

## FORM E – SITE PLAN REVIEW APPLICATION

**Framingham Planning Board**

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



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**Town Clerk Stamp**

Office Use Only	Project Number:	Public Hearing Date:	Filing Fee:
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**Property Address:** \_\_\_\_\_

**Submission Type** (Check all that apply)

	<b>Site Plan Review</b>	Major Site Plan Review Section VI.F.2.b
		Minor Site Plan Review Section VI.F.2.a
		Limited Site Plan Review under the Dover Amendment, M.G.L. Ch. 40A, Section 3
<b>Chapter 43D Application – Priority Development Site</b>		

**Project Information**

<b>Attorney Name:</b>	<b>Email:</b>
<b>Mailing Address:</b>	<b>Phone:</b>
<b>Project Engineer Name:</b>	<b>Email:</b>
<b>Mailing Address:</b>	<b>Phone:</b>
<b>Traffic Engineer Name:</b>	<b>Email:</b>
<b>Mailing Address:</b>	<b>Phone:</b>
<b>Stormwater Engineer Name:</b>	<b>Email:</b>
<b>Mailing Address:</b>	<b>Phone:</b>
<b>Landscape Architect Name:</b>	<b>Email:</b>
<b>Mailing Address:</b>	<b>Phone:</b>

**Property Information**

Current Use of Property: _____
_____
Proposed Use of Property: _____
_____

**Zoning Data**

<b>Please refer to the Framingham Zoning By-law Section I.E. Definitions and Section IV.E. Dimensional Requirements for additional information</b>			
	<b>Existing</b>	<b>Proposed</b>	<b>Required</b>
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 Land Disturbance By-Law, Section V.F?
- 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

An application for site plan review and approval shall be prepared by qualified professionals registered in the Commonwealth of Massachusetts as follows: a professional land surveyor and/or engineer shall prepare all site plans; a professional landscape architect shall prepare all landscape plans; and an architect shall prepare all renderings for building elevations and building plans. The Planning Board shall review projects based on **major** and **minor** site plan review as outlined in Section VI.F.2.

### **Content and Scope of Applications: Section 21.1.1 of the Planning Board Rules and Regulations.**

Applications for both **major** and **minor** site plan review shall submit plan sets with a cover sheet containing the following information.

1. Address(es) of the proposed project.
2. Identification of parcel by Parcel ID.
3. Project Title
4. Prepared by/Prepared for:
5. Professional Engineer and/or Land Surveyor licensed in the Commonwealth of Massachusetts stamp and signature.
6. Registered Architect stamp and signature.
7. Zoning Table showing the existing, required, and proposed dimensions in accordance with Section IV.E, Dimensional Regulations.
8. Parking Table, showing the existing number of parking spaces, required number of parking spaces, and the proposed number of parking spaces. This Table shall include the dimensions of the proposed parking spaces, number and dimensions of the handicap accessible spaces, and number and dimensions of loading spaces.
9. Maximum seating capacity, number of employees, or sleeping units if applicable.
10. Locus Map to allow adequate consideration of the surrounding neighborhood, a plan of adjacent properties shall be presented at a scale of not less than one inch equals 100 feet or at the same scale as the proposed site plan if practical. This plan shall show the general characteristics of all lands within 300 feet of the proposed site or such other distance as may be reasonably required, including structures, parking areas, driveways, pedestrian ways, and natural characteristics. Any structures or significant change in topography within 50 feet of the lot line shall be located precisely on said plan.

### **Content and Scope of Applications: Section 21.1.2 of the Planning Board Rules and Regulations.**

Applicants for both **major** and **minor** Site Plan Review shall include the following information on all plan sheets

1. Address(es) of the project, identification of parcel by Parcel ID, and Project Title; Plan sets shall be accurately drawn to a scale of one inch equals 20 feet to one inch equals 60 feet, where practical and appropriate to the size of the proposal.

2. Planning Board Signature Block at approximately the same location on each page of the submitted plans.
3. North arrow and scale of drawings.
4. Date of plan and revision dates.
5. Location of pedestrian areas, walkways, flow patterns and access points, and provisions for handicapped parking and access, and bicycle accommodations.
6. Locations and dimensions, including total ground coverage, of all driveways, maneuvering spaces and aisles, parking stalls and loading facilities, and proposed circulation of traffic.

**Content and Scope of Applications: Section 21.1.3 of the Planning Board Rules and Regulations.**

Applicants for **major** site plan review shall include the following sheets within a plan set shall include the following sheet where applicable

1. Existing Conditions site plan, showing the locations of all infrastructure on- and off- site, including sidewalks and roadways which are public and private, square feet and dimensional of all existing buildings on-site, existing off-street parking areas with dimensions of landscaping area.
2. A landscape plan at the same scale as the site plan, showing the limits of work, existing tree lines, and all proposed landscape features and improvements including planting areas with size and type of stock for each shrub or tree.
3. A photometric plan showing both the intensity of illumination expressed in foot-candles at ground level to the property's boundaries and the location, orientation, height, wattage, type, style, and color of outdoor luminaire(s) for all existing and proposed lighting. Photometric plan and details should be designed in accordance the Article 22: Site Plan Review Lighting Requirements, in the Planning Board's Rules and Regulations, herein.
4. Dimensions of proposed buildings and structures, including gross floor area, floor area ratio, total lot coverage of building, and breakdown of indoor and outdoor floor area as to proposed use. Area dimensions to include Lot Coverage of Building, Paved Surface Coverage, and Landscaped Open Space and Other Open Space, with percentages of these items to be provided and to total 100 percent of the lot area.
5. Color architectural renderings of new and redevelopment building projects.
6. Parking Plan showing the drive aisle widths, turning radius, stall heights and widths, locations of pedestrian and bicycle amenities, and landscaping.

