of Resource Area Delineation (ANRAD):** An ANRAD is an application used to determine the type of resource areas on one's property. Wetlands and related jurisdictional areas are delineated by a competent source (wetland scientist, land surveyor, or engineer) to evaluate the property and are hired by the applicant. Property owners should file an ANRAD when they wish to know what they are dealing with for possible future development or projects. Once the Conservation Commission reviews the ANRAD they will issue an Order of Resource Area Delineation (ORAD). The ORAD is a confirmation of what is on the property and can now be used as reference for future proposed projects. The ORAD cites whether the delineation was accurate, inaccurate or modified, citing the flag numbers in the decision.

**\*Note:** ORADs and ANRADs do not include any proposed work in the filing or permit. They are strictly for determining resource areas. If work is proposed, a Notice of Intent (NOI) should follow the ANRAD.

**Allowed As-of-Right:** Projects that do not require special relief from the Zoning Ordinances.

**Applicant:** Any person or entity or their authorized representative who files an application for a permit under the law.

**Application:** All plans, forms, reports, studies, or other documents that are submitted to any Board, Commission, Committee and/or Department for review and consideration of a permit, license, or certificate.

**Approval Not Required (ANR):** The division of land where the court has interpreted the Subdivision Control Law to impose three standards that must be met in order for lots shown on a plan to be entitled to an endorsement by the Planning Board that "approval under the Subdivision Control Law is not required."

1. The lots shown on such plan must front on one of the three types of ways specified in M.G.L. c. 41, Section 81L;
2. The lots shown on such plan must meet the minimum frontage requirements as specified in M.G.L. c. 41, Section 81L; and,
3. A Planning Board's determination that the vital access to such lots as contemplated by M.G.L. c. 41, Section 81M, otherwise exists.

**Certificate of Occupancy:** Authorization from the Building Commissioner to inhabit or use the premises.

**Change of Use:** An alteration of part or all of an existing structure from one use category to another.

**Conformance Review Team (CRT):** A review committee consisting of representatives who meet throughout the construction phase of a project to provide guidance and review of construction projects.

The Conformance Review Team shall include the Building Commissioner, Conservation Commission, Planning Board, Zoning Board of Appeals, the Board of Health, the Department of Public Works (ZBA), the Disabilities Commission, the Fire Department, and the Police Department.

**Decision:** Action by a Board, Commission, Committee, and/or Department on an application.

**Determination of Applicability:** Please see Request for Determination of Applicability.

**Expedited Permitting Program:** A program that provides cities and towns the ability to promote commercial development on pre-approved parcels by offering an abbreviated permitting process known as expedited permitting on those parcels. Typically, such development is primarily commercial however; mixed-use properties also qualify for priority designation so long as they conform to the statutory requirements for a priority development site. The program is optional.

**Notice of Intent (NOI):** NOIs are applications that are used when the proposed work will have an effect on a wetland resource area and associated buffer zones. NOIs are used for projects that include, but are not limited to, ground disturbance, take up flood zone capacity, and/or are in close proximity to a resource area or associated buffer zone. Examples include additions, decks, accessory buildings, in-ground swimming pools, septic tanks, commercial/industrial projects, etc. If the project can be permitted, an Order of Conditions will be issued. A project may be denied due to lack of information, or if it does not or cannot be conditioned to meet the performance standards set forth in the wetland regulations and the Framingham Wetlands Protection Regulations.

**Occupancy Permit:** Required for occupancy of a structure for which a building permit has been issued. The occupancy permit certifies that construction complies with the Massachusetts Building, Plumbing, and Electric Codes and with the requirements of the National Fire Protection Association. It also certifies that the intended use and number of occupants complies with the Massachusetts Building Code and the Framingham Zoning Ordinances.

**Order of Conditions:** Please see Notice of Intent.

**Order of Resource Area Delineation (ORAD):** Please see Abbreviated Notice of Resource Area Delineation.

**Permit Granting Authority (PGA):** A municipal department that is in charge of issuing a license or permit for said project.

**Pre-Construction Meeting:** A meeting prior to the start of construction of a permitted project between the applicant's Construction Team and the Conformance Review Team. All applicants who have received a written decision from the Planning Board, Conservation Commission, or Zoning Board of Appeals shall

be required to attend a pre-construction meeting with the Conformance Review Team, unless waived by the Permitting Granting Authority.

**Priority Development Site (PDS):** A privately or publicly owned property that is: (1) commercially or industrially zoned, or zoned for mixed use development; (2) eligible under applicable zoning provisions, including special permits or other discretionary permits, for development or redevelopment containing at least fifty-thousand (50,000) square feet of gross floor area in new or existing buildings or structures; and (3) designated as a priority development site by the board. Several parcels or projects may be included within a single priority development site. Wherever possible, priority development sites should be located adjacent to areas of existing development or in underutilized buildings or facilities, or close to appropriate transit services.

**Request for Determination of Applicability (RDA):** An RDA is an application used to ask the Conservation Commission if proposed work will have adverse impacts on a wetland, resource area, and/or buffer zones. RDAs are generally acceptable for small-scale projects such as decks, sheds, patios, and some swimming pools (above ground) in buffer zones and outer riparian areas only. Typically, the less ground disturbance and scope of work, the more likely an RDA will be accepted. If the Commission accepts the application, they will issue a Negative Determination of Applicability (Neg. DOA). This means that your proposed project will not have an adverse impact on the resource area or buffer zones. A Positive Determination of Applicability (Pos. DOA) means that the proposed project will have an impact on jurisdictional areas and a Notice of Intent must be filed for the work.

**Sign Permit:** Required under the Framingham General Ordinances, Article IV, Section 8 for all signs. Inquiries should be made to the Department of Inspectional Services (Building Department).

**Site Plan Approval:** Authorization to proceed with a plan that details the development of a site (access/egress, pedestrian access, parking building design and location, lighting, landscaping, screening, etc.).

**Special Permit:** Authorization to introduce a specified use allowed by the Zoning Ordinances in a special location.

**Subdivision Approval:** The division of a tract of land into two (2) or more lots when the construction of a new roadway is involved.

**Technical Review Team (TRT):** An informal working group consisting of representatives of the various municipal departments to review pre-application projects. The TRT meets on a regular basis to provide comments, concerns, recommendations, and a permit/license determination for pre-application projects prior to the submittal of a formal application. The TRT shall include the Building Commissioner, Conservation Commission, Planning Board Administrator, Zoning Board of Appeals (ZBA), the Board of Health, the Division of Planning & Economic Development, the Department of Public Works, the Disability Commission, the Fire Department, and the Police Department.

**Variance:** Relief from certain dimensional and/or use requirements of the Framingham Zoning Ordinances.

**\*Note:** Additional definitions are provided in the Framingham Zoning Ordinances (Section I.E.)

## Appendix B: Resources and References

The City of Framingham has many resources in addition to the department staff. Below are several documents that should be referenced in preparation of an application or project.

- Framingham Master Land Use Plan
- Framingham Zoning Ordinances
- Framingham General Ordinances
- Zoning Board of Appeals Rules, Regulations and Hearing Procedures
- Zoning Board of Appeals Comprehensive Permit Rules and Regulations
- Planning Board Rules and Regulations
- Rules and Regulations Governing the Subdivision of Land in Framingham
- Wetland Protection Act
- Wetlands Protection Ordinances and associated Regulations
- Framingham Conservation Master Plan

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## Appendix C: Quick Reference Contact List

**3.3.1 Stage One:** Preliminary meeting with representatives from the Planning Board, the Department of Inspectional Services (Building Department).

Planning Board Administrator (point of contact)

Building Commissioner

### **Scheduling a Preliminary Meeting**

#### **Electronic Submittal:**

[planning.board@framinghamma.gov](mailto:planning.board@framinghamma.gov)

Subject Line: Scheduling a Preliminary Meeting

#### **Preliminary Meeting Request:**

(508) 532-5450

**3.3.2 Stage Two:** Pre-Application Project Review Requirements

Technical Review Team Coordinator(s)

- Planning Board Administrator (point of contact)
- Building Commissioner

#### **Document Submittal for Technical Review Team - Electronic Submittal:**

[planning.board@framinghamma.gov](mailto:planning.board@framinghamma.gov)

Subject Line: Technical Review Team Documentation

#### **Technical Review Team Questions:**

(508) 532-5450

**3.3.3 Stage Three:** Application Submittal

Permit Granting Authority Coordinator(s)

- Board of Health –Director of Public Health
- Licensing Commission
- Department of Inspectional Services (Building Department) –Building Commissioner
- Conservation Commission –Conservation Commission Administrator
- Planning Board - Planning Board Administrator
- Zoning Board of Appeals (ZBA) - Zoning Board of Appeals Administrator

**3.3.5 Stage Five:** Construction –Conformance

Conformance Review Team Coordinator(s)

- Planning Board - Associate Planner
- Building Department – Building Plans Examiner

#### **Electronic Submittal:**

[planning.board@framinghamma.gov](mailto:planning.board@framinghamma.gov)

Subject Line: Pre-construction Meeting Request

#### **Conformance Review Team Questions:**

(508) 532-5450

## Appendix D: Meeting Calendar

### City Board and Commission, Technical Review Team, and Conformance Review Team Meeting Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1		CC++	TRT+ CON COM++	PB++	
Week 2			CRT+    ZBA++	PB++	
Week 3		CC++	TRT+ CON COM++	PB++	
Week 4			CRT+	PB++	
Week 5			CON COM*++	PB++	

\*For the purposes of land management  
 + meetings between 9:00am-5:00pm  
 ++ meetings between 7:00pm-10:00pm

**CON COM** - Conservation Commission: 1<sup>ST</sup> & 3<sup>RD</sup> Wednesday of each month and 5<sup>th</sup> Wednesday

**BOH** - Board of Health: Based on availability of Board Members

**CC** – City Council: 1<sup>st</sup> & 3<sup>rd</sup> Tuesday of each month

**PB** - Planning Board: Every Thursday

**ZBA** - Zoning Board of Appeals: 2<sup>nd</sup> Wednesday of each month

**TRT** – Technical Review Team: 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month

**CRT** – Conformance Review Team: 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month

## Appendix E: Permit Matrix

	Building Department	Planning Board	Licensing Commission	Conservation Commission	Board of Health	Fire Department	Zoning Board of Appeals	Department of Public Works	Other
Abbreviated Notice of Resource Area Delineation (ANRAD)				X					
Affordable Housing Units (AHU)		X							
Animal Permit					X				
Annual Inspections Places of Assembly	X								
Appeals of the Building Commissioner							X		
Approval Not required (ANR)		X							
Auctioneer's Licenses			X						
Automatic Amusement Devices			X						
Automotive Dealer License			X						
Bingo Permit			X						
Blasting Permit						X			
Body Art					X				
Building Permit	X								
Carbon Monoxide System Installation						X			
Carnival License			X						
Certificate of Compliance				X					
Certificate of Occupancy	X								
Chapter 43D		X							
Coin-Operated Machine Licenses			X						
Commercial Building Permit	X								
Commercial Garage			X						
Common Victualer License			X						

	Building Department	Planning Board	Licensing Commission	Conservation Commission	Board of Health	Fire Department	Zoning Board of Appeals	Department of Public Works	Other
Compressed Natural Gas Systems						X			
Definitive Development Plan		X							
Disposal System Construction Permit					X				
Disposal Works Installer's Permit					X				
Determination of Applicability				X					
Dust Producing Operations						X			
Electrical Permit/Inspection	X								
Explosives & Black Powders						X			
Fire Alarm System Installation						X			
Fire Detection and Suppression Systems	X					X			
Fire Flow/Pump Test	X					X			
Flammable Materials	X					X			
Food Establishment	X				X				
Food Permit					X				
Foreclosed Property Registration	X								
Gas Permit Application	X								
Hazardous Material Processing						X			
Hazardous Tree Removal; in wetland jurisdictional area				X					
Hawker and Peddlers License			X						
Industrial Sewer Permit			X						
Installation of an Aboveground Storage Tank						X			
Installation of an Underground Storage Tank						X			
Junk Collector or Dealer			X						
Land Disturbance		X							
Liquefied Petroleum Gas						X			
Liquor License			X						

	Building Department	Planning Board	Licensing Commission	Conservation Commission	Board of Health	Fire Department	Zoning Board of Appeals	Department of Public Works	Other
Livery License			X						
Master Box Connections						X			
Medical Marijuana Permit					X				
Marijuana Establishment		X			X				
Modification to a Public Way		X						X	
Motel/Hotel/Inn Permit					X				
Moving Buildings in Public Way	X		X					X	
Natural/Propane Gas Permit	X					X	X		
Notice of Intent				X					
Oil Burner & Tank						X			
Order of Conditions (OOC)				X					
Order of Resource Area Delineation (RAD)				X					
Plumbing Permits/Inspections	X								
Pool Permit Application	X								
Public Way Access Permit		X						X	
Residential Building Permit	X								
Removal of an Aboveground Storage Tank						X			
Removal of an Underground Storage Tank						X			
Rubbish Containers/Dumpsters						X			
Rubbish Permit					X				
Scenic Road Permit		X							
Second Hand License									
Septic System Installation					X			X	
Sheet Fuel Burning Stove Permit	X								
Sign Permit	X								
Site Plan Review		X							

	Building Department	Planning Board	Licensing Commission	Conservation Commission	Board of Health	Fire Department	Zoning Board of Appeals	Department of Public Works	Other
Solid Fuel Burning Stove Permit	X								
Special Permit		X					X		
Storage/Use/Manufacturer of Flammable Gases/Solids/Combustibles						X			
Street Opening Permit								X	
Subdivision (Preliminary) Plan		X							
Subdivision, Minor Definitive		X							
Subdivision, Major Definitive		X							
Subdivision, Certificate of Completion		X							
Subdivision, Covenant		X							
Sunday Entertainment License			X						
Swimming/Wading/Pool Permit					X				
Tanning Salon Permit					X				
Tar Kettle						X			
Taxi Cab Permit/License			X						
Temporary Food Services					X				
Tobacco Location Permit					X				
Trench Permit	X							X	
Underground Storage Tank			X						
Utility Pole Locations				X				X	
Variance							X		
Waste Oil Burner						X			
Welding & Cutting						X			
Well Construction Permit					X				

## Appendix F: Chapter 43D Expedited Permitting

### **Expedited Permitting**

At the 2013 Annual Town Meeting, Framingham adopted 420 CMR Chapter 43D Expedited Permitting. Properties designated under Chapter 43D are known as Priority Development Site (PDS). The permitting process governing 43D projects is described below.

### **Priority Development Sites**

1672 Worcester Road, 1800 Worcester Road, 1898RR Worcester Road, 1900R Worcester Road, 1900RR Worcester Road, 100 Crossing Blvd, 149 Crossing Blvd, 150 Crossing Blvd, 175 Crossing Blvd, 200 Crossing Blvd, 225 Crossing Blvd, 150 Gates Street, 100 Staples Drive, 200 Staples Drive, 400 Staples Drive, 500 Staples Drive, 740 Cochituate Road, 750 Cochituate Road, and 156 Speen Street, 9 Pleasant Street Connector, 15 Pleasant Street Connector, 10 California Ave, 11 California Ave, 40 California Ave, 1 The Mountain Road, 5 The Mountain Road, 100 The Mountain Road, 0 Pennsylvania Ave, 100 Pennsylvania Ave, 105 Pennsylvania Ave, 115 Pennsylvania Ave, 125 Pennsylvania Ave, 135 Pennsylvania Ave, 137 Pennsylvania Ave, 145 Pennsylvania Ave, 0 New York Ave RR, 1 New York Ave, 2 New York Ave, 31 New York Ave, 33 New York Ave, 45 New York Ave, 47 New York Ave, 49 New York Ave, 51 New York Ave, 55 New York Ave, 74 New York Ave, 84 New York Ave, 86 New York Ave, 86R New York Ave, 88 New York Ave, 92 New York Ave, and 0 Pleasant Street.

### **Application and Completeness Review**

The City of Framingham shall provide the applicant with a comprehensive packet of permit applications necessary to complete the PDS project. To determine the applicable permits for the project, the TRT shall conduct a preliminary review and conference with the applicant. Once the applicant has submitted the application packet, the Permit Coordinator (Planning Board Administrator) has twenty (20) business-days to determine the application packet completeness. Once the application package has been deemed complete, the one-hundred and eight (180) days review period shall commence the day after the applications is stamped with the City Clerk.

If an application package is deemed incomplete, the Permit Coordinator shall notify the applicant in writing by certified mail with an explanation as to why the application package is incomplete, and request the information necessary to complete the application package. The resubmission of the application package will begin a new twenty (20) business day completeness review period. Subsequent completeness decision must be sent by certified mail and conform to the process outlined herein.

### **Permitting Process**

The City of Framingham must complete the local permitting process within one-hundred (180) calendar days after the certified notice of completeness was sent, or the twenty (20) day completeness review period has expired and the applications are deemed to be complete. This period may be waived or extended for good cause upon written request of the applicant with the consent of the Mayor or upon written request of a PGA with the consent of the applicant. Permits from various Boards and Committees shall be reviewed simultaneously.

