



# CITY OF SOMERVILLE

Office of Strategic Planning & Community Development



## COMPREHENSIVE PERMIT (40B) APPLICATION • COVER SHEET

In accordance with M.G.L 40B and the Rules & Regulations of the City of Somerville Zoning Board of Appeals, the undersigned submits the following Comprehensive Permit Application for review.

Property Address:		
Zoning District:	Ward:	MBL:
Applicant:		
Address:		
Phone:	Email:	
Property Owner:		
Address:		
Phone:	Email:	
Agent:		
Phone:	Email:	

As the **Applicant**, I make the following representations:

1. I understand that a development review application is not complete until all necessary information has been submitted and all fees have been paid and that an incomplete application will not be reviewed, will not be publicly noticed, and will not be scheduled for a public hearing.
2. The information supplied on and with this application form is accurate to the best of my knowledge.
3. I certify that the agent listed on this application form is authorized to represent me before City staff and review boards as it relates to the development of this property.

As the **Owner**, I make the following representations:

1. I certify that I am the owner of the property identified on this application form.
2. I certify that the applicant named on this application form is authorized to apply for development review for the property identified and for the purposes indicated by the submitted documentation.
3. I certify that the agent listed on this application form is authorized to represent me before City staff and review boards as it relates to the development of this property.
4. I permit City staff to conduct site visits on my property.
5. If the ownership of this property changes before the review boards have acted on this application, I will provide updated information and new copies of this form.

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

### CITY OF SOMERVILLE USE ONLY

	40B#:
	Full Fee:

The following information is provided to assist applicants through the review process for Comprehensive Permits authorized by M.G.L. 40B pursuant to the Rule & Regulations of the Zoning Board of Appeals.

To avoid unnecessary procedural delay, all applicants are recommended to call or visit the Planning & Zoning Division to schedule a pre-submittal meeting.

**Planning & Zoning Division**

3<sup>rd</sup> Floor, City Hall  
93 Highland Avenue  
Somerville, MA 02143  
(617) 625-6600 x2500

**FORMAT & SUBMITTAL REQUIREMENTS**

Printed Copies

- Written materials must be 8.5"x11" portrait-oriented pages
- Plans and illustrations must be 11"x17" landscape-oriented page tri folded into 8.5"x11" size
- Applications that are ten (10) pages or less may be bound by a single staple.
- Applications over ten (10) total pages must be submitted as a booklet with a plastic comb, plastic coil, or wire lay flat binding. Applications over two hundred (200) pages must have a plastic comb binding.

Electronic Copies

- Unless otherwise specified, all documents must be submitted in PDF format. Electronic plan sets must be full size for the appropriate scale of each drawing.

Applications must be submitted to:

**City Clerk's Office**

1<sup>st</sup> Floor, City Hall  
93 Highland Avenue  
Somerville, MA 02143

**REQUIRED MATERIALS**

***Standards for individual materials are detailed in the Submittal Materials Specifications section at the end of this document.***

All Comprehensive Permit applications must include the following:

- Cover Sheet (download from City website)
- Project Eligibility Letter
- Development Narrative
- Comprehensive Site Plan(s)
- Utility Plan
- Phasing Plan
- Comprehensive Shadow Study
- Requested Waivers Master List
- Transportation Impact Study
- Transportation Access Plan
- Individual development plans & illustrations (subdivision plat, building, civic space, & thoroughfare)

## **SUBMITTAL MATERIALS SPECIFICATIONS**

**Cover Sheet** (*download from City website*)

### **Project Eligibility Letter**

Provide a project eligibility letter issued by the subsidizing agency.

### **Development Narrative**

Provide proof of site control and summarize project eligibility. Provide a written narrative describing the physical characteristics and location of the subject property and a summary of the existing conditions. Include a locus map identifying the property within the surrounding neighborhood and photographs of surrounding buildings or prominent features with a description of the surrounding context. Describe the proposed development including, but not limited to, a description of the overall site plan; a summary of the proposed design characteristics of all buildings, civic spaces, and thoroughfares (by type); development phasing, site and building sustainability, and any other relevant details. Provide a description and summary table of the proposed Affordable Dwelling Units (ADUs) including, but not limited, the number of units by bedroom count, affordability level, and tenure type; a description of income eligibility requirements for future tenants and any applicable deed restriction information.

### **Comprehensive Site Plan(s)**

Provide an illustrative site plan for the entire development site and a scaled site plan illustrating lot lines, lot dimensions, setback lines, and proposed building footprints.

### **Utility Plan**

Provide a plan for the entire development site illustrating any proposed improvements to major water, sanitary sewer, storm drainage, electrical, telephone, data, CATV, and natural gas utilities.

### **Phasing Plan**

Provide a narrative, tables, and illustrations (as necessary) to identify the planned phases of development including the development site for each phase and summary information detailing the total square footage and percent of the total build out for all buildings (including use categories and dwelling units), civic spaces, and thoroughfares in each phase.

### **Comprehensive Shadow Study**

Provide a shadow study illustrating the existing and net new shadows and cumulative daily shadows cast over the entire development site and surroundings for the times of day and solar altitude/azimuth identified below (Somerville, Massachusetts; W 71.07, N 42.23). Verification of latitude, longitude, time zone, and model orientation must be provided for studies generated using an automated program, such as SketchUp, where solar altitude/azimuth data is not entered manually. All thoroughfares, civic spaces, transit stops, and outdoor seating areas must be clearly labeled. Net new shadows must be shown in a dark, contrasting color distinguishable from existing shadows. The opacity of cumulative daily shadows must be adjusted for each hour to create an effect that darkens where shadows from each hour overlay each other. For example, each shadow should be illustrated at ten percent (10%) opacity for a study reviewing ten (10) hours of shadows.

	<b>MARCH 21</b> (Vernal Equinox)	<b>JUNE 21</b> (Summer Solstice)	<b>SEPTEMBER 21</b> (Autumnal Equinox)	<b>DECEMBER 21</b> (Winter Solstice)
Existing and Net New Shadows (individual diagrams)	9:00 AM 12:00 PM 3:00 PM	9:00 AM 12:00 PM 3:00 PM 6:00 PM	9:00 AM 12:00 PM 3:00 PM 6:00 PM	9:00 AM 12:00 PM 3:00 PM
Cumulative New Shadows (single diagram/day)	9:00 AM 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00 PM 3:00 PM	9:00 AM 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00 PM 3:00 PM 4:00 PM 5:00 PM 6:00 PM	9:00 AM 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00 PM 3:00 PM 4:00 PM 5:00 PM 6:00 PM	9:00 AM 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00 PM 3:00 PM

<b>March 21</b>	Altitude	Azimuth	<b>September 21</b>	Altitude	Azimuth
9:00 AM	33.2	125.6	9:00 AM	35.2	129.2
12:00 PM	48.2	183.2	12:00 PM	47.7	188.4
3:00 PM	30.7	238.4	3:00 PM	28.2	241.3
			6:00 PM	-4.0	274.0
<b>June 21</b>	Altitude	Azimuth	<b>December 21</b>	Altitude	Azimuth
9:00 AM	50.8	105.5	9:00 AM	14.3	141.9
12:00 PM	70.8	189.6	12:00 PM	24.1	184.3
3:00 PM	45.9	260.3	3:00 PM	10.1	224.9
6:00 PM	13.2	289.8			

### Requested Waivers Master List

Provide a summary table identifying all requested waivers grouped for each proposed subdivision plat, building, civic space, and thoroughfare. Do not identify waivers from required special permits.

### Transportation Impact Study

Provide an analysis of existing transportation infrastructure and anticipated impacts reasonably attributable to proposed development. Submit a scoping request letter to the Mobility Division with a proposed scope prior to the start of a Transportation Impact Study (TIS). The study area and scope of analysis must be approved by the Director of Mobility. A TIS must be prepared under the direction of and signed by a Massachusetts Registered Professional Engineer. All source ATR, TMC, and SYNCRO files must be submitted electronically, in their entirety. Appendices may be submitted only electronically, unless physical copies are required by the Mobility Division. Data may be collected up to a maximum of twelve (12) months in advance of submittal of the TIS. Exceptions may be granted if approved by the Director of Mobility. Motor vehicle, bicycle, and pedestrian counts should be avoided on municipal or religious holidays, holiday weekends, school vacations, etc. Counts taken in inclement weather (heavy rain or snow) are not valid. Light precipitation and extreme temperatures should be avoided. If counts are not collected during the months of April, May, September, or October, a second set of counts taken during these months will be required as part of impact mitigation for the proposed development.

### Transportation Access Plan

Provide one (1), color differentiated Transportation Elements site plan identifying existing-to-remain, proposed, and removed curbs, curb cuts, sidewalks, travel lanes, parking lanes, medians, pavement markings, on-street parking spaces, parking regulation signage, street furniture and other transportation

elements for the entire development site. If no changes are proposed, skip this specific item. Existing-to-remain elements must be shown in gray; proposed elements shown in blue; removed elements shown in red; and the site itself shown in black. Identify the width of all existing-to-remain and proposed motor vehicle travel lanes, motor vehicle parking lanes, alleys, bicycle facilities, sidewalks, walkways, curb cuts, etc.

Provide one (1) or more Vehicle Maneuvers site plans illustrating entering and existing vehicular movements for all design vehicles from any loading bays, service areas, vehicular drop-offs, structured parking, or other vehicular means of access. Include a profile image for each design vehicle type with labeled dimensions for the vehicle length, wheelbase, and front overhang and data for the vehicle width, axle track, lock to lock time, and steering angle.

### **Individual Development Plans & Illustrations**

All regulated dimensions and features must be properly illustrated and labeled on submitted plans.

Provide a **subdivision** plat plan (for sites with multiple buildings or new thoroughfares).

Plat plans must be prepared in accordance with the Deed Indexing Standards of the Commonwealth of Massachusetts, latest edition. Scale must be no smaller than 1"=50'. Multiple sheets must have match lines with enough information on each side of the lines to assure a proper and complete match. Multiple sheets for a single thoroughfare must be consecutively numbered.

Plat plans must include the following:

- a title block identifying the plan title, preparer name, scale, and date
- a 3.5" block marked reserved for registry use only
- a locus map of the plat plan area in relation to its surroundings
- a lot layout plan including a north arrow with MASS GRID reference; graphic scale; the boundaries of all existing and proposed lots with the parcel number, property owner name, MBL, area in sq ft, and all dimensions, both linear and angular, for locating lot boundaries; the boundaries of all new thoroughfares with the proposed street name, total right-of-way width, roadway width, centerline length, bearing, and radius of curvature between intersecting thoroughfares and between intersecting thoroughfares and the exterior boundary of the plat
- a zoning conformance statement identifying compliance with Section 10.1.4 of the Somerville Zoning Ordinance
- general notes including a statement on the methods used to determine property line location (field survey; reference to plans or deeds of record, etc.) and a statement of purpose of the plat plan (eg. The purpose of this plan is to illustrate lots for the purpose of a MGL 40B comprehensive permit approval)
- a property owners list identifying the property owner by name and location of incorporation for each existing lot
- a plan references list
- surveyor's certification statement, date and signature line, and surveyor's stamp

Provide a plan set for each proposed **building** including the following:

- Cover page with locus map
- Scaled site plan
- Dimensional table (*download from city website*)
- Floor plan(s)
- