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## Planning Board's Project Review Guidelines

**Article 1:** Central Business (CB) Zoning District Design Standards

**Article 2:** Landscape Design Guidelines

**Article 3:** Site Plan Review Plan Requirements

**Article 4:** Lighting Requirements

**Article 5:** Shoppers World Sign Requirements

**Article 6:** Land Disturbance and Stormwater Management Document Submittal Requirements

**Article 7:** Special Permit Application Submittal Requirements

# FRAMINGHAM PLANNING BOARD PROJECT REVIEW GUIDELINES

Town of Framingham, Massachusetts  
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## **Article 1: Central Business (CB) Zoning District Design Standards**





**FRAMINGHAM CENTRAL BUSINESS DISTRICT  
DESIGN REVIEW GUIDELINES - 2015**

Town of Framingham  
Planning Board  
150 Concord Street  
Framingham, MA 01702



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# Introduction and Purpose

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## 1. Introduction

In the Spring of 2014, the Town of Framingham and the Massachusetts Department of Transportation contracted with the Metropolitan Area Planning Council to bring together a team of experts in planning, economics, and engineering to recommend action steps the Town could take to implement its vision of developing a revitalized downtown central business district (“CB”). This work built on previous planning efforts dating back to 2008. Among the key takeaways from these efforts were to update zoning and associated design standards to support new development within the CB.

Urban design has an enormous potential to enhance the quality of life in a downtown environment. In conjunction with a proper mix of uses and a safe and comfortable pedestrian environment, strong urban design can help achieve a successful neighborhood where people are able to live, shop, work, and play.

These Design Standards are adopted by the Planning Board of the Town of Framingham pursuant to section VI.F.6., Central Business (CB) Zoning District Design Standards of the Zoning Bylaw of the Town of Framingham. They complement the Zoning Bylaw and establish the site design guidelines for development within the CB.

This document is organized into subject headings based on the characteristics of site and design guidelines. The sections begin with Guiding Principles followed by Guidelines. The Guiding Principles identify the Town’s goals and aspirations for the CB and are intended to provide guidance to the project’s planning and design. The Guidelines include specific design criteria for property owners, developers, architects, reviewers and members of the public to consider. Although the Standards in this document are non-binding, in many cases they correspond to the Design Standards outlined within the Zoning Bylaw. Images and diagrams supplement the text to clarify the principles and standards.

## 2. Purpose

The purpose and intent of these Design Guidelines is to help promote pedestrian-oriented, mixed-use development that is compatible with a transit-oriented downtown through:

- » Promoting general and specialty retail, office, and other commercial uses in a compact downtown area complemented by a variety of residential environments that promote the use of transit;
- » Preserving the area as the Town's financial, civic, cultural, and government center;
- » Promoting a livable urban downtown environment with a multitude of activities and pedestrian presence;
- » Preventing the location of auto-oriented uses which detract from a high level of pedestrian activity;
- » Promoting pedestrian flow by preserving unbroken block facades; and,
- » Encouraging improved visual quality of commercial, residential and mixed-use development which respects and complements the existing urban building pattern.

These guidelines are written to promote through physical design the Town's goals and objectives.

### 3. Building Scale

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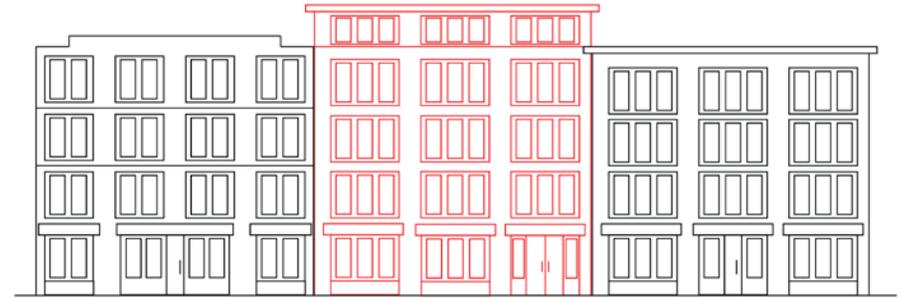
#### *Guiding Principles*

Scale in architecture is a measure of the relative size of a building or building component in relation to its surroundings. The guidelines as they relate to the building's scale are intended to ensure buildings fit into the existing character of the CB and reflect community preferences. In addition, the guidelines consider the market realities to allow for financially feasible projects.

The perceived scale of any proposed building is a function of:

- » The overall size of the proposed building relative to existing building sizes.
- » The visual relationship of the new building's facade elements relative to the visual relationship of building facade elements of surrounding, existing buildings.

While height is one consideration, buildings need not be a uniform height to be properly scaled. Other components of a building's facade could be in harmony to achieve a consistent scale. For example, because a strong linear retail frontage is critical to activating the CB, specified ground level ceiling heights are provided that are conducive to retail uses.



**Appropriate infill.** Although the height differs, the scale of the new building (red) is in harmony with the existing buildings. In particular, the ground floor facade modules, the rhythm of windows, and the proportion are consistent across the buildings.



**Inappropriate infill.** This infill building (red) is out of scale with the existing buildings. The height and massing are drastically different, as are the side setbacks, first floor height, and rhythm of windows.

### 3. Building Scale

#### Guidelines

- » As the diagram to the left illustrates, heights of new buildings need not be uniform with existing buildings. The height should, however, reflect those of adjacent buildings through aligning facade elements (e.g. cornices), or through the use of setbacks to reinforce the scale, massing, and proportions of existing structures.
- » Building heights may range from three stories (35') to six stories (70').
- » Buildings of contemporary architecture are appropriate if the scale, proportion, and rhythm fit into the context of surrounding area. High quality contemporary architecture is preferable to ersatz historical buildings.



Examples of three, four, and five story buildings that would be appropriate models for development in the CBD.



Although the height would not be appropriate for Framingham, this building illustrates a successful example where a setback allows the development to be in proper scale with its surroundings, despite the differing height.



Example of appropriately scaled and proportioned contemporary architecture that uses high quality materials and architectural elements.

### 3. Building Scale

---

#### *Guidelines*

- » New buildings should have clearly expressed base, middle and top areas. Having these defined areas add visual interest and help to avoid monotony.
- » Retail uses on the ground floor encourage an active streetscape. In order to accommodate these uses ground level ceiling heights along primary roadways (Concord Street, Union Avenue and Hollis Street) should be a minimum of 14'.



These examples all contain clearly expressed base, middle, and top areas, as well as ground level retail.

### 3. Building Scale



5 stories is appropriate scale for Downtown

Clearly-defined base, middle, and top areas

Building height differs but scale respects existing buildings

14' min. ceilings to accommodate retail

## 4. Facades

### *Guiding Principles*

As the face of the building, the facade should enhance the visual character of the Downtown. The facade elements of buildings in the CB should provide visual appeal, avoid monotony, reduce the appearance of bulk, and provide a visual relationship to adjacent buildings. Where possible, existing buildings of historic significance should be preserved and restored.

### *Guidelines*

- » Buildings more than 50' in width should be broken into bays to reflect historic building rhythm of Downtown Framingham.
- » Flat facades should be avoided through the use of balconies, changing materials, or architectural detailing to provide visual appeal and to break down building scale.
- » Blank wall surfaces greater than 20' are strongly discouraged when visible from the street.
- » Sides of buildings with frontage on a street should include windows and doors.



The building on the left is broken up into distinct sections through the creation of bays to avoid the monotony that can occur with a long, undifferentiated building.



This is an example of the type of facade that *should be avoided*: long monotonous walls with small windows and little architectural detailing.



This building successfully uses balconies and other architectural elements to provide visual interest.

## 5. Windows

### Guiding Principles

Windows should provide an inviting atmosphere and relieve blank, uninteresting surfaces. Regularly spaced windows can provide symmetry and visually connect adjacent buildings. Fenestration (arrangement of windows on the wall) should be architecturally related to the style, materials, colors, and details of the building.

### Guidelines

- » Facades along primary Downtown streets (Concord Street, Union Street and Hollis Street) should incorporate no less than 60% transparent glazing on the ground floor to maximize visibility of street level uses.
- » Facades along secondary streets should incorporate no less than 40% transparent glazing on the ground floor.
- » No portion of the facade should be constructed of highly reflective glass that prevents pedestrian visibility of interior ground floor activities.



Windows comprise the majority of the ground level storefront, creating a welcoming atmosphere.



The windows of these storefronts invite browsing and encourage pedestrians to use the public space.



This street is lined on both sides with ground floor retail. The clear, large windows of the storefronts add to the visual interest and character of the streetscape.



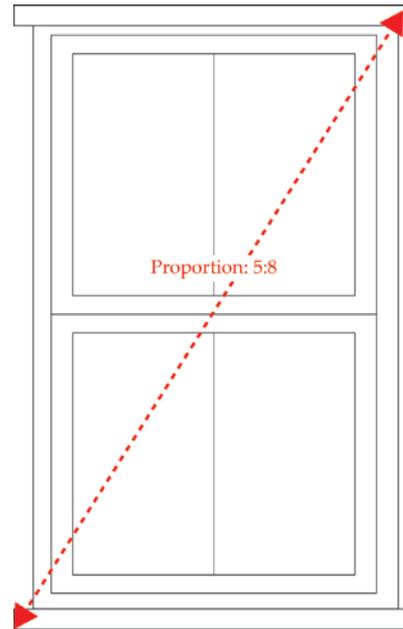
These reflective windows, which create a visual barrier akin to a blank wall, *should be avoided*.

## 5. Windows

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### *Guidelines*

- » Upper floor windows should not be larger than ground floor windows.
- » Wherever possible, window styles should be compatible with the historic style of adjacent structures.
- » In general, window and door openings should be proportioned so that verticals dominate horizontals.



Although this does not need to be adhered to as an inflexible rule, one method for determining the proper proportion of windows is the Golden Section. This is one of the oldest systems of determining an “ideal” proportion, which is a rectangle with a width to length ratio of about 5:8, formed when the diagonal of a square is dropped as an arc. This proportion is still frequently used today in western art and architecture.



Windows that are proportioned to be wider than they are tall *do not* fit into the character of the CB.

## 6. Entrances

### Guiding Principles

Entrances should be placed to enhance the pedestrian environment and minimize conflicts with vehicles. As one of the most important parts of the facade, the main entrance should be easily identifiable.

### Guidelines

- » Primary building entrances should be located on public sidewalks/streets, and on corners wherever possible to emphasize the pedestrian environment.
- » Doorways to upper floors should be separate from ground level retail entrances.
- » Doors should not extend beyond the exterior facade into pedestrian pathways.
- » Garage entrances should be sited in locations (e.g., side streets) that minimize the impacts of vehicle movement on pedestrian activity.
- » Audible signage should be installed informing pedestrians when vehicles are exiting the structure.



The entrance to this garage is located on a secondary street to minimize potential conflicts between vehicles and pedestrians. Note that although it is the rear of the building, the streetscape includes wide sidewalks, street trees and pedestrian scale lighting.



At this shopping complex pedestrian entrances are located in the rear rather than along Main Street. Because this encourages driving and forces pedestrians along Main Street to walk out of their way this design *should be avoided*.

# 7. Parking

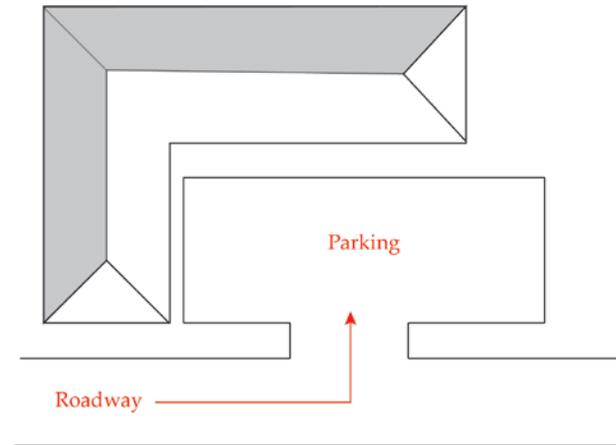
## Guiding Principles

Parking should not detract from the pedestrian environment. Parking should be treated as a secondary function of the building with which it is associated. Surface parking along main roads or in front of buildings does not encourage pedestrian activity. In addition, wide and frequent curb cuts increase the risk of conflicts between vehicles and pedestrians.

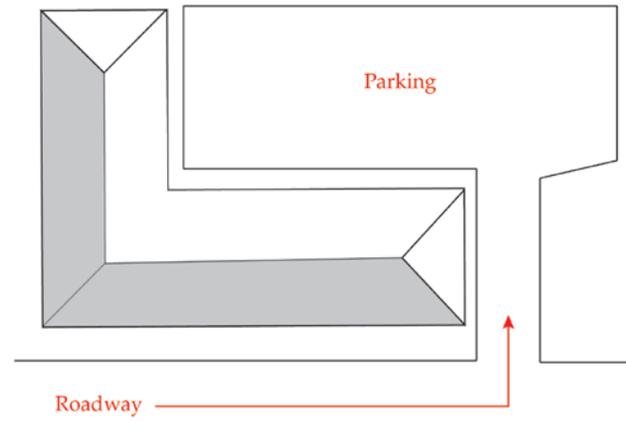
## Guidelines

- » Below-grade or structured parking should be encouraged wherever feasible.
- » To encourage an active, pedestrian environment, surface vehicle parking shall be located behind or to the side of buildings.
- » Frequency and widths of curb cuts should be minimized to improve safety for pedestrians.
- » Electric vehicle (EV) charging stations are encouraged.

**Inappropriate** location for parking



**Appropriate** location for parking



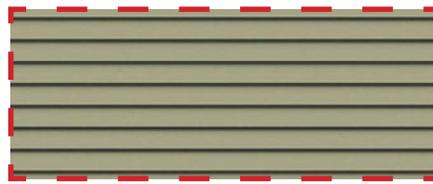
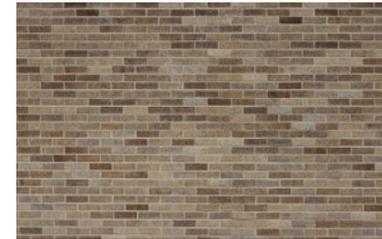
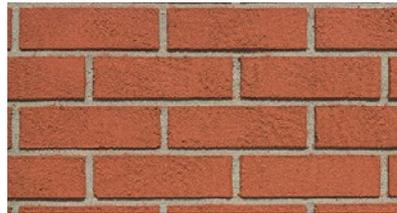
## 8. External Materials

### Guiding Principles

Building materials should reflect the character of Downtown Framingham.

### Guidelines

- » Predominant wall materials permitted within the CB district are brick, stone, and pre-cast concrete.
- » Generally, brick material should consist of red or earth tones.
- » On secondary streets fiber board and wood siding are also appropriate materials in addition to the preferred ones on primary streets.
- » Aluminum and vinyl siding are prohibited.
- » Simulated or prefabricated brick and stone are prohibited.



These photographs are examples of suitable building materials. Regardless of the type chosen, materials should be durable and high quality.

Vinyl/aluminum siding and prefabricated brick and stone do not reflect the historic character of the CBD and thus *are prohibited*.

# 9. Awnings and Canopies

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## *Guiding Principles*

Awnings and canopies are encouraged as a way to enliven the ground floor and to provide shelter for ground floor outdoor uses such as dining. Awnings can improve the comfort of pedestrians with shade and protection from weather. In addition, awnings can increase the success of retail establishments by making pedestrians feel as if they are already in the store.

## *Guidelines*

- » Awnings should fit the shape and scale of the window or door, should be made of canvas or a canvas-like material, and should be designed to be compatible with building signage and design.
- » Awnings should break at the vertical divisions of the structure (i.e., the break between the display windows and the entrance).
- » The color and pattern of awnings affect the entire building and therefore should be carefully selected.
- » A facade with minimal architectural detailing can be enhanced with bright colors and patterns, while a more decorated facade may be complemented with a plain, subtle shade.
- » The shape of awnings should be designed to fit the building's architecture and relate to other awnings that exist along the street.



## 10. Roof Form

### *Guiding Principles*

As with other aspects of the physical form of the building, the roof form should add visual interest and fit into the context of the CBD.

### *Guidelines*

- » Roof forms and lines should complement adjacent buildings.
- » Variations in height are encouraged with architectural elements including cornices and parapets to create interesting and varied rooflines.
- » Rooftop mechanical equipment shall be screened and designed as a component of the overall roof design. It shall not appear to be an add-on element.
- » Rooftop screening and mechanicals will be designed to accommodate soundproofing.



Example of cornice on historic building.



Example of cornice on contemporary building.



Example of adjacent buildings with varied roofline, cornices, and architectural detailing.



Example of rooftop mechanicals "designed as a component of the roof design".

## II. Service Areas, Utilities, and Equipment

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### *Guiding Principles*

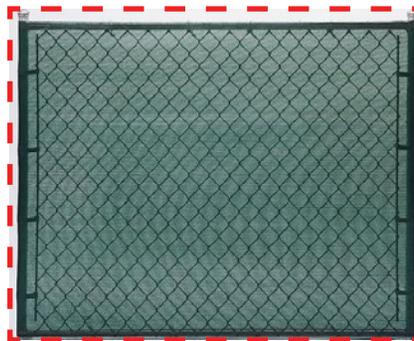
Service areas, utilities, and equipment should not detract from the building design nor the surrounding environment. Areas around the building or on the building used for these purposes must be screened appropriately with natural or fabricated material consistent with the guidelines below.

### *Guidelines*

- » Service and loading areas and mechanical equipment and utilities shall be located on the side or rear of a building and sufficiently screened using architectural forms, fencing and /or landscaping so as to not be visible from streets and public open spaces.
- » Service areas, utilities, and equipment will be designed to accommodate soundproofing.
- » Chain linked fencing shall not be permitted for screening.



Brick walls and vegetation can be used to screen service areas and equipment around buildings.



Chain link fence screening does not reflect the historic character of the CBD and thus *is prohibited*.

# Building Elements Summary Diagram



## 12. Sidewalks

### *Guiding Principles*

The public realm, the sidewalks and the elements located within them, should foster comfort, safety, and accessibility for all pedestrians.

Outdoor dining and sidewalk displays are one of the most impactful contributions to enhancing street life, and thus space should be included for these elements where appropriate.

### *Guidelines (Sidewalks)*

- » Sidewalks shall provide adequate space for all users, street furniture, trees/ plantings, and bicycle parking.
- » Where possible, include small setbacks to accommodate plantings and/or outdoor restaurant seating.



## 13. Public Realm

### *Guidelines (Landscaping)*

- » Thoughtfully designed landscaping appropriate to the context of the building and the surrounding streetscape is highly desirable. These features can define spaces and make for pleasant pedestrian experiences.
- » Plantings in sturdy containers can define areas for sidewalk seating.
- » Window boxes can enliven a building's facade.
- » Plantings in the interstitial space between buildings can make the area more attractive and welcoming.



# 13. Public Realm

## Guidelines (Trees)

In addition to aesthetic qualities and commercial appeal of trees, they also reduce heating and cooling costs, reduce heat reflected from paved areas, help prevent soil erosion, and increase property value.

- » Deciduous street trees should be planted in sidewalks at a maximum spacing of forty linear feet.
- » All plantings shall be native species. Invasive plant species are prohibited.
- » Street trees should be installed in metal grates at least 16 square feet in area to allow for infiltration of rain water.
- » Street trees should be a minimum of 3" caliper measured at chest level.
- » Where feasible, the practice of continuous trench planting should be incorporated.



### *Guidelines (Bicycle Parking)*

- » Bicycle parking should be provided for all new developments, and shall be located as close as possible to the building entrance(s). Any property required to have bicycle parking may establish a shared bicycle parking facility with any other property owner within the same block.
- » Bicycle racks should support an upright bicycle by its frame horizontally in two or more places and be installed on a permanent foundation (e.g., concrete pad) to ensure stability.
- » Racks should be designed to prevent the bicycle from tipping over and support a variety of bicycle sizes and frame shapes.
- » Racks should include space to secure the frame and one or both wheels to the rack with a cable, chain, or u-lock. The diameter of locking pole should be no more than 1.5”.



The inverted “U” bicycle rack is one of the best choices for a bicycle rack.



Artistic types of bicycle racks are allowed and encouraged if they meet the Guidelines criteria.

# 13. Public Realm

## Guidelines (Lighting)

The exterior lighting scheme is important to the success of a vibrant Downtown.

- » Energy efficient lighting is encouraged.
- » Select pedestrian-scaled light fixtures appropriate to building type and location. Avoid the use of floodlighting, wall packs, and tall light posts intended for lighting large areas.
- » If the sidewalk includes street trees, streetlights should be located between the trees so that the tree canopy does not interfere with illumination coverage.
- » Full cut-off lighting focuses the illumination downward toward the street, improving pedestrian visibility and reducing light pollution.
- » Thirty-foot standard “cobra head” design lamps are not appropriate for the CB because of aesthetics, glare, and auto-oriented illumination.



Examples of pedestrian scale lighting with clean, modern designs





## **Article 2: Landscape Design Guidelines**

### **Article 2.1** Purpose

Landscape Design Guidelines (LDG) are provided to Applicants to ensure compliance with Board recommended plantings and best practices to be employed for landscape plantings, site design and all integral components of landscaping relative to site design of projects. The Planning Board seeks to promote proper development of all integrated aspects of unified site design including effective storm water management as well as the use of landscape buffers and screens in an effort to improve functionality, aesthetic appeal and overall, the preservation of site ecology.

### **Article 2.2** Recommended Guidelines for Projects

- 2.2.1 Landscape design should be suitable to the existing site topography, drainage, water table depth, and/or soil type.
- 2.2.2 Applicants are encouraged to exercise creativity by using diversity in planting choices in order to avoid establishing a mono-culture among projects.
- 2.2.3 Landscaped areas should be designed in conjunction with traffic engineering studies to promote maximum unimpeded site circulation while enhancing site aesthetics. Elements should integrate safe pedestrian, bicycle, and vehicle movement onto and within the project site.
- 2.2.4 Landscape design should provide effective buffers and screens.
- 2.2.5 Landscape designs with a permanent irrigation system shall be shown on final as-built plans.
- 2.2.6 Landscape design should be functional, aesthetically pleasing, provides definition to the streetscape, complement building design, and enhance other miscellaneous site amenities.
- 2.2.7 Landscape materials should be durable and chosen for long-term success of the project. Native, salt, and/or drought tolerant species are highly desirable, for all projects in Framingham.

### **Article 2.3** Invasive and Restricted Landscape Plantings

2.3.1 Invasive plant species are prohibited as part of landscape design. For the most current list of invasive plants please refer to Massachusetts Department of Conservation and Recreation (DCR). The following invasive species are prohibited:

- *Acer plantanoides* - Norway Maple
- *Acer pseudoplatanus* – Sycamore maple
- *Ailanthus altissima* – Tree of heaven
- *Phellodendron amurense* – Amur corktree



- *Robinia pseudoacacia* – Black locust
- *Acer ginnala* – Amur maple
- *Syringa reticulata*- Japanese tree lilac

2.3.2 Trees and plants with limited use restrictions are as follows:

- *Thuja* – Arborvitae shall only be permitted as a screen around dumpsters and other appropriate places on-site as approved by the Planning Board.
- Nut, fruit, seed, and sap producing trees are discouraged in high traffic and pedestrian areas. These trees are encouraged in areas away from pedestrians and motorized vehicles:
  - *Carya ovate* – Shagbark hickory
  - *Fagus grandifolia* – American beech
  - *Platanus occidentalis* – American sycamore
  - *Quercus alba* – White oak
  - *Quercus macrocarpa* – Bur oak

**Article 2.4** Landscape Plantings Design

Applicants are encouraged to work with a horticulturist and/or landscape architect who is licensed and/or registered in the Commonwealth of Massachusetts to assist in the selection of appropriate plantings. Appendix A herein provides a list of plantings most commonly used and approved by the Planning Board. Applicants should consider plantings that are site appropriate to ensure the best success for their survival. The Planning Board’s planting list is not an inclusive list, and other species may be considered.

**Article 2.5** Zoning and Plan Format Requirements

2.5.1 Sections IV.B, IV.K.8, and VI.F of the Zoning By-Law should be referenced for landscaping requirements.

2.5.2 Landscape plan sheets shall contain a landscape schedule as provided in Appendix B.

2.5.3 The Planning Board reserves the right to disapprove a planting that is deemed inappropriate for specific sites.

**Article 2.6** Landscape Design

2.6.1 Tree spacing

1. Trees should be an adequate and appropriate distance from the street curb, dependent upon the species and required area necessary for optimal growth.
2. Trees should be planted within an appropriate distance from streetlights, hydrant, poles, transformers, telephone box, manhole, driveway approaches, and other manmade structures.



3. In general large trees and shrubs should not be planted under or within the area of any utility without prior consultation with the Department of Public Works and the utility company. Appropriate trees near power lines, small spaces, and light fixtures can be found in Appendix A, list Small Trees.

#### 2.6.2 Crown Clearance

1. Street trees should be selected that provide an appropriate clearance and have limited understory growth to avoid interference with roadways and utilities.

#### 2.6.3 Mulch

1. The use of mulch is encouraged around the bases of trees, shrubs, and areas where grass or sod is not practical. Mulch should be used to prevent weed growth, retain moisture to the plants, protect against soil erosion and nutrient loss, maintain a more uniform soil temperature, and improve the appearance of the planting beds.
2. Avoid the overloading of mulch known as “mulch volcanoes,” which prevents air movement and increases disease susceptibility.
3. Mulch should not be installed over site improvements (i.e. underground utility boxes).

#### 2.6.4 Grasses and Groundcover

1. Ornamental grasses should be incorporated into landscape design where appropriate.
2. Landscape areas that are difficult to maintain grass or sod should incorporate groundcover (Xeriscaping) into project design.

#### 2.6.5 Buffering, Screening, and Berms

1. Landscape buffers and screens in combination with fencing, berms, or plantings should be used to reduce possible negative impacts of light and noise levels, and air pollution.
2. The installation of landscape buffers and screens should be employed when a nonresidential project is adjacent to existing or proposed residential uses.
3. Berms may be used to enhance landscape buffers and screenings while providing greater visibility for ornamental and specimen plantings. Plant selections for berms must be located to promote good plant health in addition to providing sufficient room for growth.



### 2.6.6 Parking and Walkways

1. Parking islands are required to be vegetated, preferably with groundcover and shrubs to discourage pedestrians and bicyclist from moving through them. If pedestrian and bicycle access through the islands is desired a pathway constructed of pavers shall be installed.
2. Parking islands and walkways should be defined by vertical curbing constructed of durable granite or precast concrete that will withstand snowplowing, site maintenance, and traffic conditions.
3. Parking islands should be located in areas that do not conflict with other site improvements and/or activities.
4. Parking islands should be of sufficient size to ensure landscape survival.
5. Walkways should be constructed with aggregate or precast concrete, brick, or alternative material that enhances site design, color contrast, and durable.
6. Landscape design should enhance accessibility and not conflict with it.

### 2.6.7 Screening of Accessory Structures

1. Transformers, trash enclosures, other accessory structures should be screened with appropriate landscape plantings. Appropriate trees near power lines, small spaces, and light fixtures can be found in Appendix A, list Buffering Trees and Shrubs.

### 2.6.8 Boulders and Fieldstone

1. Landscape design may incorporate boulders, fieldstone, and stonewalls or other hardscape features.

### 2.6.9 Retaining Walls

1. Retaining walls should be constructed out of durable material; cement concrete and non-decorative block should be avoided.
2. Wall height is measured from grade level in front of the wall at a given location, to the grade level behind the wall at the same cross section.
3. Gabions should not be used.
4. Terracing of retaining walls may be required. A terraced retaining wall should be setback from the lower wall at least two times the height of the unbalanced fill retained by the lower wall. The walls shall be considered as separate walls. If a successive wall is
5. setback from a lower wall less than two times the height of the unbalanced fill retained by the lower wall, the walls shall be considered as a single wall.



### 2.6.10 Stormwater Drainage and Resource Areas

1. Drainage Basin
  1. Rip-rap
    - Rip-rap should be used in areas to control erosion where slopes are severe.
    - Rip-rap should be placed by hand and not by machine.
    - Prior to the placement of rip-rap stone, infiltration fabric should be placed on exposed soils.
    - Above a rip-rap slope native trees and shrubs should be planted to buffer and protect the top of the slope.
    - Rip-rap should be of appropriate size and color to compliment site design.
    - Gabions should be avoided.
  2. Stormwater filtration system
    1. Oil water separators and stormwater separators should be incorporated into site design for the separation of solids from liquids during weather event.
  3. Swales and Vegetated Filter Strips
    1. Swales and vegetated filter strips should be incorporated into the site design to collect run-off from the site.
    2. Swales and vegetated filter strips should be used as snow storage and snow melt treatment areas.

### 2.6.11 Low Impact Development Techniques

1. Where feasible site design should incorporate Low Impact Development (LID) Techniques (i.e. bio-retention cells, vegetated swales, filter strips, disconnected impervious areas, permeable pavers, curb cuts, open channels, submerged gravel wet areas, etc.)

## **Article 2.7** Landscape Maintenance

### 2.7.1. Landscape Maintenance Plan

1. Developers and property owners must provide a landscape management plan with the application submittal.
2. Areas where Low Impact Development (LID) Techniques have been incorporated into the site, the developer should provide a landscape maintenance plan specific to each feature.



### 2.7.2. General Maintenance Requirement

1. Vegetation should be maintained in a healthy, vigorous growing condition, free from disease and pests.
2. Natural organic fertilizers or “bridge” fertilizers shall be used.
3. Mulch volcanoes are not allowed.
4. Tree topping or pruning of the leaders is prohibited.

### 2.7.3. Irrigation

1. Irrigation plans shall be required with landscape plans.
2. All automatic lawn-watering systems should be equipped with a timing device in addition to a moisture-sensing device that will prevent the system from starting automatically when not needed.
3. All automatic lawn-watering systems should be installed with an approved backflow prevention device. Said device will be inspected initially and periodically thereafter as part of the landscape maintenance plan.

### **Article 2.8** As-Built Plan and Certification Requirements

Final As-Built-Plans shall be submitted at the end of construction prior to the issuance of the final occupancy and use permit.



## Appendix A: Framingham Preferred Planting List

### Tall Trees – Tall trees may be used for street tree under the appropriate condition:

<i>Ginkgo biloba</i> - Ginkgo (male only)	<i>Acer campestre</i> - Hedge maple
<i>Gleditsia triacanthos var. inermis (thornless, fruitless species only)</i> – Honey locust	<i>Acer rubrum</i> – Red maple*
<i>Liriodendron tulipifera</i> - Tulip tree/tulip popular	<i>Acer rubrum ‘armstrong’</i> - Armstrong maple
<i>Plantanus x acerifolia</i> - London planetree	<i>Acer saccharum</i> – Sugar maple*
<i>Tilia tomentosa</i> - Silver linden	<i>Zelkova serrata ‘Village Green’</i> – Japanese zelkova ‘village green’
<i>Tilia cordata</i> - Little-leaf linden	<i>Liquidambar styraciflua ‘Slender Silhouette’</i> - Columnar sweetgum
<i>Ulmus americana</i> - American elm (cultivars also encouraged include ‘Homestead,’ ‘Princeton,’ Valley Forge’)	<i>Oxydendrum arboreum</i> - Sourwood

### Small Trees – Small trees may be utilized under overhead wires as street trees where appropriate. Small trees may be utilized throughout the site.

<i>Betula alleghaniensis</i> – Yellow birch	<i>Cornus kousa</i> - Kousa dogwood
<i>Betula populifolia</i> – Gray birch	<i>Crataegus phaenopyrum</i> - Washington hawthorn
<i>Betula occidentalis</i> – River birch	<i>Magnolia virginiana</i> - Sweet bay magnolia
<i>Ilex opaca</i> – American holly	<i>Magnolia grandiflora</i> – Bull bay magnolia
<i>Amelanchier sp.</i> - Serviceberry	<i>Prunus serotina</i> – Black cherry
<i>Cercis Canadensis</i> - Eastern redbud	<i>Prunus x. autumnalis/sargentii/yoshino</i> – Cherry species
<i>Cornus florida</i> – Flowering dogwood	

### Buffering and Park Trees – Buffering and park trees shall be utilized away from pedestrian and vehicle parking areas where appropriate.

<i>Picea pungens</i> – Colorado spruce	<i>Tsuga Canadensis</i> – Canadian hemlock
<i>Quercus coccinea</i> – Scarlet oak	<i>Abies balsamea</i> – balsam fir
<i>Quercus palustris</i> – Pin oak	<i>Abies concolor</i> – Concolor fir
<i>Fagus grandifolia</i> - American beech	<i>Abies fraseri</i> – Fraser fir
<i>Metasequoia glyptostroboides</i> - Dawn redwood	<i>Abies grandis</i> – Grand fir
<i>Platanus occidentalis</i> - American sycamore	<i>Chamaecyparis thyoides</i> – Atlantic white cedar
<i>Quercus macrocarpa</i> - Bur oak	<i>Corylus Americana</i> – American hazelnut
<i>Picea glauca</i> – White spruce	

### Shrubs

<i>Taxus canadensis</i> – Canada yew	<i>Chamaecyparis obtusa</i> – Hinoki cypress
<i>Viburnum lentago</i> – Nannyberry	<i>Hypericum frondosum</i> – golden St. John’s wort
<i>Viburnum trilobum</i> – American cranberry	<i>Hypericum prolificum</i> – shrubby St. John’s wort
<i>Ceanothus americanus</i> – New Jersey Tea	<i>Ilex opaca</i> – American Holly
<i>Cephalanthus occidentalis</i> – Buttonbush	<i>Itea virginica</i> – Sweet spire
<i>Ilex glabra</i> – Inkberry shrub	<i>Juniperus communis</i> – Pasture juniper
<i>Ilex verticillata</i> – Winterberry	<i>Juniperus horizontalis</i> – Creeping juniper
<i>Amelanchier Canadensis</i> – Serviceberry	<i>Amelanchier arborea</i> – Downy serviceberry
<i>Cercis Canadensis</i> – Eastern redbud	<i>Amelanchier laevis</i> – Alleghany serviceberry
<i>Sambucus Canadensis</i> – Elderberry	<i>Cornus species</i> – Dogwood species
<i>Aronia melanocarpa</i> – Black chokeberry	<i>Clethra alnifolia</i> – Sweet pepperbush
<i>Magnolia liliflora ‘Nigra’ x stellate ‘Rosea’</i> – Ann Magnolia	<i>Physocarpus opulifolius</i> – Eastern ninebark
<i>Rhododendron</i> – Rhododendron	<i>Rhus aromatic</i> – Fragrant sumac
<i>Comptonia peregrina</i> – Sweet fern	<i>Rosa virginiana</i> – Virginia rose
<i>Cornus racemosa</i> – Gray dogwood	<i>Viburnum acerifolium</i> – Maple leaf viburnum
<i>Myrica pensylvanica</i> – Bayberry	<i>Viburnum prunifolium</i> – Blackhaw viburnum
<i>Aronia species</i> – Chokeberry	<i>Spiraea Salicifolia</i> – Spirea



