

FORM A – APPLICATION COVER LETTER

Framingham Planning Board

Memorial Building • Room B-37 • 150 Concord Street
 Framingham, MA 01702-8373
 (508) 532-5450 • planning.board@framinghamma.gov



Town Clerk Stamp

Office Use Only	Project Number: _____	Public Hearing Date: _____	Filing Fee: _____
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In accordance with the requirements set forth in the Town of Framingham Zoning By-law, the undersigned hereby petitions the Planning Board for one or more approvals for the premises indicated below.

General Property Information

Applicant's Information
 Name: _____ Phone: _____
 Address: _____ Email: _____

Project Contact Information
 Name: _____ Phone: _____
 Address: _____ Email: _____

Property Owner Information (if different than Applicant)
 Name: _____ Phone: _____
 Address: _____ Email: _____

Engineer/Land Surveyor Information
 Name: _____ Phone: _____
 Address: _____ Email: _____

General Property Information

Property Address(es): _____

Framingham Assessor's Information: Parcel I.D.: _____
 Parcel I.D.: _____
 Parcel I.D.: _____

Zoning District: _____ Overlay District: _____
 Precinct Number: _____

The record title stands in the name of: _____

Submission Type (Please check all that apply and complete respective forms)

FORMS A, B, and C ARE REQUIRED

	Site Plan Review Major (FORM E)
	Site Plan Review Minor (FORM E)
	Modification to Site Plan of new gross floor area greater than 1,000 sq. ft. of new gross floor area (FORM G)
	Minor Modification to an Approved Site - Minor Engineering Change (FORM G)
	Minor Modification to an Approved Site - Insignificant Plan Change (FORM G)
	Special Permit (FORM L)
	Special Permit – Land Disturbance (FORM J)
	Special Permit – Neighborhood Cluster Development (FORM L)
	Special Permit – Agriculture Preservation Development or Open Space Cluster Development (FORM L)
	Special Permit – Planned Unit Development (PUD)
	Modification to Special Permit (FORM G)
	Extension of Time – Approved Site Plan Review and/or Special Permit (FORM H)
	Repetitive Petition - Consideration of a petition for a rehearing from the Zoning Board of Appeals (FORM L)
	Public Way Access Permit (FORM F)
	Scenic Roadway Modification (FORM I)
	Approval Not Required (FORM K)
	Preliminary Subdivision
	Definitive Subdivision
	Application to Modify Zoning District
	Other:

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

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

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

Owner (or authorized designee) Name: _____

Owner (or authorized designee) Signature: _____

**** If applying on-line by typing your name in the above boxes you certify, under the pains and penalties of perjury, that the information on this application is true and complete.***

Project Description – Brief description of the project

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List of all submitted materials (include document titles and dates) below.

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Zoning and Use of Surrounding Property Information

	Zoning Designation	Land Use
Parcel(s) of the North		
Parcel(s) of the East		
Parcel(s) of the South		
Parcel(s) of the West		

Fiscal Information

Current Assessed Value of the Site	\$
Estimated Value of Project-related Improvements	\$
Current Total Local Tax Revenue from Site	\$
Estimated Post-development Local Tax Revenue	\$
Estimated Number of Project Related Jobs Created	Construction Jobs:
	Permanent Jobs: Part-time Jobs:

CLICK BELOW TO SUBMIT THIS FORM TO THE PLANNING BOARD

FORM E – SITE PLAN REVIEW APPLICATION

Framingham Planning Board

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Office Use Only	Project Number:	Public Hearing Date:	Filing Fee:
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Property Address: _____

Submission Type (Check all that apply)

Site Plan Review		Major Site Plan Review Section VI.F.2.b./VI.F.2.c./VI.F.2.d.
		Minor Site Plan Review Section VI.F.2.a.
		Limited Site Plan Review under the Dover Amendment, M.G.L. Ch. 40A, Section 3
		Site Plan Modification - new gross floor area greater than 1,000 sq. ft. of new gross floor area.
Chapter 43D Application		

Project Information

Attorney Name:	Email:
Mailing Address:	Phone:
Project Engineer Name:	Email:
Mailing Address:	Phone:
Traffic Engineer Name:	Email:
Mailing Address:	Phone:
Stormwater Engineer Name:	Email:
Mailing Address:	Phone:
Landscape Architect Name:	Email:
Mailing Address:	Phone:

Property Information

Current Use of Property: _____

Proposed Use of Property: _____

Zoning Data

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

Other Applicable Local, State and Federal Permits and Approvals:

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

Site Plan Review Application Checklist

Please insure that your application and site plans include all the items below. If a site plan does not contain the required information you may request waiver. Waiver requests must be accompanied by a written explanation for request. (**Please note: Failure to complete all items may result in your application being deemed incomplete and may cause a delay in processing your application.)