The City of Framingham may extend the one-hundred and eighty (180) calendar day review if a previously unidentified permit or review has been determined necessary within the first one-hundred and fifty (150) calendar days of the process. When the Mayor determines that a previously unidentified permit is necessary, the Permit Coordinator must send immediate notice of such additional requirements to the Applicant by certified mail and a copy to the Mayor. The Mayor may exercise the extension for a maximum of thirty (30) calendar days. Where public notice and comment or hearing are required for the previously unidentified permit, the required action date shall not be later than thirty (30) days from the close of the hearings or comment period, which shall be scheduled to commence as quickly as publication allows.

### **Extensions**

The one-hundred and eighty (180) calendar day review period may be extended when an issuing authority determines that:

1. Action by another federal, state, or municipal government agency not subject to this act is required before the issuing authority may act;
2. Pending judicial proceedings affect the ability of the issuing authority or applicant to proceed with the application; or
3. Enforcement proceedings that could result in revocation of an existing permit for that facility or activity or denial of the application have been commenced.

In those circumstances, the Permit Coordinator shall provide written notification to the applicant and the Mayor. When the reason of extension is no longer applicable, the Permit Coordinator shall immediately notify the applicant by certified mail and the Mayor. The Permit Coordinator shall complete its decision within the time period specified in this section, beginning the day after the notice is issued by the Permit Coordinator.

If the Permit Coordinator, in consultation with the permit issuing authority, has determined that substantial modification to the project since the application render the permit issuing authority incapable of making a decision on an application, an extension of the one-hundred and eighty (180) calendar day review period may be granted by the Mayor for demonstrated good cause at the written request of the permit issuing authority. The permit issuing authority shall provide terms for the extension including the number of additional days requested. Within ten (10) business days of the receipt of the request, the Mayor shall respond to the permit issuing authority with an extension determination.

If the applicant makes substantial modification to a project for the purpose of public benefit, the permit issuing authority may request an extension from the Mayor through the Permit Coordinator, and if granted, shall make every reasonable effort to expedite the processing of the permit application.

### **Permit Modification**

Permit issuing authorities shall make every reasonable effort to review permit modification requests within as short a period as is feasible to maintain the integrity of the expedited permitting process. A permit issuing authority, through the TRT and/or Permit Coordinator shall inform the applicant within

twenty (20) business days of receipt of request whether the modification is approved, denied, determined to be substantial or requires additional information for the issuing authority to issue a decision. If additional information is required, the TRT and/or Permit Coordinator shall inform an applicant by certified mail within twenty (20) business days after the receipt of the required additional information whether the modification is approved or denied or that further additional information is required by the authority in order to render a decision.

### **Automatic Grant of Approval**

Failure by a permit issuing authority to take final action on a permit within the one-hundred and eighty (180) calendar day review period, or properly extended review period, shall be considered a grant of the relief requested of that authority. In such case, within fourteen (14) days after the date of expiration of the time period, the applicant shall file an affidavit with the City Clerk, attaching the application, setting forth the facts, giving rise to the grant and stating that notice of the grant has been mailed, by certified mail, to all parties to the proceedings as defined by 400 CMR 2.03 and all persons entitled to notice of hearing in connection with the application as defined by 400 CMR 2.03.

### **Appeals**

Appeals of a permit issuing authority decision or from an automatic grant of approval shall be filed within twenty (20) calendar days after the last individual permitting decision has been rendered or within twenty (20) calendar days after the conclusion of the one-hundred and eighty (180) calendar day period, whichever is later. The one-hundred and eighty (180) calendar day period shall be increased by the number of days in any extension granted under this chapter.

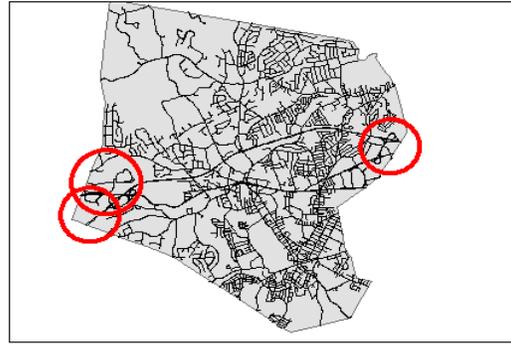
The applicant or any person aggrieved by a final decision of any issuing authority, or by the failure of that authority to take final action concerning the application within the time specified, whether or not previously a party to the proceeding, or any governmental officer, board, or agency, may appeal to the Division of Administrative Law Appeals (DALA) by bringing an action within twenty (20) calendar days after a written decision was or should have been rendered. Appeals from decisions of multiple permitting authorities shall be filed simultaneously and shall be consolidated for purposes of hearing and decision. This section shall not apply to appeals pursuant to M.G.L. c. 131, Sections 40 and 40A, which shall continue to be appealed in accordance with said M.G.L. c. 30A, Section 131, and applicable regulations.

When hearing appeals under this chapter, DALA shall revise its rules, procedures, and regulations to the extent necessary to accord with the requirements of M.G.L. c. 43D. DALA shall render a final written decision within ninety (90) calendar days of the receipt of the appeal. Thereafter, an aggrieved party may appeal to the superior court department or to the Land Court in accordance with M.G.L. c. 185, Section 3A, by bringing action within twenty (20) calendar days after a written decision was or should have been rendered.