## Appendix B: Landscape Schedule

### LANDSCAPE SCHEDULE

KEY	QTY	BOTANICAL NAME	COMMON NAME	SIZE	REMARKS
<u>SHADE TREE</u>					
NS	5	NYSSA SYLVATICA	SOURGUM OR TUPELO	2 1/2-3" CAL.	B+B
QR	7	QUERCUS RUBRA	RED OAK	2 1/2-3" CAL.	B+B
QP	2	QUERCUS PALUSTRIS	'EMERALD PILLAR' PINE OAK (COLUMNAR)	2 1/2-3" CAL.	B+B
	<u>14</u>				
<u>ORNAMENTAL TREE</u>					
CC1	1	CERCIS CANADENSIS	EASTERN REDBUD	8-10' MIN HEIGHT	UPRIGHT PLANTS
<u>EVERGREEN SHRUB</u>					
CC	14	CHAMAECYPARIS 'GRACILIS'	HINOKI CYPRUS	8' MIN HEIGHT	B+B
ICG	23	ILEX X MESERVEAE 'CHINA GIRL'	CHINA GIRL HOLLY	42" MIN HEIGHT	B+B
IGC	44	ILEX GLABRA COMPACTA	DWARF INKBERRY HOLLY	42" MIN HEIGHT	#5 CAN
IGS	11	ILEX GLABRA 'SHAMROCK'	SHAMROCK INKBERRY HOLLY	42" MIN HEIGHT	#5 CAN
IWVR	15	ILEX VERTICILLATA 'WINTER RED'	WINTER RED WINTERBERRY HOLLY	42" MIN HEIGHT	#5 CAN
KL	9	KALMIA LATIFOLIA	MOUNTAIN LAUREL	42" MIN HEIGHT	B+B
RM	15	RHODODENDRON MAXIMUM 'ROSEBAY'	ROSEBAY RHODODENDRON	4-5' MIN HEIGHT	B+B
TH	20	"TAXUS MEDIA "HICKSII"	HICKS YEW	42" MIN HEIGHT	B+B
	<u>151</u>				
<u>DECIDUOUS SHRUB</u>					
CA	12	CLETHRA ALNIFOLIA	SUMMERSWEET CLETHRA	42" MIN HEIGHT	#5 CAN
CAR	32	CLETHRA ALNIFOLIA 'ROSEA'	PINK SUMMERSWEET CLETHRA	42" MIN HEIGHT	#5 CAN
CS	12	CORNUS SERICEA (FORMERLY STOLONIFERA)	RED OSIER DOGWOOD	42" MIN HEIGHT	B+B
HPG	2	HYDRANGEA PANICULATA 'GRANDIFLORA'	PEE GEE HYDRANGEA	42" MIN HEIGHT	#5 CAN
HM	15	HYDRANGEA MACRIPHYLLOIDA 'ENDLESS SUMMER'	ENDLESS SUMMER	42" MIN HEIGHT	#5 CAN
MP	23	MYRICA PENNSYLVANICA	NORTHERN BAYBERRY	42" MIN HEIGHT	B+B
SBAW	26	SPIREA X BUMALDA 'ANTHONY WATERER'	ANTHONY WATERER SPIREA	42" MIN HEIGHT	#5 CAN
SJLP	7	SPIREA JAPONICA 'LITTLE PRINCESS'	LITTLE PRINCESS SPIREA	42" MIN HEIGHT	#5 CAN
SPMK	23	SYRINGA PATTULA 'MISS KIM'	MISS KIM LILAC	42" MIN HEIGHT	B+B
VA	26	VACCINIUM ANGUSTIFOLIUM	LOWBUSH BLUEBERRY		#1 CAN
VC	27	VACCINIUM CORYMBOSUM	HIGHBUSH BLUEBERRY	42" MIN HEIGHT	#5 CAN
	<u>205</u>				
<u>PERENNIAL</u>					
GMR	31	'ROZANNE' CRANSEBILL	GERANIUM MACRORRHIZUM	1 GAL.	CONTAINER
PA	54	PENNISETUM ALOPECUROIDES	DWARF FOUNTAIN GRASS	1 GAL.	CONTAINER
RF	341	RUDBECKIA FULGIDA 'GOLDSTRUM'	BLACK EYED SUSANS	1 GAL.	CONTAINER
RRM	37	ROSA 'PINK MEIDLAND'	PINK MEIDLAND ROSE	1 GAL.	CONTAINER
SAJ	27	SEDUM X 'AUTUMN JOY'	AUTUMN JOY SEDUM	1 GAL.	CONTAINER
XS	20	XANTHORIZA SIMPLICISSIMA	YELLOWROOT	1 GAL.	CONTAINER
	<u>509</u>				

NOTE: IF ANY DISCREPANCIES OCCUR BETWEEN AMOUNTS SHOWN IN THE PLAN AND THE PLANT LIST, THE PLAN SHALL DICTATE.



## SPECIAL LANDSCAPE NOTES

1. CONTRACTOR SHALL SUBMIT AN IRRIGATION SYSTEM DESIGN TO THE PLANNING DEPARTMENT FOR REVIEW & APPROVAL PRIOR TO CONSTRUCTION.
2. MULCH TO BE PLACED IN SHRUB BEDS NO GREATER THAN 12" FROM THE DRIP LINE
3. REPLACE EXISTING SOIL IN PLANT BEDS WITH TOPSOIL TO A DEPTH OF 24" MINIMUM
4. REMOVE SOIL FROM STEMS OF ROOT FLARE AREA.
5. PLANT MATERIAL TYPES, QUANTITIES AND LOCATIONS SHALL NOT BE MODIFIED EXCEPT WITH PERMISSION OF THE PLANNING BOARD, DURING INITIAL INSTALLATION.
6. EXISTING SOIL (TOPSOIL) SHOULD BE REUSED AS MUCH AS POSSIBLE. LOAM BORROW SHOULD ONLY BE BROUGHT IN AS NEEDED. BOTH TOPSOIL AND LOAM BORROW SHOULD BE TESTED BY A UNIVERSITY AGRICULTURAL LAB, SUCH AS UMASS SOIL TESTING LAB, TO DETERMINE IF IT NEEDS AMENDMENTS. LAB SHOULD PROVIDE RECOMMENDATIONS FOR AMENDMENTS BASED UPON PLANTING TYPE, EVERGREEN DECIDUOUS, LAWN, ETC.
7. CONTRACTOR SHOULD FURNISH PLANTS IN QUANTITIES AS SHOWN ON PLANS, NOT IN SCHEDULE.
8. REMOVE SOIL FROM TRUNK FLARES OF TREES AND STEMS OF SHRUBS TO DETERMINE ACTUAL TOP OF ROOTBALL AREA.
9. FERTILIZE AS NEEDED PER RECOMMENDATIONS OF SOIL TESTING LAB.
10. THERE IS A 2-YEAR GUARANTEE REQUIRED.
11. NO PLANT MATERIAL CHANGES WITHOUT PERMISSION OF THE LANDSCAPE ARCHITECT.
12. TREES AND SHRUBS SHALL BE B+B OR CONTAINER – NO BARE ROOT.
13. SEEDING – LOAM AND TOPSOIL SHOULD BE 6" AFTER SETTLEMENT, MIN. FERTILIZE AND LIME PER SOIL TESTING LAB RECOMMENDATIONS.
14. DO NOT OVER-COMPACT PLANTING AREAS. IF AREAS BECOME COMPACTED, DISC TOP 4"-6" TO UNCOMPACT.
15. LOAM- OBTAIN LABORATORY TEST FOR TOPSOIL AND LOAM BORROW. ASK FOR pH (5.5 TO 6.5 PREFERRED), BUFFER pH, ORGANIC MATTER (5 TO 10%), SOLUBLE SALTS, AND SOIL TEXTURE.
16. ADD MICORRHIZA SPORES IN PLANT BEDS AND PITS.
17. TREES AND SHRUBS SHALL BE TAGGED BY THE LANDSCAPE ARCHITECT.
18. TREE PITS SHOULD BE FLOODED 2 TIMES IN SUCCESSION WITH WATER, AND EVALUATED FOR DRAINAGE CHARACTERISTICS AFTER A 24 HOUR PERIOD.
19. CONTRACTOR SHOULD PLAN TO PROVIDE CLEAN POTABLE WATER, HOSES AND ALL EQUIPMENT TO WATER PLANTS.
20. PLANTS SHOULD BE WATERED FROM TIME OF DELIVERY UNTIL ACCEPTANCE.
21. USE TREEGATERS TO PROVIDE SLOW, DEEP WATERING FOR TREES.
22. GENERAL CONTRACTOR TO REMOVE EXISTING INVASIVE SPECIES ON SITE (NORWAY MAPLE, BUCKTHORN, KNOTWEED, ETC.). CONTROL OF INVASIVE SPECIES SHOULD BE MONITORED THROUGH REGULAR, PERIODIC MAINTENANCE
23. GENERAL CONTRACTOR TO REMOVE ROOT BASKETS, BURLAP, WRAPS AND TIES ENTIRELY AND DISCARD.
24. GENERAL CONTRACTOR TO UTILIZE STRAW FOR EROSION CONTROL.
25. THE INTENT OF THE SHRUB PLANTINGS ARE TO GROW INTO MASSES FOR SCREENING AND VISUAL INTEREST.



### **Article 3: Site Plan Review Plan Requirements**

#### **Section 3.1** Site Plan Review site plan requirements

3.1.1 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 the Assessors' 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. Color architectural renderings; and
11. 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.

3.1.2 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;



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

3.1.3 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. 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.

### **Section 3.2** Request for Waivers from Submittal Items

3.2.1 During the first public hearing the Planning Board shall review the list of requested waivers. At such time the Planning Board shall make a determination as to which waivers shall be granted and what information will be required. During the public hearing process the Planning Board may require additional information that had been waived if it becomes apparent that such information is relevant to completing the application.

### **Section 3.3** As-built Plans

3.3.1 The Applicant shall submit a final set of “As-built” plans that reflect final constructed conditions prior to the issuance of an Occupancy and Use Permit granted by the Department of Inspectional Services (Building Department).

3.3.2 The Planning Board may retain a Peer Review consultant at the cost of the Applicant to inspect the site to ensure compliance with the approved and/or modified site plan prior to signing off on the Occupancy and Use Permit.

### **Section 3.4** Modification to an Approved Site Plan

An Applicant may seek modification from the Planning Board through an abbreviated review once a project has been approved and granted an Occupancy and Use Permit from the Department of Inspectional Services (Building Department).

#### 3.4.1 Application Submittal for a Site Plan Review Modification

1. Form A – Cover Letter
2. Form G - Request for Modification
3. Certificate of Ownership
4. Summary of Modifications: a summary listing the proposed modifications, reasons for modifications, and benefit to the site plan.
5. Any modifications that alters the stormwater management or erosion control systems appropriate documentation relevant to said modification shall be submitted in accordance with **Article 6: Land Disturbance and Stormwater Management Document Submittal Requirements, herein.**



### 3.4.2 Modification to an Approved Site Plan Review Plan Submittal (where applicable)

1. Redline version of the approved site plan (signed by the Planning Board or As-built approved for final occupancy by the Planning Board). All proposed modifications should be highlighted showing the existing vs. the proposed modification.
2. Clean version of the site plan showing the site as it will be constructed of the site. Submittal of only sheets being shall be required, unless the proposed modification affects other plan sheets.
3. The applicant shall submit one full paper copy and one electronic copy of the site plans upon approval of the modification or portion of the modification that was approved.



## **Article 4: Site Plan Review Lighting Requirements**

### **Section 4.1**

All projects reviewed by the Planning Board require the following outdoor lighting requirements. Outdoor lighting shall meet the most current International Energy Conservation Code (IECC) standards, as well as comply with the Outdoor Lighting Code

Handbook published by the International Dark-Sky Association in compliance with the American Disabilities Act (ADA) and Architectural Access Board (AAB). All lighting shall require full review by the Planning Board regardless of whether lighting is attached to buildings, poles, structures, or is self-supported, located within hardscape and/or landscaped areas, or near the entrance of buildings, sales and non-sales canopies, outdoor sales areas, building facades, and/or within pedestrian ways, to ensure adequate lighting for the use and location is provided. Lighting requirements set forth, herein shall apply to all luminaires for any lot undergoing new development, and/or a modification or expansion under a site plan review permit.

### **Section 4.2**

A Photometric Plan shall be submitted to the Planning Board as part of a Site Plan Review Application package for new or redevelopment projects. The Photometric Plan shall include the location, height, shield type, and lumen rating for all of the existing and/or proposed outdoor luminaires.

### **Section 4.3** Luminaire Design Standards

- 4.3.1 Lighting shall be designed not to exceed the light levels necessary for the use and location. Lighting shall be designed to provide a safe and adequately illuminated outdoor area.
- 4.3.2 Installation of energy efficient outdoor light fixtures is required.
- 4.3.3 All luminaires must be fully shielded to decrease levels of light trespass onto adjacent properties, roadways, or environmentally sensitive areas.
- 4.3.4 Existing luminaires which cause light trespass and glare shall be removed during the construction phase of the project and replaced with new compliant lighting. All luminaries shall be fully shielded so that all direct light cast in the direction of abutting lots or adjacent streets is cut off at an angle no more than a cone angle of 45 degrees measured from a vertical line directly below the luminaire and shall not exceed the lumen value specified above. The cut-off may be accomplished by the luminaire photometric properties, or by a supplementary external shielding.
- 4.3.5 Strobes, searchlights, flashing lights, and laser illumination, are prohibited.



**Section 4.4** Sites shall be designed to comply with the maximum permitted light levels, as stated herein.

- 4.4.1 Parking Lots, Sidewalks, and Bikeways – 1.5 Lumens, per square foot of the area.
- 4.4.2 Building Entrance Areas – 5 Lumen, per linear foot of the width of all doors
- 4.4.3 Building Canopies – 5 Lumen, per square foot of the ceiling area of a walkway canopy
- 4.4.4 Retail Sales Canopies – 10 Lumen, per square foot of the ceiling area of a service station; 5 lumen per square foot of the ceiling area of retail sales canopies
- 4.4.5 Retail Sales Frontage and Outdoor Sales Areas: The Planning Board, at its discretion, will determine the appropriate light levels on a case by case basis.

**Section 4.5** The Planning Board prohibits light trespass from a site for both new and existing lighting. The Applicant shall have a Lumen of zero at all lot lines.

**Section 4.6** Each site shall be designed to decrease light levels after the closure of the site.

- 4.6.1 Exterior Site Lights shall be turned off one hour after the last person leaves the building, and shall remain off one hour prior to the opening of the building. Lighting may be replaced by security lighting if the site necessitates such lighting.
- 4.6.2 Exterior Spot Lights shall be controlled by motion detectors or infrared sensors and shall be activated for no more than 10 minutes of “on-time” and shall be exempt from the hours-of-operation restriction. The motion detector shall be adjusted so that normal movement of vehicles, pedestrians, or traffic along a street or way shall not cause activation.
- 4.6.3 Flood lights, spot lights, and other site lighting may not be used as a substitute for security of the building or property.

**Section 4.7** The following lights shall be exempt from Article 22 set forth herein.

- 4.7.1 Temporary holiday lights, which shall not exceed 12 weeks in one calendar year.
- 4.7.2 Emergency lighting required by the Framingham Fire, Police, and/or other official or utility emergency personnel. Such lighting shall minimize any detrimental effects of glare onto passing vehicles, abutting residential properties, and/or pedestrians.
- 4.7.3 Temporary lighting used on construction sites. Such lighting shall minimize any detrimental effects of glare onto passing vehicles, abutting residential properties, and/or pedestrians.
- 4.7.4 Lighting associated with signage. Lighting associated with signage shall fall under the jurisdiction of the Building Department.

**Section 4.8** Enforcement of Article 22 herein shall be by the Building Commissioner.



## **Article 5: Shoppers World Sign Requirements**

### **Section 5.1** Application

- 5.1.1 The Planning Board shall review all Shoppers World signage permits at a posted public open meeting. Any request that varies from the Shoppers World Sign Package, as shown in the Planning Board Rules & Regulations shall require a public hearing for such waiver.
- 5.1.2 Applicants shall file a completed Shoppers World Sign Application package with the Sign Officer located in the Building Department. Once the Sign Officer deems the Application complete, the Sign Officer shall submit the Application to the Planning Board for review and recommendation.
- 5.1.3 The Planning Board shall conduct a review of all Shoppers World Sign Applications during a publicly posted open meeting.
- 5.1.4 The Planning Board shall make a determination for appropriate action on each Sign Application. Once a determination by the Planning Board has been made, the Planning Board Office shall send the determination to the Sign Officer.
- 5.1.5 The Sign Officer shall review and oversee implementation and construction of the approved Shoppers World Sign as determined by the Planning Board.
- 5.1.6 Any modifications to the approved Shoppers World Sign shall require a determination from the Planning Board for the requested modification at a publicly posted open meeting.
- 5.1.7 Any ordinary maintenance and minor repairs that do not involve the installation, replacement, alteration, reconstruction, relocation, new identification, or expansion of a sign shall not require review by the Planning Board, but may need approval from the Building Department.

### **Section 5.2** Identification of the Buildings within Shoppers World

- 5.2.1 Shoppers World is comprised of three sections that include the western lot, the central ring, and the southeastern lot. Each building or unit has been given a letter for identification purposes. The letter associated with the building will be followed by a number if a building is subdivided for additional tenants.
- 5.2.2 The Western Lot is comprised of three free standing buildings. Letters associated with the three free standing buildings include: W, X, and Y.

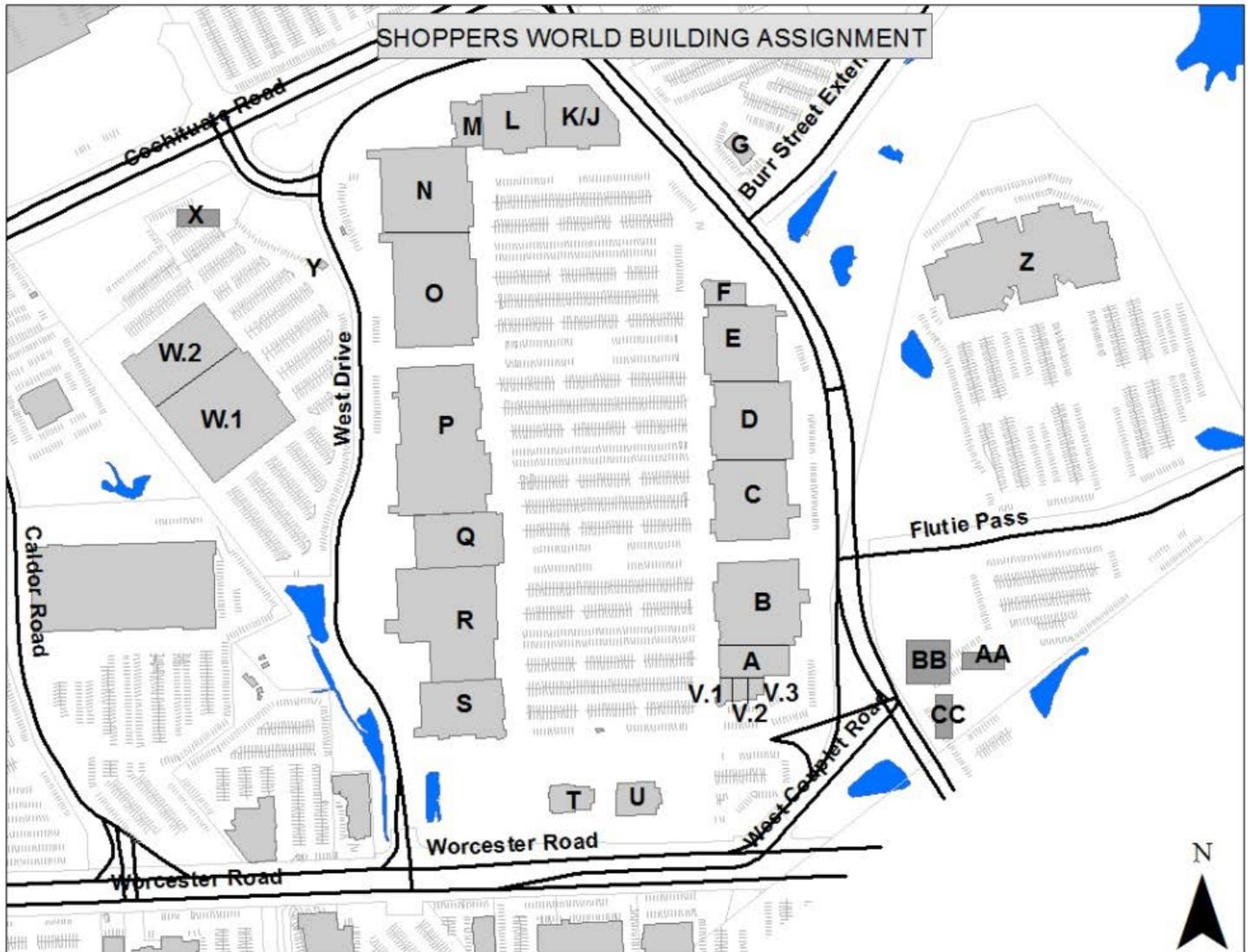


5.2.3 The Central Ring is comprised of several buildings that are joined by common walls, in addition to several free standing buildings. A majority of Shoppers World's commercial activity occurs within the Central Ring. Letters associated with the Central Ring buildings include: A, B, C, D, E, F, G, J/K, L, M, N, O, P, Q, R, S, T, U, and V.

5.2.4 The Southeastern Lot is comprised of three free standing buildings. Letters associated with the Southeastern Lot include: AA, BB, and CC. One of the three free standing buildings (CC) is located within the Town of Natick.

5.2.5 Building Z is located within Shoppers World, but does not fall under the jurisdiction of the Shoppers World Sign Requirements.

Figure A. Shoppers World Building Assignment





**Table 1.** Shoppers World Building Identification and Building Area

Building Identification	Building Area (square feet)	Building Identification	Building Area (square feet)
A	18,300	Q	43,629
B	45,000	R	98,107
C	40,000	S	29,963
D	39,884	T	6,300
E	36,108	U	9,200
F	6,071	V (V.1, V.2, and V.3)	6,002
G	Logan Express Parking Facility	W (W.1 and W.2)	102,555
J/K	27,089	X	4,815
L	24,560	Y	225
M	8,500	Z	122,661
N	50,081	AA	9,500
O	60,834	BB	21,000
P	40,159	CC (in Natick)	7,530

**Section 5.3** Ground Mounted Sign Regulations for 19 Flutie Pass

The property at 19 Flutie Pass (known as the Southeastern Lot), shall include three ground mounted signs in Framingham, and one ground mounted tenant identification sign located in the Town of Natick. The ground mounted tenant identification sign shall remain under the jurisdiction of the Town of Natick. At no point shall there be four ground mounted signs associated with the Southeastern Lot located within the Town of Framingham.

All ground mounted signs for the Southeastern Lot and Shoppers World shall be constructed of the same materials to create and identify a unique, cohesive retail center. Four signs are illustrated and shown within this Section of the Shoppers World Sign Requirements. These illustrations shall remain as the approved signage until such time that any modification is requested by the owner or owner’s designee of Shoppers World.

.3.1 The Southeastern Lot shall be allowed three free-standing signs in Framingham, which shall include the following (Figure B Southeastern Lot Ground Mounted Sign Locations, Figures C-E Southeastern Lot Sign Details):

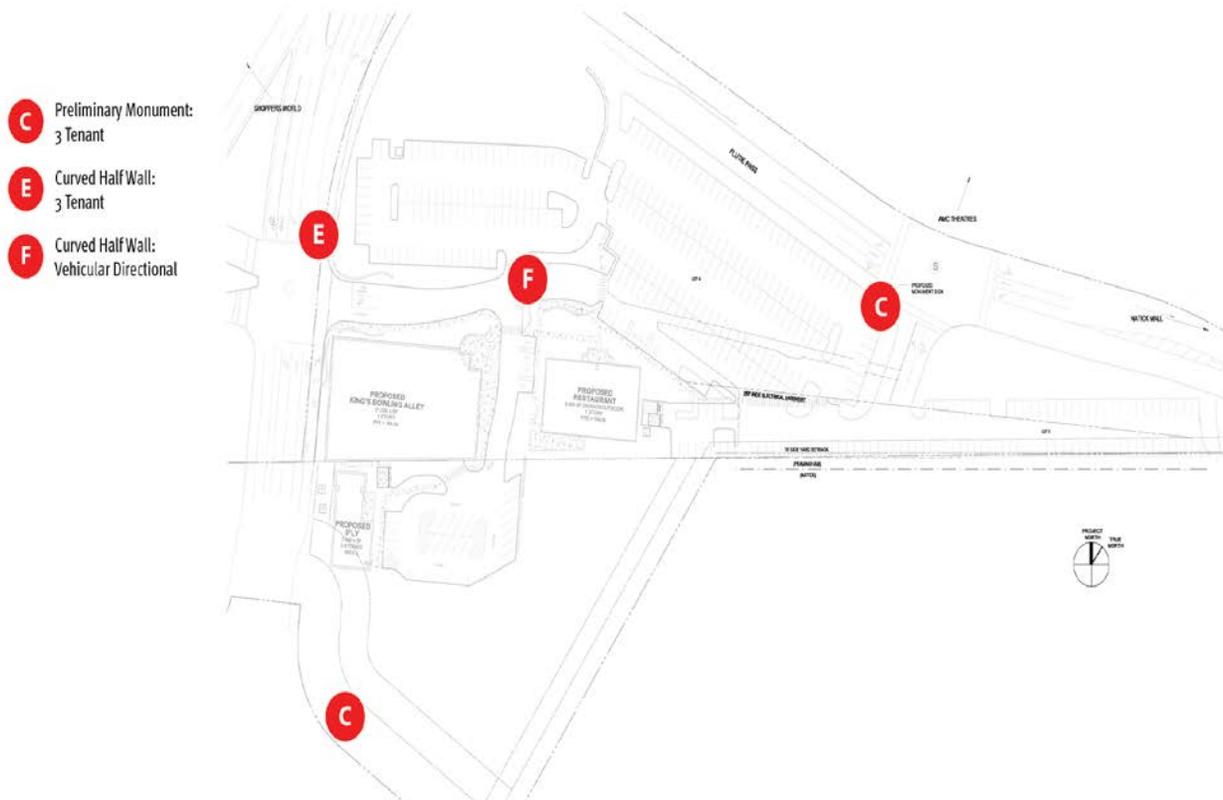
1. (Sign Location C – Figure C) one monument sign at the entrance to the Southeastern Lot, not to exceed 120 sf and 12 feet in height, including panels for businesses located within the Southeastern Lot;



2. (Sign Location E - Figures D and E) one monument sign located on Shoppers World Drive for wayfinding purposes containing a 2 feet tall 250 sf wall with up to four panels of 16 sf to identify businesses located within the Southeastern Lot; and
3. (Sign Location F – Figure F) one monument sign for wayfinding purposes containing a 2 feet tall 55.5 sf stone wall with an 8.5 sf panel. Vertical measurements of freestanding signs shall include the sign bases and berms.

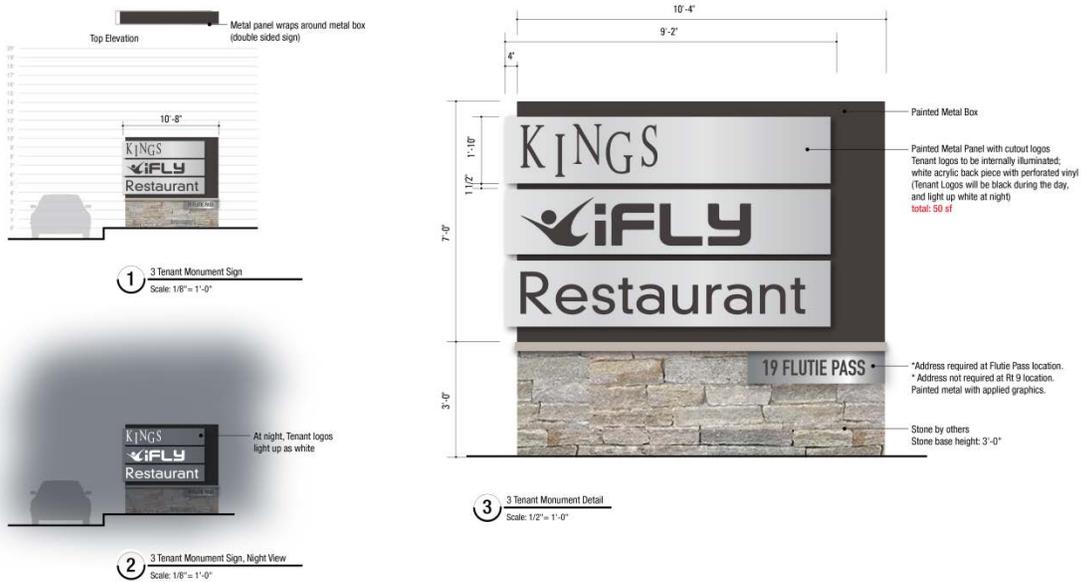
**Figure B.** Southeastern Lot Ground Mounted Sign Locations

**Signage Location Plan**  
Flutie Pass Development Site

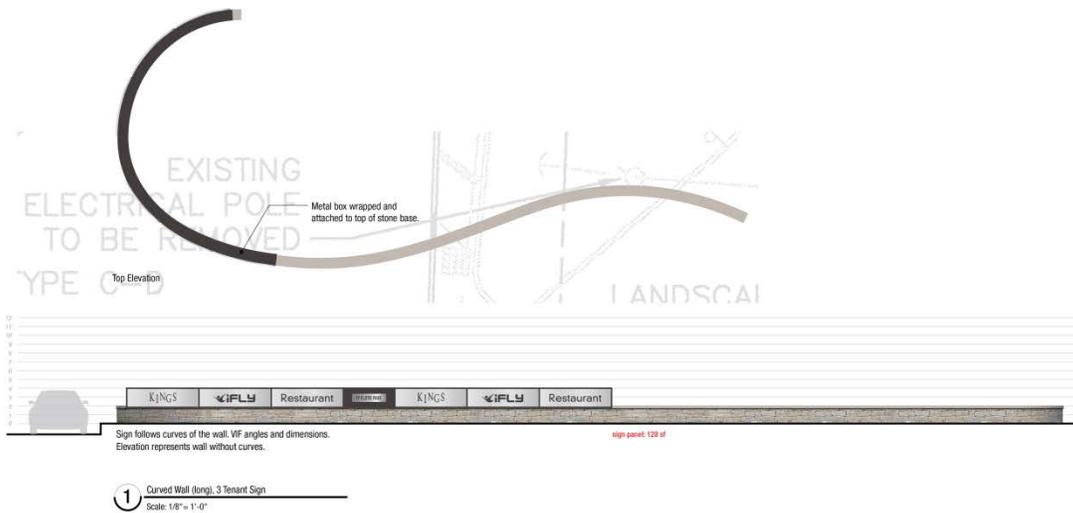




**Figure C.** Sign Location: C. Ground mounted tenant identification sign.

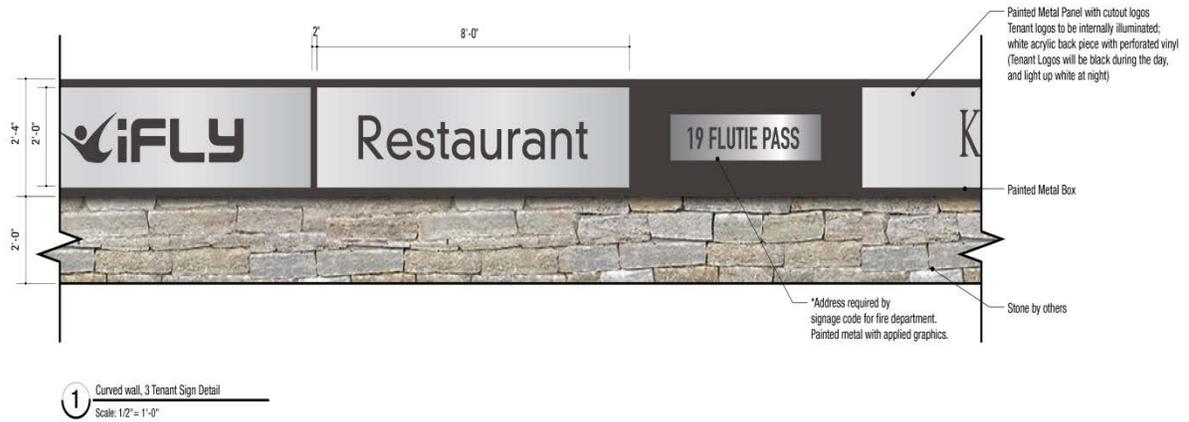


**Figure D.** Sign Location: E. Ground Mounted Tenant Identification Half Wall Sign

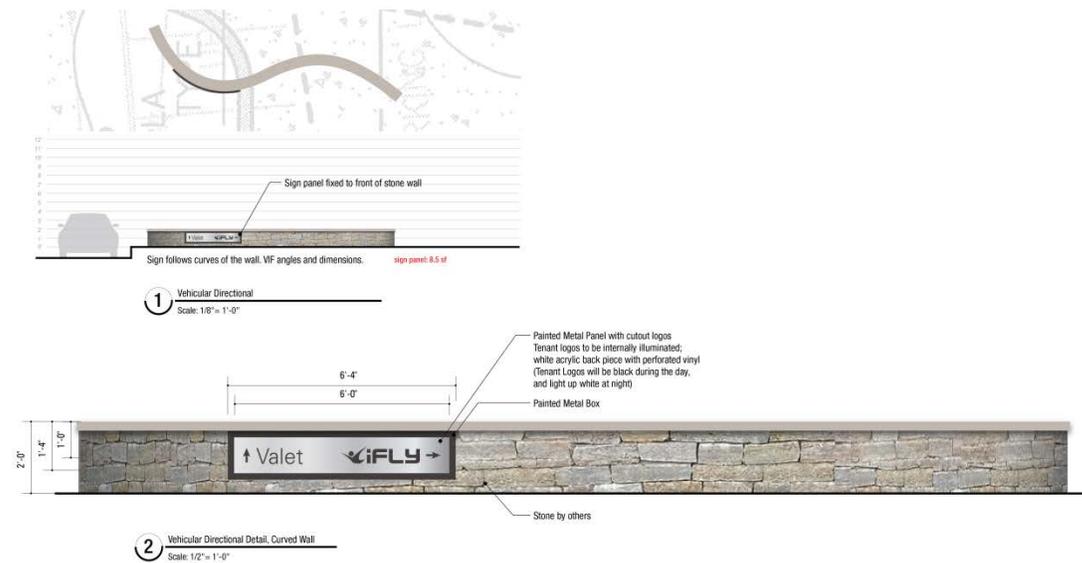




**Figure E:** Sign Location: E. Sign Location Ground Mounted Tenant Identification detail



**Figure F:** Sign Location: F. Ground Mounted Curved Half Wall: Vehicular Directional





## **Section 5.4** Individual Tenant Identification Sign Regulations for Shoppers World

5.4.1 The size of primary signs for each store or business at Shoppers World shall not exceed 250 sf for businesses with a gross floor area greater than 20,000sf, 200 sf for businesses with between 15,000 sf to 20,000 sf , and 150 sf for businesses with a gross floor area less than 15,000 sf. Signs shall not be subject to shape or dimensional limits as to height/length/width, but shall be subject to square footage requirements.