- The Applicant submitted verification of informational meeting with residents (if applicable).
- The Community Notice sign was posted five days prior to an application submittal.(if applicable).
- Prior to the filing of an application pursuant to this section (IV.4.a), the applicant, as defined in Section I.E.1 herein, shall submit a preliminary draft of such application to the Building Commissioner, who shall advise the applicant as to the pertinent sections of this Zoning By-law.
- 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. **Section VI.F.5.a**
- Topography of the property, including contours at a 2 foot interval based on the most recent National Geodetic Vertical Datum (NGVD). **Section VI.F.5.a.1** waiver requested
- Location of all buildings and lot lines on the lot, including ownership of lots, and street lines, including intersections within 300 ft. **Section VI.F.5.a.2**
- 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. **Section VI.F.5.a.3**
- Maximum seating capacity, number of employees, or sleeping units if applicable. **Section VI.F.5.a.4**
- Locations and dimensions, including total ground coverage, of all driveways, maneuvering spaces and aisles, parking stalls and loading facilities, and proposed circulation of traffic. **Section VI.F.5.a.5**
- Location of pedestrian areas, walkways, flow patterns and access points, and provisions for handicapped parking and access, and bicycle accommodations. **Section VI.F.5.a.6**
- Location, size, and type of materials for surface paving, curbing, and wheel stops. **Section VI.F.5.a.7**
- Location, dimension, type and quantity of materials for open space, planting, and buffers where applicable. **Section VI.F.5.a.8**
- 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. **Section VI.F.5.a.9**
- A photometric plan showing both the intensity of illumination expressed in footcandles 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. **Section VI.F.5.a.10**
- Identification of parcel by sheet, block, and lot number of Assessors Maps. **Section VI.F.5.a.11**
- Planning Board Signature Block at approximately the same location on each page of the submitted plans. **Section VI.F.5.a.12**

- Zoning Table to be located on both the front page of the submitted plans and on the Parking Plan/Site Plan page. **Section VI.F.5.a.13**
- Water service, sewer, waste disposal, and other public utilities on and adjacent to the site. **Section VI.F.5.a.14**
- An Area designated for the storage of waste and refuse. **Section VI.F.5.a.15**
- 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. **Section VI.F.5.a.16**
- 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. **Section VI.F.5.a.17.b**
- 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. **Section VI.F.5.a.17.c**
- 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. **Section VI.F.5.a.17.d**
- 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. **Section VI.F.5.a.17.e**
- A parking plan, at the same scale as the site plan. **Section VI.F.5.a.17.f**
- Traffic Impact Assessment – **Section VI.F.5.g.(1)**
- Environmental Impact Assessment – **Section VI.F.5.g.(2)**
- Fiscal Impact Assessment – **Section VI.F.5.g.(3)**
- Community Impact Assessment – **Section VI.F.5.g.(4)**
- Parking Impact Assessment – **Section VI.F.5.g.(5)**

CLICK BELOW TO SUBMIT THIS FORM TO THE PLANNING BOARD

FORM L – SPECIAL PERMIT APPLICATION

Framingham Planning Board

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Office Use Only	Project Number: _____	Public Hearing Date: _____	Filing Fee: _____
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Property Address: _____

Submission Type (Check all that apply)