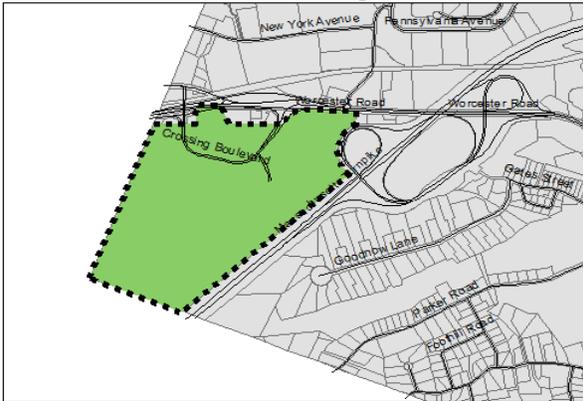
Framingham Technology Park



Priority Development Areas



9/90 Crossing



TJX



## Appendix G: Permit Checklist for Stages Three and Four

Reference: A Best Practices Model for Streamlined Local Permitting, The Massachusetts Association of Regional Planning Agencies (MARPA), November 30, 2007. Modifications have been made from the original template to meet the needs of Framingham.

### Framingham Conservation Commission Permitting Flow Chart

This Permit Flow Chart was developed to help applicants understand the requirements of permitting within Framingham. This Permitting Flow Chart shall not be constituted or relied upon as legal advice.

#### REQUEST FOR DETERMINATION OF APPLICABILITY (RDA)

Applicant: \_\_\_\_\_ Application Number: \_\_\_\_\_

	Action/Task	Who	Date(s)	Note(s)
	1. Obtain Certified List of Abutters from the Assessor's Office.	A		
	2. Completed Request for Determination (RDA) is filed with the Conservation Commission.	A		
	3. Hearing date is scheduled.	B		
	4. Abutters are notified within seven (7) business days (does not include weekends, holidays, or the night of the meeting).	A		
	5. Legal notice is published within five (5) days of the hearing in the Metrowest Daily News.	B		
	6. Pre-hearing site visit is held the Friday morning before the hearing, unless delayed due to holidays or storm events.	A, B		
	7. Conservation Commission Meeting Agenda is posted within forty-eight (48) hours of the scheduled meeting on the City's website.	B, C		
	8. Application is heard within twenty-one (21) days of completed RDA submittal.	B		
	9. A decision, in the form of a Determination of Applicability (DOA) is issued within twenty-one (21) days of the RDA submittal.	B		
	10. Appeals must be made within ten (10) days for state conditions and sixty (60) days for Ordinance conditions.	A,O		
	11. Applicant may start work if a Negative DOA is issued, and the appeal period has passed without incident. The applicant must file a Notice of Intent if the Commission issues a Positive DOA.	A		

A= Applicant  
 B= Conservation Commission  
 C= City Clerk  
 O= Other Party

## Framingham Conservation Commission Permitting Flow Chart

This Permit Flow Chart was developed to help applicants understand the requirements of permitting within Framingham. This Permitting Flow Chart shall not be constituted or relied upon as legal advice.

### ABBREVIATED NOTICE OF RESOURCE AREA DELINEATION (ANRAD)

Applicant: \_\_\_\_\_ Application Number: \_\_\_\_\_

	Action/Task	Who	Date(s)	Note(s)
	1. Obtain Certified List of Abutters from the Assessor's Office.	A		
	2. Completed application is filed with the Conservation Commission.	A		
	3. Hearing date is scheduled.	B		
	4. Abutters are notified within seven (7) business days (does not include weekends, holidays, or the night of the meeting).	A		
	5. Legal notice is published within five (5) days of the hearing in the Metrowest Daily News.	B		
	6. Application is heard within twenty-one (21) days of submitted, complete ANRAD. <b>*Note:</b> no delineations are permitted between December 1 and April 1 of each year, unless approved by the Conservation Commission.	B		
	7. Pre-hearing site visit is held the Friday morning before the hearing, unless delayed due to holidays or storm events.	A,B		
	8. Conservation Commission Meeting Agenda is posted within forty-eight (48) hours of the scheduled meeting on the City's website.	B,C		
	9. First public hearing is held. The Commission may request a Saturday morning site visit to allow the members to observe the site.	B		
	10. Public hearing is continued if further information is necessary and the applicant is amenable. The hearing is closed if the Commission is satisfied with the delineation as shown in the ANRAD. Once the hearing is closed, the Commission must issue a decision in the form of an Order of Resource Area Delineation within twenty-one (21) days.	A, B		
	11. Obtain Order of Resource Area Delineation (ORAD) from the Conservation Commission. The ORAD is issued when it is mailed to the Applicant, or picked-up by the Applicant. <b>*Note:</b> an ORAD <b>does not permit work</b> — it validates jurisdictional wetland resource areas under protected laws.	A		
	12. Appeals must be made within ten (10) days for state conditions and sixty (60) days for Ordinances conditions.	A, O		

A = Applicant  
 B = Conservation Commission  
 C = City Clerk  
 O = Other Party

## Framingham Conservation Commission Permitting Checklist

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### NOTICE OF INTENT (NOI)

**Applicant:** \_\_\_\_\_ **Application Number:** \_\_\_\_\_

	Action/Task	Who	Date(s)	Note(s)
	1. Obtain Certified List of Abutters from the Assessor's Office.	A		
	2. Contact the Conservation Commission for required items to be sent with the Notice of Intent (NOI). Completed Application is filed with the Conservation Commission.	A		
	3. Hearing date is scheduled.	B		
	4. Abutters are notified within seven (7) business days (does not include weekends, holidays or the night of the meeting).	A		
	5. Legal notice is published within five (5) days of the hearing in the Metrowest Daily News.	B		
	6. Pre-hearing site visit is held the Friday morning before the hearing, unless delayed due to holidays or storm events.	A, B		
	7. Conservation Commission Meeting Agenda is posted within forty-eight (48) hours of the scheduled meeting on the City's website.	B, C		
	8. First public hearing is held: NOI is heard within twenty-one (21) days of completed NOI submittal.	B		
	9. Public hearing is continued if further information is necessary and the applicant is amenable. The hearing is closed if the Commission is satisfied with the NOI or the applicant is not amenable to continuing. Once the hearing is closed, the Commission must issue a decision in the form of an Order of Conditions (OOC) within twenty-one (21) days.	B		
	10. OOC is issued once picked up by the applicant, or mailed to the applicant.	B		
	11. Appeals must be made within ten days for state conditions and sixty (60) days for Ordinance conditions, as necessary.	A, O		
	12. OOC must be recorded with the Registry of Deeds. Proof of recording must be submitted to the Commission. A sign with the DEP File Number, visible from the street, must be displayed; erosion controls must be installed, and an OOC Acknowledgement Form must be signed by all parties involved with original signatures.	A		
	13. Pre-construction site visit must be scheduled. (Construction may begin once appeal periods have passed and no appeals have been filed.)	A, B		
	14. Once all conditions have been met under the Order of Conditions (OOC) and all work is complete, a WPA Form 8a, Request for Certificate of Compliance, must be submitted along with an as-	A,		

	built plan (dated and stamped), and a letter from a professional engineer, surveyor, or wetland scientist stating compliance with the OOC and detailing any deviations.			
	15. Once a completed request has been received, a Certificate of Compliance (COC) Site Visit must be scheduled and performed.	B		
	16. If all work is completed satisfactorily, a COC will be signed within 21 days of the submittal of the request form. If there are any outstanding issues, the applicant must attend a meeting with the Conservation Commission. A denial will then be issued detailing any conditions needed to meet compliance with the OOC. <b>*Note:</b> these conditions must be met to receive a COC.	B, A		
	17. COC, once received on WPA Form 8B, Certificate of Compliance is recorded at the Registry of Deeds and Proof of Recording must be submitted to the Conservation Commission.	A		
A = Applicant B = Conservation Commission C = City Clerk O = Other Party				

Framingham Conservation Commission Permitting Checklist				
This Permit Flow Chart was developed to help applicants understand the requirements of permitting within Framingham. This Permitting Flow Chart shall not be constituted or relied upon as legal advice.				
DETERMINATION OF APPLICABILITY (DOA)				
Applicant: _____ Application Number: _____ _____				
	Action/Task	Who	Date(s)	Note(s)
	1. Obtain Determination of Applicability (DOA) from the Commission. The DOA is issued when the permit is mailed, or picked-up by the applicant	A		
	2. Appeals must be made within ten (10) days for state conditions and sixty (60) days for Ordinance conditions.	A,O		
	3. Applicant may start work if a Negative DOA is issued and the appeal period has passed without incident. The applicant must file a Notice of Intent (NOI) if the Commission issues a Positive DOA.	A		
A = Applicant B = Conservation Commission C = City Clerk O = Other Party				

## Framingham Conservation Commission Permitting Checklist

This Permit Flow Chart was developed to help applicants understand the requirements of permitting within Framingham. This Permitting Flow Chart shall not be constituted or relied upon as legal advice.

### ORDER OF RESOURCE AREA DELINEATION (ORAD)

**Applicant:** \_\_\_\_\_ **Application Number:** \_\_\_\_\_

	Action/Task	Who	Date(s)	Note(s)
	1. Obtain Order of Resource Area Delineation (ORAD) from the Conservation Commission. The ORAD is issued when it is mailed to the applicant, or handpicked-up by the applicant. <b>*Note:</b> an ORAD <b>does not permit work</b> — it validates jurisdictional wetland resource areas under protected laws.	A		
	2. Appeals must be made within ten days for state conditions and sixty (60) days for Ordinance conditions, as necessary.	A, O		
	3. ORAD must be recorded with the Registry of Deeds. Proof of recording must be submitted to the Commission.	A		
	4. Applicant must file subsequent paperwork for work. Contact the Conservation Commission for specific information.	A		

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## Framingham Conservation Commission Permitting Checklist

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### ORDER OF CONDITIONS (OOC)

**Applicant:** \_\_\_\_\_ **Application Number:** \_\_\_\_\_

	Action/Task	Who	Date(s)	Note(s)
	1. Approved OOC must be issued. OOC is issued on the date that it is either picked up by the applicant, or mailed to the applicant.	B		
	2. OOC must be recorded with the Registry of Deeds. Proof of recording must be submitted to the Commission. A sign with the DEP File Number, visible from the street, must be displayed; erosion controls must be installed and; an OOC Acknowledgement Form must be signed by all parties involved with original signatures.	A		
	3. Pre-construction site visit must be scheduled.	A, B		
	4. Once all conditions have been met under the Order of Conditions (OOC) and all work is complete, a WPA Form 8a, Request for Certificate of Compliance, must be submitted along with an as-built plan (dated and stamped), and a letter from a professional engineer, surveyor, or wetland scientist stating compliance with the OOC and detailing any deviations.	A,		
	5. Once a completed request has been received, a Certificate of Compliance (COC) Site Visit must be scheduled and performed.	B		
	6. If all work is completed satisfactorily, a COC will be signed within twenty-one (21) days of the submittal of the request form. If there are any outstanding issues, the applicant must attend a meeting with the Conservation Commission. A denial will then be issued detailing any conditions needed to meet compliance with the OOC. <b>*Note:</b> these conditions must be met to receive a COC.	B, A		
	7. COC, once received on WPA Form 8b: Certificate of Compliance, is recorded at the Registry of Deeds and proof of recording must be submitted to the Conservation Commission.	A		

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 C = City Clerk  
 O = Other Party

## Framingham Conservation Commission Permitting Checklist

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### CERTIFICATE OF COMPLIANCE (COC)