- Signage in existence on January 1, 2016 shall be considered pre-existing.

5.4.2 Every tenant in Shoppers World shall be entitled to two wall signs and each tenant within a corner building shall be entitled to three wall signs, each subject to the size limitation of primary signs. A tenant may only display one wall sign per side of the respective building. Tenants located within a building that has been subdivided shall only be permitted two wall signs regardless if the store or business is located within a corner building. Signs for subdivided units shall be determined by the size of the subdivided unit and shall not exceed 200 sf.

- Buildings B, C, F, K/J, M, N, O, P, S, T, U, V, X, AA, and BB may opt to have three wall signs if the building is utilized by one tenant.

5.4.3 Blade signs (also known as projection signs or under canopy signs) shall be located within the front walkway of each store or business front to allow pedestrians to identify businesses from shopping center sidewalks. Blade signs shall not exceed 24” in height and 36” in length and shall not contain any text with logos or specialized fonts and will be in keeping with the specified colors of Shoppers World. Blade signs shall not be installed less than 15 feet above the sidewalk. Furthermore, blade signs shall be installed perpendicularly with the store or business front.

5.4.4 Temporary sale or lease signs and temporary signs of commercial and/or retail businesses may be permitted by Planning Board review only. The hanging of temporary signage shall not exceed 45 days.

## **Section 5.5** Sign Regulations for Ground Mounted Shoppers World Identification

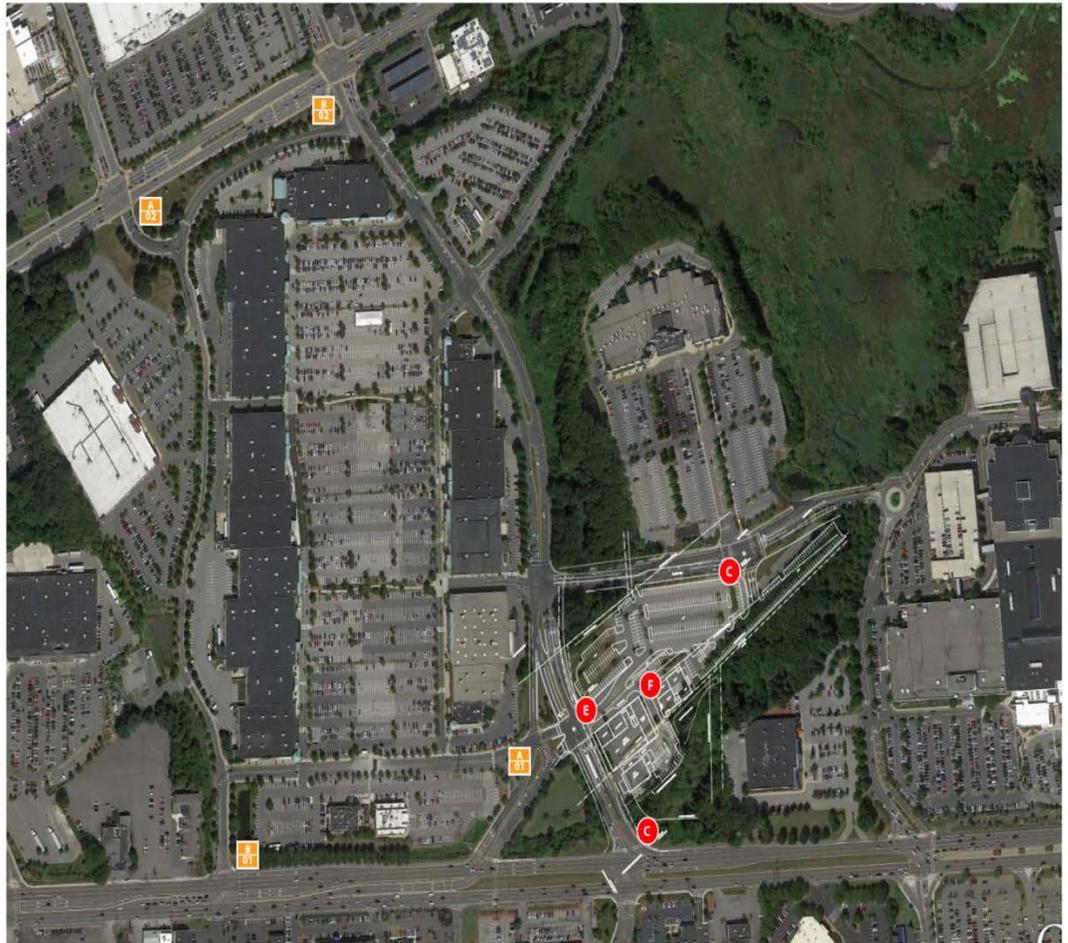
5.5.1 Shoppers World shall be allowed four freestanding signs (locations shown in Figure F: Shoppers World ground mounted sign locations). Two freestanding Shoppers World ground mounted signs may be either pylon or monument and shall be no more than 200 sf and shall not exceed 20 feet in height. Two freestanding Shoppers World ground mounted signs shall be monument signs and shall be no more than 250 sf in sign face area, with height not exceeding 5 feet. Vertical measurements shall include the bases and berms, which may be designed as part of the signs. Figures G – J



illustrate the freestanding Shoppers World ground mounted signs that comply with these regulations.

**Figure G.** Shoppers World Ground Mounted Sign Locations

- A**  
**01** Monument Shoppers World Sign  
\*based on existing sign structure and location
- B**  
**01** Half Wall Shoppers World Sign  
\*based on existing sign structure and location
- C** Preliminary Monument:  
3 Tenant
- E** Curved Half Wall:  
3 Tenant
- F** Curved Half Wall:  
Vehicular Directional





**Figure H.** Shoppers World and Southeastern Lot Ground Mounted Sign Details



**Figure I.** Shoppers World Ground Mounted Signage - Monument





**Figure J.** Shoppers World Ground Mounted – half wall



## **Section 5.6** Shoppers World Sign Illumination

New lighting installed within Shoppers World shall meet current Building Energy Code for energy efficiency provisions. In addition, lighting shall not blind vehicles or pedestrians, nor shall lighting flicker, flash, strobe, or change shades/hues. Types of light sources that are strongly encouraged include light emitting diodes (LEDs) or fluorescent lights. The use of neon or incandescent lighting is strongly discouraged.

## **Section 5.7** Colors and Design of Tenant Signage

- 5.7.1 Color of signs shall match the trade mark or logo of the tenant.
- 5.7.2 The primary sign located over the storefront entrance shall consist of the tenant's name.
- 5.7.3 Primary signs located on the side/rear of the building may be either the tenant's logo or name.



5.7.4 Wall signage may be installed with individual letters internally or externally illuminated, as an insert where the letters are stamped onto the background material, applied by paint or flush with the background (these types of signage would require external illumination, or push-through cuts in the background material.)

### **Section 5.8** Window Signage

5.8.1 Signage within the windows shall not cover more than 40 percent of the tenant's total window area.

5.8.2 Window signage may be frosted on the glass or etched into the glass. Such frosting or etching shall be consistent with the tenant's branding package.

5.8.3 Window signage may have a background color that is consistent with the tenant's branding and corporate colors.

5.8.4 Window signage shall not be self-illuminated.

5.8.5 Window signage shall not be located within 10 feet of the main entrance of the storefront, with the exception of the Blade Sign.

5.8.6 Special sale signs shall not be posted within tenant windows for a period greater than 15 days.

### **Section 5.9** Banner/Flag Mounted Signage installed by BRE DDR

5.9.1 Banner/flag mounted signs that are tall and narrow that promotes Shoppers World and/or events within Shoppers World including during holiday seasons are encouraged to create a pedestrian environment.

5.9.2 Banner/flag mounted signs shall be located perpendicularly on corners of buildings, light poles, structural columns, etc.

5.9.3 Banner/flag mounted signs shall not exceed 20 sf and shall only be installed a minimum of 15 feet above finished grade. Mounting fixtures shall not protrude more than 6 inches off the structure from which the banner is affixed to. Banner signs shall not be located closer than 20 feet to any other sign.

5.9.4 Banners/flag mounted signs shall only be installed and removed by the property owner or property owner's designee.

### **Section 5.10** Banners/Flag Mounted Signage Installed by Tenants

Temporary banners and/or flag mounted signage installed by the tenants of Shoppers World may be permitted by Planning Board review only. The temporary banners and/or flag mounted signage shall not exceed 60 days.



**Section 5.11** Items not considered signs

5.11.1 The following types of signs shall not be considered signs under the Shoppers World Master Permit and shall be allowed:

1. way finding business signs not exceeding 16 sf in area each for guiding and directing traffic and parking including panels on walls or monument signs which do not exceed 2 feet in height;
2. artwork, including murals;
3. trademarks or logos that do not exceed 16 sf; and
4. interior or exterior signs not visible from public or private roadways.



## **Article 6: Land Disturbance and Stormwater Management Document Submittal Requirements**

Applicants shall be required to submit the following documents for review by the Technical Review Team (TRT) and the Planning Board: a Land Disturbance and Stormwater Management (LDSM) Development Impact Report; a LDSM Site Plan; and a Long-Term LDSM Plan. Waivers from the requirements of Section V.F.3 shall not be allowed. A LDSM Application shall include the following:

**Section 6.1** LDSM Development Impact Report shall include a Stormwater Runoff Analysis that includes, but shall not be limited to, the following:

- 6.1.1 Stormwater runoff calculations in accordance with the most recent, best available science on storm intensity sources. Data may be based on Cornell/Northeast Regional Climate Center data. Applicants shall refer to the Department of Public Works (DPW) Stormwater Management Engineer for the most current data source to be use for the project prior to the development of stormwater runoff calculations.
- 6.1.2 Pre- and post-construction stormwater runoff and infiltration rates.
- 6.1.3 Pre- and post-construction design calculations using generally accepted analytical tools to show the effects of the project.
- 6.1.4 Applicants shall prepare a construction LDSM Plan for all procedure to be installed on-site pursuant to Best Management Practices (BMPs) described in the Massachusetts Stormwater Handbook (<http://www.mass.gov/eea/agencies/massdep/water/regulations/massachusetts-stormwater-handbook.html>) and shall describe Low Impact Development (LID) techniques to mitigate the impacts of stormwater, erosion, sedimentation, and other land disturbance effects caused by the project. The LDSM Plan shall contain a series of sections that include a plan for erosion, land disturbance, and stormwater management for the different phases of the project, and shall contain a description of long-term maintenance once the project is complete and taken over by the landowner or the homeowner trust. LDSM Plan information shall include, but shall not be limited to, the following:
  1. Construction and Maintenance Procedure: Such section shall include a checklist for the project management to ensure all BMPs are properly managed and shall identify the party responsible for such management.
  2. All stormwater and erosion control management shall be checked prior to the start and finish of each work day.
  3. The Applicant shall check all stormwater features prior to and at the end of each construction day. In the event that a multiple day storm event (classified as ½" of precipitation per day or greater) occurs, the project manager (for the applicant, the applicant's designee, a peer review hired by the Town, and/or Environmental Monitor, etc.) shall inspect the stormwater features to ensure that they are functioning properly and have not exceeded their capacity. Any repairs, adjustments or deficiencies shall be made immediately.



4. Daily compliance with Stormwater Pollution Prevention Plan (SWPPP).
5. The Applicant shall provide appropriate erosion control and covering methods such as silt fences and straw wattles around the stock piles, tarps covering over the stock piles in case of a storm event, in addition to the temporary dust control requirements.

## **Section 6.2** Land Disturbance and Stormwater Management Site Plan

The information below is required to be shown on a site plan. Any information that is not applicable to the project should be noted within the plan notes and/or provided in a narrative and included within the LDSM Development Impact Report.