Special Permit		Use (II.B)
		Reduction in the Required Number of Off-Street Parking Spaces (IV.B.1 _____)
		Dimensional Relief to Off-Street Parking Design Standards (IV.B.3.g)
		Location of Facilities (IV.B.2)
		Off-Street Loading (IV.C. _____)
		Historic Re-Use (V.B)
		Transfer of Development Rights (V.O)
		Mixed Use Regulations (V.G)
		Affordable Housing (V.H)
		Active Adult Housing (V.I)
		Drive-Thru Facility Regulations (V.J)
		Neighborhood Cluster Development (V.K)
		Agriculture Preservation Development (V.M)
		Open Space Cluster Development (V.L)
		Other (_____)
	Other (_____)	
	Other (_____)	
Chapter 43D Application		

Property Information

Current Use of Property: _____

Proposed Use of Property: _____

Submittal requirements can be found in each permit's respective section of the Framingham Zoning By-law

Describe your request under section _____:

CLICK BELOW TO SUBMIT THIS FORM TO THE PLANNING BOARD

(if filling out FORM E, page 3 is not required)

(if filling out FORM E, page 3 is not required)

Project Information

Attorney Name:	Email:
Mailing Address:	Phone:
Project Engineer Name:	Email:
Mailing Address:	Phone:
Traffic Engineer Name:	Email:
Mailing Address:	Phone:
Stormwater Engineer Name:	Email:
Mailing Address:	Phone:
Landscape Architect Name:	Email:
Mailing Address:	Phone:

Zoning Data

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

FORM J – SPECIAL PERMIT FOR LAND DISTURBANCE APPLICATION

Framingham Planning Board
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Office Use Only	Project Number:	Public Hearing Date:	Filing Fee:
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Property Information

Address of Property: _____

Applicability (Please check all that apply)

Section V. F.c.(1).(a)-(d) applies to any proposed Land Disturbance activity on all existing Lots and/or new Lots created as follows:

	(a) Any soil disturbance greater than 4,000 square feet on an existing or proposed slope of more than fifteen (15%) percent;
	(b) Any Earth Removal or Earth Fill of more than 400 cubic yards;
	(c) Any Earth Moving activity of more than 1,000 cubic yards; and/or
	(d) Any clearing of more than fifty (50%) percent of the Lot's area or more than 40,000 square feet, whichever square footage is less, but not including Lots with an area of 10,000 square feet or less.

Project Information

Total Area of the Parcel(s) (acre/square feet)	/
Total Area of the Parcel(s) that is wetlands/vernal pools/waterway (acre/square feet)	/
Total Area to be Disturbed (acre/square feet)	/
Total Area Upland (acre/square feet)	/
Total Amount of Fill Required for the Project (cubic yards)	
Percent of the Land to be Disturbed (percentage)	%
Percent of Land under the Jurisdiction of the Conservation Commission (percentage)	%
Total Area within the 30' No Build Zone as defined by the Conservation Commission (acre/square feet)	/
Total Area within the 100' No Disturb Zone as defined by the State of Massachusetts (acre/square feet)	/
Total Area within the 125' No Disturb Zone as defined by the Framingham Conservation Commission (acre/square feet)	/
Type of Fill to be used	

Residential Projects

	Existing	Allowed	Proposed
Number of Residential Dwellings			
Number of Proposed Driveways			

Project Details (Please provide the following information, for additional room please attach additional pages)

Site Management and Control

(a) Building envelopes for structures, driveways, wastewater disposal, lawn areas and utility work are designed and delineated in a manner to limit land disturbance to the greatest extent possible

(b) Briefly outline the construction plan (locations for temporary uses such as the parking of construction vehicles, trailers, and stockpiling of equipment and materials) and methods for properly disposing of all waste products, grubbed stumps, slash, construction materials, etc. and dust control measures.

(c) Briefly describe all temporary Erosion and Sedimentation Control Measures to be employed during construction.

(d) Briefly describe all permanent Erosion and Sedimentation Control Measures to be installed post construction and permanently maintained.

(e) Timeline for Project.

Control of Stormwater Runoff

(f) Briefly describe how the Project will not increase the rate, concentration, or velocity of runoff from the site and how the project will minimize the volume of runoff from the site onto abutting properties.

(g) Briefly describe how the Project will not adversely impact the abutting properties by changing the volume of Stormwater Runoff which would result from the land disturbance activities including but not limited to Erosion, silting, flooding, Sedimentation, subsidence or impacts of runoff from the site onto abutting properties.