Applicants for **minor** site plan review shall include the sheets within a plan set forth in subsection 21.1.3 above where applicable, except the plans set forth in subsection 21.1.3.3 need not be submitted for **minor** site plan review.

## **Content and Scope of Applications § VI.F.4.a.1)-12)**

1. A written statement outlining the estimated time required to complete the proposed project, expected start of construction, and all phases thereof.
2. A written summary, where appropriate, detailing the following:
  - The number of dwelling units to be built and the acreage in residential use,
  - The number of seats and/or number of employees,
  - Evidence the project is in compliance with the Town's off-street parking and off-street loading requirements,
  - The forms of ownership of the property, and
  - A summary of the provisions for ownership and maintenance thereof, identification of all land that will become common or public land, and any other evidence necessary to indicate compliance with this By-law.
3. Drainage calculations prepared by a professional engineer registered in the Commonwealth of Massachusetts. Storm drainage design must conform to the requirements set forth by the MassDEP Stormwater Management Standards and Department of Public Works, using Best Management Practices. Furthermore, the report may include Town, state, and federal requirements or established standards for implementing best management practices for stormwater management.
4. A written summary containing the Urban Design Objectives Narrative which provides a description of how the project will be designed to encourage complete streets including transit access and pedestrian and bicycle amenities, and their potential connections to the Town's bicycle and pedestrian system.
5. A written summary which outlines proposed best management practices, low impact development (LID) features, and energy efficiency features utilized on-site.
6. A written summary of the design and location of proposed mechanical equipment, including HVAC equipment; noise levels related to mechanical equipment; information regarding possible future expansion, if relevant; location and operation of trash storage and removal systems; location and operation of loading facilities, measures taken to minimize the negative visual and noise impacts of such facilities on abutters; and hours of operation for each proposed use.
7. A written report of the existing and/or proposed sewer service infrastructure on-site and connection points. The report shall include a detailed description of the conditions of the pipes; a video inspection where appropriate and/or necessary; a detailed description of the anticipated impact of the project on the Town's sanitary, stormwater, and sewer infrastructure. Where such determinations cannot be made at the time of application, the report shall indicate what investigations must be undertaken by the Applicant to make such determinations; also, a timeline for completion of the report shall be submitted for review by the Department of Public Works.

8. A written report of any proposed blasting or soil compaction activities that will take place during construction activities. The report shall include methods of abutter notification, methods for testing and data collection, and a summary of how real property damage will be investigated.

9. A written summary of water service infrastructure detailing the anticipated impact of the project on the Town's water delivery infrastructure and supply. The summary shall indicate the likely improvements to infrastructure that are necessary to accommodate the identified impacts. Where such determinations cannot be made at the time of application, the report shall indicate what investigations must be undertaken by the Applicant to make such determinations; a timeline for completion of the report shall be also submitted for review by the Department of Public Works.

10. A written Parking Impact Report shall be submitted detailing the existing and proposed parking for the project including the following:

- Existing off-site neighborhood parking conditions, including identification of streets likely to be affected by the project;
- Projected impact of project; and
- Proposed methods to mitigate the estimated adverse impacts cause by the project related to parking such as promoting the use of bicycles, public transportation, or other appropriate means.

11. A written Traffic Impact Report shall be submitted for all projects requiring **major** site plan review. This report shall include existing pedestrian and vehicular traffic volume, composition, peak hour levels, existing street and sidewalk capacity, and analysis of existing and resulting level of services (LOS) for the following:

- The nearest and/or most impacted public roadway intersection;
- The estimated average daily traffic generation, including composition and peak hour levels;
- The directional flows resulting from the project;
- Any proposed methods to mitigate the estimated traffic impact such as promoting the use of public transportation, roadway improvements, or other appropriate means;
- The methodology and sources used to derive existing data and estimations; and
- The feasibility of traffic calming measures such as textured crosswalks, bike lanes, roundabouts, rumble strips, street trees, or bulb-outs.

12. A written Environmental Impact Report, including a Stormwater Report, and a Stormwater Management System Maintenance Report shall be submitted for projects requiring **major** site plan review, new construction of a building of any size, and/or installation of a stormwater management system The report should include:

- Information regarding the impact of storm water runoff on adjacent and downstream water bodies, subsurface ground water, and water tables.
- Information regarding the potential erosion and sedimentation caused by the operation and maintenance of the project and the mitigation efforts proposed. To this end, high intensity soil mapping, i.e., test borings and analysis, may be required.

- For projects with significant environmental impacts to wetlands, floodplains, or other sensitive resources the Applicant shall include a report detailing the relationship of the project to the natural and man-made environment, and compatibility of the project with adjacent or surrounding land uses and neighborhoods. An Environmental Impact Report (EIR) required through the Massachusetts Environmental Policy Act (MEPA) process, which addresses the Planning Board's concerns, may be substituted in lieu of this report;
- Proposed methods to mitigate the estimated environmental impacts such as promoting the use LID, best management practices, and other methods of design.

**Waiver.** The Planning Board, at its discretion, may waive technical and/or submittal requirements of Section VI.F.5. for a project, where such technical and/or submittal requirements are not appropriate or relevant to the project. All Applicants seeking waiver request shall provide a detailed description of the need for relief from the technical and/or submittal requirement.