### 6.2.1 General Information

1. Address and Assessor's Identification Number for the property.
2. Names, address, and telephone numbers of the owner(s) and applicants.
3. Company name, address, and telephone numbers of the firm(s) who prepared the plan.
4. Title, date of plans, dates of all revisions, north arrow, scale, names of the direct abutters, and legend.
5. Locus map showing the location of the project.
6. Plans must be stamped and certified by a qualified Professional Engineer registered in Massachusetts or a Certified Professional in Erosion and Sediment Control.
7. Certified benchmark shown on plans, in addition to source and data related to the utilized benchmark.

### 6.2.2 Locations and descriptions of natural features

1. All wetlands and wetland resource areas as defined in M.G.L. c. 131, Section 40; the Framingham Wetlands Protection Bylaw, Article V, Section 18 of the General By-laws; all drainage patterns; and all watershed boundaries.
2. Delineation of all potential and certified vernal pools, streams, ponds, and wetlands within 125feet of the project site/limit of work.
3. Delineation of the 30-foot no-cut/no alteration zone, 100-foot state wetlands buffer, the 125-foot local wetlands buffer, the 125-foot potential and certified vernal pool no-cut/no alteration zone, and the inner and outer riparian zones that include the 100' and 200' riverfront areas.
4. Watercourses and water bodies, wetland resource areas and all floodplain information, including the 100-year flood elevation based upon the most recent Flood Insurance Rate Map, or as calculated by a professional engineer for areas not assessed on these maps.



5. Existing vegetation including tree lines, canopy layer, shrub layer, and ground cover, and trees with a caliper twelve inches or larger, noting specimen trees and forest communities.
6. Habitats mapped by the Massachusetts Natural Heritage & Endangered Species Program (NHESP) as Endangered, Threatened or of Special Concern, Estimated Habitats of Rare Wildlife and Certified Vernal Pools, and Priority Habitats of Rare Species within five hundred feet of any construction activity.

#### 6.2.3 BMPs and LIDs installed on site

1. Location of each BMP and LID.
2. Plan detail for each different type of BMP and LID used on site.

#### 6.2.4 Landscape

1. Locations of the items listed in Section V.F.2.a.vii
2. A landscape plan for each BMP and LID to be used on the site.
3. Location, description, and implementation schedule of temporary and permanent seeding, vegetative controls, and other stabilization measures.
4. A narrative documenting the existing species and quantities of native and specimen trees and/or other vegetation to be removed or relocated within the project area that meet or exceed 8" caliper.
5. If applicable, include a statement prepared by a certified arborist for the proposed relocation of any existing native and specimen tree explaining how said tree is to be relocated and maintained.
6. A narrative documenting the existing trees that are proposed to be removed as part of the project. Accompanied by a list of species that will replace all trees greater than 8" caliper in accordance with Section V.F.3.c. Tree Removal. Such list of proposed replacement trees shall include native species, identified by the Latin name, common name, and the quantity.

#### 6.2.5 Structures, Manmade Features, and Easements

1. Roadways that directly abut the property shall be shown on the map. Information shall include the name of the roadway noting if the road is public or private, the width of the roadway, location of the drainage system, grades of the roadway and public right-of-way onto the property, the locations of the existing and proposed driveway(s), existing and proposed curb cuts, type of curbing, and sidewalks.
2. 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.



3. A list of properties within 300 feet of the property boundaries that utilize private wells. If shallow wells, the depth shall be documented in such list.
4. Property lines, easements and/or other legal rights or restrictions benefitting and burdening the subject property within the property lines.
5. Surveyed property lines showing distances and monument locations, all existing and proposed easements, rights-of-way and other encumbrances, the size of the entire parcel, and the delineation and number of square feet of the land area to be disturbed.
6. Location and description of industrial discharges, including stormwater discharges from dedicated asphalt plants and dedicated concrete plants, which are covered by this permit.

#### 6.2.6 Topography

1. Boundaries of existing and proposed topography within the property boundaries. Contours shall be spaced at a 2-foot interval, using (National Geodetic Vertical Datum 1929) NGVD29, or the most recent version thereof.
2. Specification of the NGVD used for the plans shall be located in the plan notes.
3. Identification of Moderate Slopes as defined in Section IV.E.3.e, as well as the 30' Moderate Slope buffer.

#### 6.2.7 Soil and Fill

1. Plan note including the existing soil types, type of fill to be used, and volume and nature of imported soil materials.
2. Location of soil types on site and locations of fill.

#### 6.2.8 Construction Phase Grading Plan Sheet

1. Drainage patterns and approximate slopes anticipated after major grading activities.
2. Location and details of erosion and sediment control measures, including both operation and maintenance for structural and non-structural measures, interim grading, and material stockpiling areas.
3. Path and mechanism to divert uncontaminated water around disturbed areas, to the maximum extent practicable.

### **Section 6.3** Long-Term Operation & Management LDSM Plan

Applicants shall prepare a Long-Term Operations and Management LDSM Plan for all features installed on-site pursuant to BMPs and LID techniques to mitigate the impacts of stormwater, erosion, sedimentation, and other land disturbance effects caused by the project. This document shall contain a plan for erosion, land disturbance, and stormwater management for the long term operation and



management of the project post-construction. Furthermore, this document shall contain a description of long term maintenance once the project is complete and taken over by the owner.

#### 6.3.1 Land Owner and/or Trust Procedure

Such section shall inform the owners of the land or homeowners trust what BMPs and LID techniques have been installed, proper management of such BMPs and LID techniques, and the Long Term LDSM Plan for the project. The Long Term LDSM Plan shall be recorded with the Registry of Deeds or filed with the Registry District of the Land Court, as applicable, prior to the first deed of any lot so that successors in title may know how to properly management the features installed on-site.

### **Section 6.4** Land Disturbance and Stormwater Management Performance Bonds

#### 6.4.1 Construction Maintenance Bond

1. Prior to the issuance of a building permit, the Applicant shall provide a Construction Performance Bond in accordance with Section V.F.5.b of the Framingham Zoning By-Law, as amended.
2. The Planning Board shall hold such Construction Maintenance Bond until the project is complete and a Use and Occupancy Permit has been granted by the Department of Inspectional Services (Building Department).
3. Such Construction Maintenance Bond shall be held in a project account set-up specifically for the project.
4. The Planning Board and/or the Department of Public Works may utilize the funds to repair and/or maintain any stormwater management, erosion control equipment and/or techniques installed if the Applicant fails to remedy an issue within 24 hours; or if the Applicant fails to install such required equipment or techniques; or if the Applicant has abandoned the project, fails to maintain such equipment and techniques, and/or installed features are failing.

#### 6.4.2 Landscape Performance Bond

1. Prior to the issuance of a Use and Occupancy Permit issued by the Department of Inspectional Services (Building Department), the Applicant shall provide a Land Disturbance and Stormwater Management (LDSM) Performance Bond in accordance with Section V.F.5.e of the Framingham Zoning By-Law.
2. The Planning Board shall hold the LDSM Performance Bond for a total of five years, and release a percentage of the LDSM Performance Bond in accordance with the submittal of annual maintenance reporting to the Planning Board and Department of Public Works. Said funds shall be returned to the depositor of the LDSM Performance Bond, unless documentation is provided to the Planning Board Office from the depositor of the funds that another party has taken over the funding source.



3. The Planning Board and/or the Department of Public Works may utilize the funds to repair and/or maintain any stormwater management, erosion control equipment and/or techniques installed if the Applicant/landowner/homeowner trust fails to remedy an issue within 24 hours; or if the Applicant/landowner/homeowner trust fails to install such required equipment or techniques; or if the Applicant/landowner/homeowner trust has abandoned the project, fails to maintain such equipment and techniques, and/or installed features are failing; or if the Town is required to clean and maintain such stormwater management and/or erosion control systems.

### **Section 6.5** Request for Waivers from Submittal Items

- 6.5.1 During the first public hearing the Planning Board shall review the list of requested waivers. At such time the Planning Board shall make a determination as to which waivers shall be granted and which information will be required. During the public hearing process the Planning Board can require additional information that was waived if it becomes relevant during the public hearing process.

### **Section 6.6** Modification to an Approved Special Permit for Land Disturbance and Stormwater Management

Once a project has been approved and granted an Occupancy and Use Permit from the Department of Inspectional Services (Building Department). An Applicant may seek modification from the Planning Board through an abbreviated review.

#### 6.6.1 Application Submittal for Land Disturbance and Stormwater Management Project

1. Form A - Cover Letter
2. Form G - Request for Modification
3. Certificate of Ownership
4. Summary of Modifications: a summary listing the proposed modifications, reasons for modifications, and benefit to the site plan if granted modifications.

#### 6.6.2 Modification to an Approved Land Disturbance and Stormwater Management Plan Submittal

1. A redline version of the approved site plan (signed by the Planning Board or As-built approved for final occupancy by the Planning Board). All proposed modifications should be highlighted showing the existing vs. the proposed modification.
2. Clean site plan showing the site as it will be constructed. Only sheet being affected by the modification should be submitted, unless modification affects other plan sheets.
3. Upon approval, approval with modification, or acceptance of a portion of the proposed modifications, the Applicant shall submit one full paper copy of the site plans and one electronic copy of the site plans.



## **Article 7:** Special Permit Application Submittal Requirements

**Section 7.1** Documentation Submittal (Special Permit for Land Disturbance and Stormwater Management shall file under the appropriate form and follow the submittal requirements outlined in Article 6, herein.

### 7.1.1 Special Permit Application

1. Cover Letter
2. Special Permit Applicant that is applicable to the special permit(s) that are being applied for.

### 7.1.2 Special Permit Site Plans (projects that only require a special permit from the Planning Board)

1. Address(es) of the proposed project;
2. Identification of parcel by the Assessor Parcel ID;
3. Prepared by/Prepared for;
4. Professional Engineer and/or Land Surveyor licensed in the Commonwealth of Massachusetts stamp and signature;
5. Registered Architect stamp and signature, if applicable;
6. Zoning Table showing the existing, required, and proposed dimensions in accordance with Section IV. E, Dimensional Regulations;
7. Zoning Table/Information showing the proposed use, permits required in accordance with Section II.B, Table of Use;
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. 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;
11. Planning Board Signature Block at approximately the same location on each page of the submitted plans;
12. North arrow and scale of drawings;
13. Date of plan and revision dates;

### 7.1.3 Special Permit Analysis

1. A summary of the special permits in compliance with the appropriate section of the Framingham Zoning By-Law. The summary shall provide an overview of the special permits being sought, how the project has been designed to comply with the specific special permit requirements, and how the special permit if granted will benefit both the project and the neighborhood.



## **Section 7.2** Request for Waivers from Submittal Items

- 7.2.1 During the first public hearing the Planning Board shall review the list of requested waivers. At such time the Planning Board shall make a determination as to which waivers shall be granted and which information will be required. During the public hearing process the Planning Board can require additional information that was waived if it becomes relevant during the public hearing process.

## **Section 7.3** Modification to an Approved Special Permit

Once a project has been approved and granted an Occupancy and Use Permit from the Department of Inspectional Services (Building Department). An Applicant may seek modification from the Planning Board through an abbreviated review.

### 7.3.1 Application Submittal for a Special Permit Project

1. Form A - Cover Letter
2. Form G - Request for Modification
3. Certificate of Ownership
4. Summary of Modifications: a summary listing the proposed modifications, reasons for modifications, and benefit to the site plan if granted modifications. Modification to an Approved Land Disturbance and Stormwater Management Plan Submittal

### 7.3.2 Modification to an Approved Special Permit Plan Submittal, where applicable

1. A redline version of the approved site plan (signed by the Planning Board or As-built approved for final occupancy by the Planning Board). All proposed modifications should be highlighted showing the existing vs. the proposed modification.
2. Clean site plan showing the site as it will be constructed. Only sheet being affected by the modification should be submitted, unless modification affects other plan sheets.
3. Upon approval, approval with modification, or acceptance of a portion of the proposed modifications, the Applicant shall submit one full paper copy of the site plans and one electronic copy of the site plans.