(h) Briefly describe how the Project will no adversely impact the groundwater resources in terms of quantity or quality.

Protection of Natural Features and Vegetation

(i) If applicable, please list and endangered species or wildlife habitats and corridors, natural landscape features, and scenic vistas and views on the Property. If applicable, please describe how the project will site buildings, structures or parking facilities to ensure they do not detract from the Site's scenic qualities.

(j) Please briefly describe the characteristics of the site or provide photos that are representative of the Site. If applicable, please provide a list of all trees greater than 6" in diameter – stating the species and site and denote these trees on the Site Plan.

Protection of Historic Resources

(k) Please provide a list of all historically significant resources on-site.

(l) Briefly describe all reasonable measures that shall be employed to protect historic resources including but not limited to historic landscape features both above and below ground, buildings, structures, objects, stone walls, foundations, and designed landscapes and gardens.

Special Permit for Land Disturbance Application Checklist for Plan Content

Please insure that your application and site plans include all the items below. If a site plan does not contain the required information you may request waiver. Waiver requests must be accompanied by a written explanation for request. (**Please note: Failure to complete all items may result in your application being deemed incomplete and may cause a delay in processing your application.)

- Any person who desires a Land Disturbance Special Permit shall submit a plan prepared and stamped by a Professional Engineer and a Professional Land Surveyor each registered in the Commonwealth of Massachusetts, at a scale of one inch equals twenty feet (1"=20') showing.
- North arrow, scale, and date.
- Locus map showing the parcel in relation to the surrounding properties.
- Name of record owner(s) of land shown on the plan.
- Boundaries and existing and proposed topography of the property, including contours at a 2- foot interval, using (National Geodetic Vertical Datum 1929) NGVD29 as it may be updated from time to time and specifying NGVD29 on all elevation drawings, specifically indicating the areas on which the activity is proposed to occur, and clearly noting if the activity is on an area greater than 4,000 square feet or on Slopes 15% or greater. **waiver requested**
- The size and location of all existing and proposed buildings, structures, utilities, roads, driveways, parking areas, and areas of cut and fill on the site and the location of all structures on abutting properties within 100 feet of the property lines of the parcel.
- Property lines, easements and/or other legal rights within the property lines.
- All wetlands and wetland resource areas as defined in M.G.L. Ch. 131, §40, and the Framingham Wetlands Protection Bylaw, Article V, §18 of the General By-laws, drainage patterns, and watershed boundaries. Also include a delineation of the 100-year floodplain and all bodies of water, including vernal pools, streams, ponds, and coastal waters within 125-feet of the project site/limit of work and the delineation of a 30-foot no-cut/no alteration zone.
- Submission of a scaled landscape plan that delineates on a single sheet the existing vegetation both on the Lot and in the right-of-way, the vegetation to be removed or relocated, the re-vegetation and the limit of work. The limit of work shall include all building, parking, and vehicular use areas, and any grading associated with the proposed development. Include a planting plan to ensure permanent re-vegetation of the site except for Disturbed Areas that will be covered by gravel, hardscape or a building or structure. If applicable, include:
- Upland vegetation communities, including trees, shrub layer, ground cover and herbaceous vegetation.
- Size and height of trees, of Specimen Trees and/or significant forest communities.
- Location of any rare and endangered species as mapped by the Massachusetts Natural Heritage Program. **N/A**
- The location of any proposed stockpile locations. **To be determined during construction. Any stockpiles will be on pavement with appropriate controls.**
- Detailed drawings and design calculations of all temporary and permanent stormwater management and Erosion and Sediment control structures and devices.
- A narrative documenting the species and quantities of Specimen Trees and/or other vegetation to be removed or relocated within the project area.
- If applicable, include a statement prepared by a certified arborist for the proposed relocation of any existing Specimen Tree explaining how said tree is to be relocated and maintained.
- Photographs of the site prior to disturbance shall accompany the application. **see attached**

CLICK BELOW TO SUBMIT THIS FORM TO THE PLANNING BOARD

Attachment to Form J - Special Permit for Land Disturbance Application
Re: Application for 270 Cochituate Road



Existing restaurant building – view looking north



East side parking area – looking south



North side parking lot – looking north



North side parking lot – looking south