



## Framingham Planning Board Uniform Site Plan Review Application Package

### INSTRUCTIONS

Please submit **entire** application form and return to the Planning Board including the following:

- One (1) original signed application packet
- Five (5) full size (22x34) copies of the site plan
- Thirteen (13) half sized (11x17) copies of the site plan
- One (1) copy of all reports/impact assessments and supporting documents
- All application material must be submitted to the Planning Board Office in PDF form on a CD or DVD
- Full payment of application fee. *See attached fee schedule*

**Please note:**

*Additional Consultant Review fees may be required as applicable and determined by the Planning Board.  
Applicants will be billed separately by the newspaper for the required public hearing legal notices.*

**Please note:**

*per the Planning Board Rules and Regulations*

**Article 10.3** Applicants must submit new or revised materials, documents or plans no later than 5:00 pm on the Thursday preceding the scheduled meeting in order for the materials to receive consideration at that meeting. Documents requiring staff or department review and response will need to be submitted two (2) weeks prior to the scheduled hearing's submittal deadline.

**\*\*\* Supplemental/Revised submissions are required to submit all revised materials electronically and Thirteen (13) half sized (11x17) copies and five (5) full sized (22x34) copies as noted above. Materials not received electronically will not be accepted.**

**Article 10.4** The Planning Board Director shall not schedule for consideration by the Board an application which is not deemed complete.

**A complete version of the Planning Board Rules and Regulations can be found on our webpage**

Upon receipt of an application submittal, Planning Board Staff will review and if deemed **complete**, the application will be date and time stamped by the Planning Board Office. The review procedure will be conducted pursuant to MGL 40A, Framingham Zoning By-Law and Planning Board Rules and Regulations. Planning Board Staff will process complete application submittal in the following manner

- Distribute application submittal to the Planning Board, Town Clerk and Town Departments
- Schedule a Public Hearing
- Set the dates for legal notices to be published in the newspaper
- Post the Public Hearing notice
- Distribute the Public Hearing notice to interested parties/abutters
- Schedule a departmental review meeting prior to the Public Hearing
- Set the deadline for receipt of written departmental review comments

## Site Plan Review Application Checklist

Please complete and submit with application packet.

Please insure that your application and plans include all the items below. If you answered **NO** you are required to submit a waiver request or written explanation at time of filing.

*(\*\*Please note: Failure to complete all items may result in your application being deemed incomplete and may cause a delay in processing your application. Please call the office with questions or concerns)*

**Yes No**

- Original complete application form (s)
- Application fee
- Certified list of abutters  
*\*\*Please file original form with Assessors Department and allow 10 business days for processing, they will forward list directly to the Planning Board office)*
- The Treasures' Certification Request Form Verification of (Planning Board Office)
- Informational meeting with residents
- Verification of Community Notice sign posting five days prior to an application submittal
- Original Building Commissioner's Determination Form  
*\*\*\*Please file project narrative and plans with the Building Commissioner for Permit Determination. Plans and Narrative may be dropped off for review (10 business days for processing) or a Pre-Project Meeting with the Building Commissioner and Planning Board Administrator may be scheduled through the Planning Board Office.*
- Required number of submittal copies
- Electronic PDF of all materials submitted (DVD or CD or Thumb Drive or Electronically)

**\*\*\*Plan Content Requirements**

- A site plan at a scale of one inch equals twenty feet (1"=20'), or such other scale as may be approved by the Planning Board which should include the following plan content requirements
- Topography of the property, including contours at a 2 foot interval based on the most recent National Geodetic Vertical Datum (NGVD)
- Location of all buildings and lot lines on the lot, including ownership of lots, and street lines, including intersections within 300 ft
- Dimensions of proposed buildings and structures, including gross floor area, floor area ratio, total lot coverage of building, and breakdown of indoor and outdoor floor area as to proposed use. Area dimensions to include Lot Coverage of Building, Paved Surface Coverage, and Landscaped Open Space and Other Open Space, with percentages of these items to be provided and to total 100 percent of the lot area
- Maximum seating capacity, number of employees, or sleeping units if applicable
- Locations and dimensions, including total ground coverage, of all driveways, maneuvering spaces and aisles, parking stalls and loading facilities, and proposed circulation of traffic
- Location of pedestrian areas, walkways, flow patterns and access points, and provisions for handicapped parking and access, and bicycle accommodations
- Location, size, and type of materials for surface paving, curbing, and wheel stops
- Location, dimension, type and quantity of materials for open space, planting, and buffers where applicable
- Provisions for storm water drainage affecting the site and adjacent parcels, and snow storage areas. Drainage computations and limits of floodways shall be shown where applicable

