

TOWN OF WESTWOOD
COMMONWEALTH of MASSACHUSETTS

David L. Atkins, Jr., Chairman
Brian D. Gorman, Vice Chairman
Christopher A. Pfaff, Secretary
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PLANNING BOARD

APPLICATION, INSTRUCTIONS & CHECKLIST

**Environmental Impact and Design Review (EIDR)
and / or Special Permit
Pursuant to Various Sections of the Westwood Zoning Bylaw**

Checklist:

- Application Filing Fee:** Check payable to the Town of Westwood. See the Board's Rules and Regulations for the current fees. *The Applicant will be billed from the newspaper for the publication of the legal ad in the Westwood Press.*
- 8 Copies of the complete submittal package and one electronic PDF of the following:**
 - Application Form
 - Impact Narrative Responses
 - Plans: Site and Architectural Plans (6 sets of reduced plans 11" x 17" and 2 full size of 24" x 36")
 - Required Reports specific to Zoning Bylaw

Instructions:

All applications for Planning Board review will be acted upon and all information must be complete and correct to the best of the Applicant's knowledge. Incomplete applications may cause delays and may be the basis for a denial of the application. If you have any questions regarding the Board's procedure, please contact the Town Planner at (781) 251-2581 or Land Use & Licensing Specialist at 781-767-6344.

It is important to review the applicable section of the Westwood Zoning Bylaw relating to the requested approval, and the relevant Rules and Regulations, to ensure that all requirements for application submittal are met, including the submission of electronic copies of application materials.

The Zoning Bylaw, Zoning Map, and all of the Planning Board's Rules and Regulations are available on the Planning Board section of the Town's web site (www.townhall.westwood.ma.us).

When Ready to File:

One complete application packet must be filed by the Applicant in the Office of the Town Clerk at Town Hall, 580 High St. for recording (reduced size plans to Clerk), and the 7 remaining packets must be stamped by the Town Clerk's office prior to filing with the Planning Department at 50 Carby Street, Monday – Friday 8:30 a.m. – 1:00 p.m. Electronic copies may be submitted on a CD to the Planning Office or emailed to Karyn Flynn and/or Abby McCabe at the above email addresses.

If you intend to request one or more waivers of the application requirements, a written request for each specific waiver must be included in the application submission packet. In such case, the application will not be deemed complete until all requested waivers are granted by the Planning Board, or until all application requirements are fully satisfied.

WESTWOOD PLANNING BOARD APPLICATION FOR HEARING

PB File # _____

Westwood, MA _____ 20____

- 1. Requested Approval(s):

- 2. Narrative Proposal & Description of Work:

- 3. Address/Location of Property Subject to Hearing:

- 4. Assessor's Map and Parcel Number(s):

- 5. Size of Parcel:

- 6. Name of Applicant:

- 7. Applicant's Mailing Address:

- 8. Applicant's Telephone: (C) _____ (W) _____

- 9. Applicant's E-Mail Address (This will be the primary form of conact):

- 10. Applicant is: Owner Tenant Licensee Prospective Purchaser Other

- 11. Name of Property Owner(s):

- 12. Property Owner's Mailing Address:

- 13. Deed Recorded in:
 - a. County Registry of Deeds, Book _____ Page _____
 - b. Registry District of the Land Court, Certificate Number _____
Page _____ Book _____

14. Has any Application ever been filed with the Planning Board regarding this Property?

Yes, When?

No

15. Has the Lot been surveyed by a Registered Land Surveyor?

Yes, When?

No

The Applicant hereby requests a public hearing before the Westwood Planning Board and consents to pay for the cost of all legal advertisements required by the Zoning Bylaw and/or Planning Board Rules and Regulations, which will be billed directly to the Applicant by the newspaper at a later date. The Applicant also consents to pay for all costs required pursuant to applicable sections of the Westwood Zoning Bylaw and/or Planning Board Rules and Regulations, unless expressly waived by the Planning Board, including all project review fees, inspection fees, and costs associated transcription, in addition to all other fees, expenses and costs in connection with the Planning Board's review and evaluation of this Application.