**Applicant:** \_\_\_\_\_ **Application Number:** \_\_\_\_\_

	Action/Task	Who	Date(s)	Note(s)
	1. Once all conditions have been met under the Order of Conditions (OOC) and all work is complete, a WPA Form 8a, Request for Certificate of Compliance, must be submitted along with an as-built plan (dated and stamped), and a letter from a professional engineer, surveyor, or wetland scientist stating compliance with the OOC and detailing any deviations.	A, B		
	2. Once a completed request has been received, a Certificate of Compliance (COC) Site Visit must be scheduled and performed.	B		
	3. If all work is completed satisfactorily, a COC will be signed within twenty-one (21) days of the submittal of the request form. If there are any outstanding issues, the applicant must attend a meeting with the Conservation Commission. A denial will then be issued detailing any conditions needed to meet compliance with the OOC. *Note: these conditions must be met to receive a COC.	B		
	4. COC, once received on WPA Form 8b: Certificate of Compliance, is recorded at the Registry of Deeds and proof of recording must be submitted to the Conservation Commission.	A		

A = Applicant  
 B = Conservation Commission  
 C = City Clerk  
 O = Other Party

## Framingham Planning Board Permitting Flow Chart

This Permit Flow Chart was developed to help applicants understand the requirements of permitting within Framingham. This Permitting Flow Chart shall not be constituted or relied upon as legal advice.

### SITE PLAN REVIEW

**Applicant:** \_\_\_\_\_ **Application Number:** \_\_\_\_\_

	Action/Task	Who	Date(s)	Note(s)
	1. Applicant provides Building Commissioner with the application for Building Commissioner determination.	A, B		
	2. Application filed with the Planning Board.	A, B, P		
	3. Complete application is filed with the City Clerk.	C, P,		
	4. Copies of the application and supporting material is provided to other municipal departments for review (comments due back in thirty-five (35) days after receipt by reviewing department).	D, P		

5. First Public Hearing date set (scheduled within thirty (30) days of deeming an application complete).	P		
6. Notice of Public Hearing stamped with the City Clerk.	C , P		
7. Notice of Public Hearing mailed in accordance with M.G.L. c. 40A, Section 11.	P		
8. First Notice of Public Hearing published in local newspaper (at least fourteen (14) days prior to first public hearing).	P		
9. Second Notice of Public Hearing published in local newspaper (at least seven (7) days prior to first public hearing).	P		
10. First Public Hearing opened (within sixty-five (65) days of a complete application filed with the City Clerk (#3)).	P		
11. Public Hearing is closed (starts the sixty (60) day clock on decision and final action taken).	P		
12. Decision (must be made within sixty (60) days of close of Public Hearing (#11)).	P		
13. Final Action (written decision, notice of decision, and detailed record of proceedings filed with City Clerk within fourteen (14) days of decision, and no longer than sixty (60) days from close of public hearing (#11)).	C , P		
14. Notice of Decision mailed to Abutters/seven (7) abutting municipalities/District Councilors/Parties of Interest.	P		
15. Notice of Decision Determination published in local newspaper within ten (10) days of written decision filed with the City Clerk (#13).	P		
16. Appeals (must be within twenty (20) days after written decision filed with City Clerk (#13)).	A, C, O		
17. Certification by City Clerk (after twenty (20) days has elapsed since number thirteen (13) with or without an appeal).	C		
18. Recording of the Decision (certified written Decision and City Clerk certification (#17) must be recorded with Registry of Deeds and proof of recording provided to Planning Board.	A		
19. Substantial Use or Construction (must be started within two (2) years or permit lapses).	A, B		
A = Applicant C = City Clerk O = Other Party B = Building Commissioner D = City Reviewing Departments P = Planning Board			

## Framingham Planning Board Permitting Checklist

This Permit Flow Chart was developed to help applicants understand the requirements of permitting within Framingham. This Permitting Flow Chart shall not be constituted or relied upon as legal advice.

### PLANNING BOARD - SPECIAL PERMIT

**Applicant:** \_\_\_\_\_ **Application Number:** \_\_\_\_\_

	Action/Task	Who	Date(s)	Note(s)
	1. Applicant provides Building Commissioner with the application for Building Commissioner Determination.	A, B		
	2. Application with Building Commissioner Determination is filed with Planning Board.	A, B, P		
	3. Complete application is filed with the City Clerk.	C, P		
	4. Copies of the application and supporting material is provided to other municipal departments for review (comments due back in thirty-five (35) days after receipt by reviewing department).	D, P		
	5. First Public Hearing date set (scheduled within sixty-five (65) days of deeming an application complete).	P		
	6. Notice of Public Hearing stamped with the City Clerk.	C, P		
	7. Notice of Public Hearing mailed in accordance with M.G.L. c. 40A, Section 11.	P		
	8. First Notice of Public Hearing published in local newspaper (at least fourteen (14) days prior to first public hearing).	P		
	9. Second Notice of Public Hearing published in local newspaper (at least seven (7) days prior to first public hearing).	P		
	10. First Public Hearing opened (within sixty-five (65) days of a complete application filed with the City Clerk (#3)).	P		
	11. Public Hearing is closed (starts the ninety (90) day clock on decision and final action taken).	P		
	12. Decision (must be made within ninety (90) days of close of Public Hearing (#11)).	P		
	13. Final Action (written decision, notice of decision, and detailed record of proceedings filed with City Clerk within fourteen (14) days of decision and no longer than ninety (90) days from close of public hearing (#11)).	C, P		
	14. Notice of Decision mailed to abutting municipalities/District Councilors/Parties of Interest.	P		
	15. Notice of Decision Determination published in local newspaper within ten (10) days of written decision filed with the City Clerk (#13).	P		
	16. Appeals (must be within twenty (20) days after written decision filed with City Clerk (#13)).	A, C, O		
	17. Certification by City Clerk (after twenty (20) days has elapsed since #13 with or without an appeal).	C		
	18. Recording of the Decision (certified written Decision and City Clerk certification (#17) must be recorded with Registry of Deeds and proof of recording provided to Planning Board.	A		
	19. Substantial Use or Construction (must be started within two (2) years or permit lapses).	A, B		

A = Applicant	B = Building Commissioner
C = City Clerk	D = City Reviewing Departments
O = Other Party	P = Planning Board

## Framingham Zoning Board of Appeals Permitting Checklist

This Permit Flow Chart was developed to help applicants understand the requirements of permitting within Framingham. This Permitting Flow Chart shall not be constituted or relied upon as legal advice.

### VARIANCE

**Applicant:** \_\_\_\_\_ **Application Number:** \_\_\_\_\_

	Action/Task	Who	Date(s)	Note(s)
	1. Applicant provides Building Commissioner with the application for Building Commissioner Determination.	A, B		
	2. Application with Building Commissioner Determination is filed with Zoning Board of Appeals (ZBA) application.	A, B, Z		
	3. Complete application is filed with the City Clerk.	Z, C		
	4. Copies of the application and supporting material is provided to other City Departments for review (comments due back in twenty-one (21) days after receipt by reviewing department).	Z, D		
	5. First Public Hearing date set (scheduled within sixty-five (65) days of deeming an application complete).	Z		
	6. Notice of Public Hearing stamped with the City Clerk.	Z, C		
	7. Notice of Public Hearing mailed in accordance with M.G.L. c. 40A, Section 11.	Z		
	8. First Notice of Public Hearing published in local newspaper (at least fourteen (14) days prior to first public hearing).	Z		
	9. Second Notice of Public Hearing published in local newspaper (at least seven (7) days prior to first public hearing).	Z		
	10. First Public Hearing opened (within sixty-five (65) days of a complete application filed with City Clerk (#3)).	Z		
	11. Decision (must be made within one-hundred (100) days of filing with the City Clerk* (#3)).	Z		
	12. Final Action (written decision, notice of decision, and detailed record of proceedings filed with the City Clerk within fourteen (14) days of decision, and no longer than one-hundred (100) days of filing with City Clerk* (#3)).	Z, C		
	13. Notice of Decision mailed to Abutters/7 Abutting municipalities/City Councilors/Parties of Interest.	Z		
	14. Notice of Decision Determination published in local newspaper within twelve (12) days of written decision filed with City Clerk (#13).	Z		
	15. Appeals (must be within twenty (20) days after written decision filed with the City Clerk (#13)).	A, C, O		

	16. Certification by the City Clerk (after twenty (20) days has elapsed since #13 with or without an appeal).	C		
	17. Recording of the Decision (certified written decision and City Clerk certification (#17) must be recorded with Registry of Deeds and proof of recording provided to Building Department and Zoning Board of Appeals).	A		
	18. Substantial Use or Construction (must be started within one (1) year or permit lapses).	A, B		
A = Applicant C = City Clerk O = Other Party B = Building Commissioner D = City Reviewing Departments Z = Zoning Board of Appeals				

\* unless decision deadline extended by mutual agreement

## Framingham Zoning Board of Appeals Permitting Checklist

This Permit Flow Chart was developed to help applicants understand the requirements of permitting within Framingham. This Permitting Flow Chart shall not be constituted or relied upon as legal advice.

### ZONING BOARD OF APPEALS - SPECIAL PERMIT

**Applicant:** \_\_\_\_\_ **Application Number:** \_\_\_\_\_

	Action/Task	Who	Date(s)	Note(s)
	1. Applicant provides Building Commissioner with the application for Building Commissioner Determination.	A, B		
	2. Application with Building Commissioner Determination is filed with Zoning Board of Appeals application.	A, B, Z		
	3. Complete application is filed with the City Clerk.	Z, C		
	4. Copies of the application and supporting material is provided to other City Departments for review (comments due back in thirty-five (35) days after receipt by reviewing department).	Z, D		
	5. First Public Hearing date set (scheduled within sixty-five (65) days of deeming an application complete).	Z		
	6. Notice of Public Hearing stamped with the City Clerk.	Z, C		
	7. Notice of Public Hearing mailed in accordance with M.G.L. c. 40A, Section 11.	Z		
	8. First Notice of Public Hearing published in local newspaper (at least fourteen (14) days prior to first public hearing).	Z		
	9. Second Notice of Public Hearing published in local newspaper (at least seven (7) days prior to first public hearing).	Z		
	10. First Public Hearing opened (within sixty-five (65) days of a complete application filed with City Clerk (#3)).	Z		
	11. Public Hearing is closed (starts the ninety (90) day clock on decision and final action taken).	Z		
	12. Decision (must be made within ninety (90) days of close of Public Hearing (#11)).	Z		
	13. Final Action (written decision) filed with the City Clerk within fourteen (14) days of decision and no longer than ninety (90) days from close of public hearing (#11).	Z, C		
	14. Notice of Decision mailed to abutters/7 Abutting municipalities/City Council/Parties of Interest.	Z		
	15. Notice of Decision Determination published in local newspaper within twelve (12) days of written decision filed with City Clerk (#13).	Z		
	16. Appeals (must be within twenty (20) days after written decision filed with the City Clerk (#13)).	A, C, O		

	17. Certification by the City Clerk (after twenty (20) days has elapsed since #13 with or without an appeal).	C		
	18. Recording of the Decision (certified written decision and City Clerk certification (#17) must be recorded with Registry of Deeds and proof of recording provided to Building Department and Zoning Board of Appeals).	A		
	19. Substantial Use or Construction (must be started within two (2) years or permit lapses).	A, B		
A = Applicant C = City Clerk O = Other Party B = Building Commissioner D = City Reviewing Departments Z = Zoning Board of Appeals				