- A photometric plan showing both the intensity of illumination expressed in foot candles at ground level within to the property boundaries and the location, orientation, height, wattage, type, style and color of outdoor luminaire(s) for all existing and proposed lighting
- Identification of parcel by sheet, block, and lot number of Assessors Maps
- Planning Board Signature Block at approximately the same location on each page of the submitted plans
- Zoning Table to be located on both the front page of the submitted plans and on the Parking Plan/Site Plan page
- Water service, sewer, waste disposal, and other public utilities on and adjacent to the site An Area
- designated for the storage of waste and refuse
- Sign submittal showing sign locations and construction details which shall include the following information as may be applicable: a scaled drawing of each proposed sign showing all dimensions, colors, lettering, graphics, materials and type of illumination; scaled drawing showing all dimensions of facades proposed to contain signage and indicating the location and dimensions of the proposed sign and any existing signs; photographs of existing buildings and signs; and sidewalks, curb cuts and any landscaped or other areas in which a freestanding sign is to be placed clearly showing the location of the sign
- A landscape plan at the same scale as the site plan, showing the limits of work, existing tree lines, and all proposed landscape features and improvements including planting areas with size and type of stock for each shrub or tree *\*\*See Administrative Landscape Guidelines Article 18*
- An isometric line drawing (projection) at the same scale as the site plan, showing the entire project and its relation to existing areas, buildings and roads for a distance of 100 feet from the project boundaries
- A locus plan at a scale of one inch equals 100 feet (1"=100'), or such other distance as may be approved by the Planning Board, showing the entire project and its relation to existing areas, buildings and roads for a distance of 1,000 feet from the project boundaries, or such other distance as may be approved or required by the Planning Board
- Building elevation plans at a scale of one-quarter inch equals one foot (1/4"=1'-0") or one-half inch equals one foot (1/2"=1'-0") or such other scale as may be approved by the Planning Board, showing all elevations of all proposed buildings and structures and indicating the type and color of materials to be used on all facades
- A parking plan, at the same scale as the site plan Traffic
- Impact Assessment
- Environmental Impact Assessment
- Fiscal Impact Assessment Community
- Impact Assessment Parking Impact
- Assessment

**Certification:**

The Planning Board is entitled to rely on this representation as being the full and complete statement of the applicant(s)/owner. Therefore, the undersigned certifies that the information provided on the plan, this application, including appendices, and the information contained in any required impact statements is a true and accurate representation of facts pertinent to the subject parcel of land and proposed development/project.

Signature of Applicant/Owner \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of Applicant (Non-Owner) \_\_\_\_\_ Date: \_\_\_\_\_

## SCHEDULE OF FEES

The following schedule of fees applies to the types of applications to the Planning Board set forth below.

- **Approval Not Required** (ANR) plans - \$200.00.
- **Preliminary Plans** - \$1000.00.
- **Definitive Plans** - \$1,500.00, plus \$300.00 for each acre; or \$750.00, plus \$300.00 for each acre, when a preliminary plan has been filed within the last seven months and the preliminary plan fee associated with such filing, as set forth above, was received by the board.
- **Amend or Modify an Approved Definitive Plan** (81W) or a previously submitted definitive plan - \$200.00 plus \$100.00 for each building lot affected. In addition, a fee of \$50.00 shall be required for the consideration of a modification of a road and a fee of \$50.00 shall be required for the modification of a drainage structure. The total fee required shall be the addition of all fees outlined above.
- **Modify a Scenic Way** - \$250.00.
- **Site Plan Review** - review of site plans shall require the following application fees:
  1. Major site plan - \$2,000.00 plus \$0.06 per square foot of gross floor area.
  2. Minor site plan (iv.i.2.a)- \$1,000.00 plus \$0.03 per square foot of gross floor area
  3. Site plan modification - \$1,000.00 plus \$0.03 per square foot of **new** gross floor area.
- **Special Permits** shall require the following application fees, which are in addition to any applicable fees set forth above:
  1. Except for a Special Permit for Planned Unit Development, the Special Permit fee is \$500.00 for a single Special Permit Application or for a first Special Permit Application and \$200.00 for each concurrent Special Permit Application, whether concurrent with a first Special Permit or concurrent with a Site Plan Review application.
  2. Modification or Extension of Special Permit - \$200.00
  3. Special Permit for Planned Unit Development - \$5,000.00 + \$15.00/unit at preliminary plan submittal plus \$35.00/unit at definitive plan submittal.
- **Repetitive Petition** - \$200.00.
- **Public Way Access Permit** - \$200.00
- **Modify Zoning District** - \$500.00
- **Sign Waiver** - \$250.00