Signed:

Applicant (or Agent) Signature

Printed Name of Applicant

Signed:

Property Owner(s) of Record Signature(s)

Printed Name(s) of Property Owner(s) of Record

Date:

Payments Received: Application Fee: \$ _____

Project Review Fees: \$ _____
(if applicable)

Inspection Fees: \$ _____
(if applicable)

Other Fees: \$ _____
(if applicable)

IMPACT STATEMENT NARRATIVE
for
Administrative Review Environmental Impact & Design Review (EIDR)
Pursuant to § 7.3 of the Westwood Zoning Bylaw

Impact Statement. An explanation of how each of the environmental impact and design standards cited herein is incorporated into the design of the proposed development. Where a particular standard is not applicable a statement to that effect will suffice. An environmental impact statement prepared in accordance with state or federal regulations may be accepted as a substitute in lieu of this statement.

- 7.3.8 **Environmental Impact and Design Standards.** The following standards shall be utilized by the Planning Board to review and evaluate all applications pursuant to this Section. These standards are intended to provide a frame of reference for the Applicant in the development of their project and building plans as well as criteria for review by the Planning Board. These standards shall not be regarded as inflexible requirements. They are not intended to discourage creativity, invention and innovation. The specification of one or more particular architectural styles is not included in these standards. The standards of review outlined in this Section shall also apply to all accessory buildings, structures, freestanding signs and other site features, however related to the principal buildings or structures.
- 7.3.8.1 **Preservation of Landscape.** The landscape shall be preserved in its natural state, insofar as practicable. Tree and soil removal shall be minimized, and any grade changes shall be consistent with the general appearance of neighboring developed areas. Due regard shall be given to the attractive utilization of the natural features of the area, including trees, woods, streams and ponds. All open areas which cannot be preserved in their natural state shall be replanted as far as practicable with as many trees and plantings as previously existed.
- 7.3.8.2 **Relation of Buildings to Environment.** The proposed development shall be related harmoniously to the terrain and to the use, scale and architecture of existing buildings in the vicinity that have functional or visual relationship to the proposed building. The Planning Board may require a modification in massing so as to reduce the effect of shadows on abutting property, public open space or streets.
- 7.3.8.3 **Open Space.** All open space shall be so designed as to add to the visual amenities of the vicinity by maximizing its visibility for persons passing the site or overlooking it from nearby properties.
- 7.3.8.4 **Circulation, Traffic Impact and Alternative Means of Transportation.** With respect to vehicular and pedestrian circulation and traffic, including entrances, ramps, walkways, drives and parking, special attention shall be given to location, number and function of access points to the public streets (especially in relation to existing traffic flow, traffic controls and mass transit facilities), width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic, access to community facilities, the arrangement, safety and convenience of both vehicle and bicycle parking areas and the effect thereof upon the use and enjoyment of proposed buildings and structures and the neighboring properties, and the traffic impact of the proposed development on nearby public and private streets. Each proposed facility is encouraged to incorporate alternative means of transportation, including bicycle and shuttle bus, and shall make adequate provision for the convenience of vehicular and pedestrian movement within the site in which the facility is to be located, and in relation to nearby streets, property and improvements.
- 7.3.8.5 **Stormwater Drainage and Erosion Control.** Special attention shall be given to proper site surface drainage (i) so that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system and (ii) so as to minimize any adverse impact upon nearby “downstream” properties. Stormwater shall be removed from all roofs, canopies and paved areas in a manner complying with the stormwater management standards adopted and as amended from time to time by the Massachusetts Department of Environmental Protection. Surface water in all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic and will not create puddles in the paved area. Erosion and sediment controls must be implemented to prevent any negative impacts during

construction or other land disturbance activities. Permanent post-development erosion controls must be implemented and maintained where necessary.

- 7.3.8.6 **Advertising Features.** The size, location, design, color texture, lighting and materials of all permanent signs and outdoor advertising structures or features shall not detract from the use and enjoyment of proposed buildings and structures and the surrounding properties.
- 7.3.8.7 **Special Features.** Exposed storage areas, exposed machinery installations, service areas, truck loading areas, utility buildings and structures shall be subject to such setbacks, screen plantings or other screening methods as shall reasonably be required to prevent their being incongruous with the existing or contemplated environment and the surrounding properties. All towers, antennas and poles shall be sited, designed and sized to have minimal visual impact on nearby properties.
- 7.3.8.8 **Safety.** With respect to personal safety, all open and enclosed spaces shall be designed to facilitate building evacuation and maximize accessibility by fire, police and other emergency personnel and equipment. Insofar as practicable, all exterior spaces and interior public and semi-public spaces shall be designed to minimize the fear and probability of personal harm or injury by increasing the potential surveillance by neighboring residents and passersby of an accident or attempted criminal act. Traffic to and from any facility shall not cause safety hazards or increased congestion in nearby residential neighborhoods.
- 7.3.8.9 **Heritage.** With respect to the Town's heritage, removal or disruption of historic, traditional or significant uses, structures or architectural elements shall be minimized insofar as practicable, whether these exist on the site or on adjacent properties.
- 7.3.8.10 **Microclimate.** With respect to the localized climatic characteristics of a given area, any development which proposes new structures, new hard-surface ground coverage or the installation of machinery which emits heat, vapor or fumes, shall endeavor to minimize, insofar as practicable, any adverse impact on light, air and water resources or on noise and temperature levels of the immediate environment.
- 7.3.8.11 **Energy Efficiency.** To the maximum extent reasonably practicable, proposals shall utilize energy-efficient technology and renewable energy resources and shall adhere to the principles of energy-conscious design with regard to orientation, building materials, shading, landscaping and other elements. Efforts shall be made to harmonize energy-related components with the character of the building and its surroundings and to prevent adverse effects on the energy consumption of neighboring structures and on the environment.
- 7.3.8.12 **Detrimental Effects.** No proposed facility shall be detrimental to the health, safety or welfare of persons working or living in the neighborhood, or by reason of danger of fire or explosion, environmental pollution, corrosion, toxic or noxious fumes, gas, smoke, soot, dust, odors, noise or vibrations or other hazards.
- 7.3.8.13 **Nearby Properties.** Nearby properties shall be protected against detrimental uses on the site.
- 7.3.8.14 **Specific Standards for High and Washington Street.** Where the nature of the following design features is considered significant to the preservation or enhancement of the desirable visual quality and property values of a particular part of High Street or Washington Street, any new structure or alteration shall be harmoniously related to nearby pre-existing structures and the street facade in terms of color, texture, materials, scale, height, setbacks, roof and cornice lines, signs and design elements such as door and window size and location and door and window detailing, including materials for sills, lintels, frames and thresholds and any other major design elements.
- 7.3.8.15 **Air Quality.** Any use whose emissions are such as to cause it to be classified as a major new stationary source of air pollution, as defined by the Environmental Protection Agency (EPA) under the Clean Air Act, and any use required to apply to the Massachusetts Department of Environmental Protection under 310 CMR 7.00 or to EPA under Section 112 of the Clean Air Act for permission to emit asbestos, benzene, beryllium, mercury, vinyl chloride, or radionuclides shall be permitted only upon determination by the Planning Board that compliance with the requirements of those agencies is assured, and that health and safety are adequately protected.