# Framingham Planning Board

## Uniform Site Plan Review Application Package

Date Application Received by Planning Board: \_\_\_\_\_  
 Project Number: \_\_\_\_\_

### Site Plan Review Approvals Requested:

Identify Applicable Site Plan Review pursuant to the Framingham Zoning By-Law:

- |  |   |
|--|---|
| <input type="checkbox"/> Minor Site Plan Review Section IV.I.2.a.        | <input type="checkbox"/> Major Site Plan Review Section IV.I.2.b. |
| <input type="checkbox"/> Major Site Plan Review Section IV.I.2.c.        | <input type="checkbox"/> Major Site Plan Review Section IV.I.2.d. |
| <input type="checkbox"/> Modification/Extension Request Section IV.I.7.d |   |

### General Contact Information:

*Note: all correspondence will be forwarded to the project contact only*

Owner's name: \_\_\_\_\_ phone: \_\_\_\_\_

Owner's address: \_\_\_\_\_ fax: \_\_\_\_\_  
(number and street, town or city, state, zip code)

Applicant's name: \_\_\_\_\_ phone: \_\_\_\_\_  
(if other than owner)

Applicant's address: \_\_\_\_\_ fax: \_\_\_\_\_  
(number and street, town or city, state, zip code)

Project contact's name: \_\_\_\_\_ phone: \_\_\_\_\_  
(if other than owner or applicant)

Project contact's address: \_\_\_\_\_ fax: \_\_\_\_\_  
(number and street, town or city, state, zip code)

Project contact's e-mail: \_\_\_\_\_

### General Property Information:

Address of lot or parcel: \_\_\_\_\_ precinct#: \_\_\_\_\_

Framingham assessor's plan: sheet# \_\_\_\_\_, block# \_\_\_\_\_, lot(s)# \_\_\_\_\_  
 sheet# \_\_\_\_\_, block# \_\_\_\_\_, lot(s)# \_\_\_\_\_

The record title stands in the name of: \_\_\_\_\_

Parcel size (square feet/acres): \_\_\_\_\_ Proposed development lot area = 55,605 square feet (1.277 acres)

Gross floor area of building(s) on the site (see Section I.E.1. Of the Zoning By-Laws): \_\_\_\_\_

Floor area ratio (gross floor area of building(s) ÷ size of parcel): \_\_\_\_\_

Current zoning of property: \_\_\_\_\_

Current use of property: \_\_\_\_\_

Proposed use of property (if different): \_\_\_\_\_



**Other Applicable Local, State and Federal Permits and Approvals:**

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	The Building Commissioner has reviewed this application/plans? <i>(Original written determination <u>must</u> be provided, form attached)</i>
<input type="checkbox"/>	<input type="checkbox"/>	The lot is on a Scenic Road? <i>(see Article VI, Section 10 of the Town of Framingham' General By-Laws)</i> <i>(If yes, The applicant must indicate if any repair, maintenance, reconstruction, paving work or other activities result in the cutting or removal of trees, or the tearing down or destruction of stone walls, or portions thereof. A Modification to a Scenic Road application may need to be filed.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	The project impacts Public Shade Tree as protected by MGL c. 87, Sect. 3.?
<input type="checkbox"/>	<input type="checkbox"/>	The project involves alteration or demolition of buildings which are at least 50 years old? <i>(If yes, the applicant must obtain a determination of historical or architectural significance from the Framingham Historical Commission in conformance with Article V. Section 17A. of the Town of Framingham' General By-Laws.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	The lot is situated in an historic district? <i>(see Article V. Section 5. of the Town of Framingham's General By-Laws)</i>
<input type="checkbox"/>	<input type="checkbox"/>	The proposal has an impact on interests and values protected by the Framingham Wetland Protection By-Law? <i>(see Article V. Section 18. of the Town of Framingham's General By-Laws.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	The project is located in a designated federal Floodplain Hazard Zone?
<input type="checkbox"/>	<input type="checkbox"/>	The project has received or will require a special permit(s) from the Zoning Board of Appeals? <i>(Please attach a copy)</i>
<input type="checkbox"/>	<input type="checkbox"/>	The Project has received or will require a variance(s) from the Zoning Board of Appeals? <i>(Please attach a copy)</i>
<input type="checkbox"/>	<input type="checkbox"/>	The Project will require a Street Opening Permit from the Board of Selectmen?
<input type="checkbox"/>	<input type="checkbox"/>	The Project will require a Massachusetts Highway Department Permit?
<input type="checkbox"/>	<input type="checkbox"/>	The Project will require a Public Way Access Permit? <i>(see Article VI., Section 8. of the Town of Framingham's General By-Laws.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	The Project is subject to the Highway Overlay District Regulations IV.K.?
<input type="checkbox"/>	<input type="checkbox"/>	The Project is subject to the Mixed Use Regulations IV.N.?
<input type="checkbox"/>	<input type="checkbox"/>	The Project is subject to the Affordable Housing By-Law, IV.O.?
<input type="checkbox"/>	<input type="checkbox"/>	The Project is subject to the Automatic Carwash/Self-service Carwash, IV.J.?
<input type="checkbox"/>	<input type="checkbox"/>	The Project has received/apply for Wireless Communication Approval?
<input type="checkbox"/>	<input type="checkbox"/>	The Project is requires a National Pollutant Discharge Elimination System (NPDES permit)?
<input type="checkbox"/>	<input type="checkbox"/>	The Project is a designated Brownfield Site and/or subject of a 21E Survey?
<input type="checkbox"/>	<input type="checkbox"/>	This Property was subject to a prior Permit(s) and/or Approval(s) issued by the Planning Board? <i>(Please indicate permits and approvals)_____.</i>
<input type="checkbox"/>	<input type="checkbox"/>	This Application is subject to the Central Business Design Standards? <i>(Article 17 of the Planning Board Administrative Rules and Regulations)</i>

**Certification:**

The Planning Board is entitled to rely on this representation as being the full and complete statement of the applicant(s)/owner. Therefore, the undersigned certifies that the information provided on the plan, this application, including appendices, and the information contained in any required impact statements is a true and accurate representation of facts pertinent to the subject parcel of land and proposed development/project.

Signature of Applicant/Owner \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant (Non-Owner) \_\_\_\_\_ Date: \_\_\_\_\_



**TOWN OF FRAMINGHAM**  
**Inspectional Services Division**

**Department of Building Inspection**

Memorial Building, Room 203  
150 Concord Street  
Framingham, Massachusetts 01702-8368

Michael Tusino, C.B.O.  
Building Commissioner

Telephone: 508-532-5500

Fax: 508-532-5501

Email: [Building.Dept@FraminghamMa.gov](mailto:Building.Dept@FraminghamMa.gov)

**Building Department**  
**Section IV.I.4.a Recognition Form**

To: Amanda Loomis, Planning Board Administrator

From: Michael Tusino, Building Commissioner

Re:

Date:

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In accordance with Section IV.I.4.a of the Framingham Zoning By-Law, prior to the filing an application with the Planning Board, the applicant, as defined in Section I.E.1 herein, shall seek the Building Commissioner's review and advice to confirm which pertinent sections of the Zoning By-Law apply. The Building Commissioner's signature must be obtained below to confirm that this review has been completed. The Applicant must submit a full set of plans and project narrative for review to the Building Commissioner. The Building Commissioner has 10 business days to render a decision for Permits required. A Pre-Application Meeting may be scheduled with the Building Commissioner and the Planning Board Administrator through the Planning Board Office to review the Project and plans. This application will not be accepted without the following confirmation:

The signature below confirms that the applicant/owner has provided information and I have advised the applicant of the necessary permits required.

\_\_\_\_\_  
Building Commissioner

\_\_\_\_\_  
Date of Signature



TOWN OF FRAMINGHAM, MASSACHUSETTS 01702

**BOARD OF ASSESSORS**

MEMORIAL BUILDING, 150 CONCORD STREET, FRAMINGHAM, MA 01701

TEL: (508) 532-5415 FAX: (508) 620-4857

# Abutter Request

**\*\* Please Note \*\***

Bring this form to the **PLANNING BOARD** office for signature  
Then submit with the fee to the Assessors Department.

Date: \_\_\_\_\_

- Applicant name: \_\_\_\_\_
- Applicant address: \_\_\_\_\_
- Phone: \_\_\_\_\_
- Subject property Address: \_\_\_\_\_
- Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_
- Radius: \_\_\_\_\_

• **Planning Board**

**Authorization Signature:** \_\_\_\_\_

- *Fee \$45.00/lot to be paid at the Assessing Department*
- *Use separate request sheets for each lot*
- *Please allow 10 business days for processing*
- *Valid for only 90 days from the date completed*
- *Signed under the pains and penalties of perjury*