- 7.3.8.16 **Plants and Animals.** Location and design shall not cause avoidable damage to wildlife habitats or corridors, or to any plant species listed as endangered, threatened or of special concern by the Massachusetts Natural Heritage Program, or to any tree with more than a twenty-four (24) inch trunk diameter one (1) foot above grade. An application for a MBD special permit must include documentation to the Planning Board of having consulted with the Conservation Commission and the Massachusetts Natural Heritage Program regarding these considerations, and that the proposed site either contains no such habitats or materials, or that all feasible efforts to avoid, minimize or compensate for damage have been reflected in the development proposal.
- 7.3.8.17 **Vibration.** Except for blasting and other activities within the jurisdiction of the Board of Fire Prevention Regulations, no use shall be allowed which produces vibration at or beyond the boundaries of the premises exceeding two-thirds (2/3) the frequency/amplitude limitations established by the Board of Fire Prevention Regulations at 527 CMR 13.11 (18) for three (3) minutes or more in any hour between 7:00 am and 9:00 pm or for thirty (30) seconds or more in any hour between 9:00 pm and 7:00 am.
- 7.3.8.18 **Electrical Disturbances.** No EMF emission shall be permitted which adversely affects the operation of any equipment on other properties.
- 7.3.8.19 **Historic and Archaeological Sites.** Location and design shall not cause avoidable damage or impairment to the historic or archaeological value of buildings on sites recorded on the Massachusetts Register of Historic Places. An application for a MBD special permit shall submit documentation that either the site does not contain or impact such buildings or sites, or that any potential damage or impairment has been effectively mitigated.
- 7.3.8.20 **Solid Waste.** Each development must document arrangements for satisfactory disposal of tree stumps and debris resulting from construction, and must make permanent arrangement for satisfactory on-site storage of refuse pending its removal, such storage to be screened from public view, secure from vermin, birds or other animals, and located to present minimal hazard in the event of fire and minimal threat to water quality in the event of container failure.
- 7.3.8.21 **Water Quality.** Any development subject to review pursuant to this Section which involves a use prohibited or requiring a special permit in a Water Resource Protection Overlay District pursuant to Section 9.3 may be allowed if such development is located outside of the Water Resource Protection Overlay District and if the material regulated is less than twenty (20) gallons liquid or less than one hundred fifty (150) pounds dry weight. If exceeding those limits the use shall be allowed only if the Planning Board, in its review of the application pursuant to this Section, determines that the Applicant has documented that adequate safeguards for protecting the integrity of groundwater quality have been assured. Any development subject to review pursuant to this Section which involves a use prohibited or requiring a special permit under Section 9.3 and is located within a Water Resource Protection Overlay District may be allowed if such development has been granted a special permit pursuant to the provisions of Section 9.3.

Town of Westwood
2018 Planning Board Meeting Schedule and Filing Deadlines

Application Filing Deadline	Meeting Date
Thursdays 4:30 PM	Tuesdays 7:00 PM, 50 Carby Street (may move to other locations if needed)
5/24/2018	6/26/2018
6/14/2018	7/10/2018
7/5/2018	8/7/2018
8/2/2018	Wednesday, 9/5/2018
8/23/2018	9/25/2018
9/6/2018	10/9/2018
9/20/2018	10/23/2018
10/4/2018	Monday, 11/5/2018
10/25/2018	11/27/2018
Tues. 11/8/2018	12/11/2018

Meeting dates, locations and times are subject to change. Please check the final agenda with the Planning Division, the Town Clerk, or on the Town's website on the homepage (scroll down to the meeting calendar) at <http://www.townhall.westwood.ma.us>

The above filing deadlines apply to applications requiring a public hearing and legal advertisement in the newspaper. ANR plans or other items not requiring a public hearing should be submitted 5-10 business days in advance of the meeting. Please contact the Town Planner to get on a meeting agenda.

While we strive to advertise all items for the meeting date listed, incomplete applications, complex projects that require additional review time such as those needing peer review, and depending on the number of applications received, certain applications may be heard at a subsequent meeting.

Contacts:

Town Planner, Abby McCabe - (781) 251-2581 or amccabe@townhall.westwood.ma.us

Planning Division: Carby Street Municipal Office Building

50 Carby Street, Westwood, MA 02090

Hours: Monday - Thursdays 8:30 AM - 4:30 PM, Fridays 8:30 AM - 1:00 PM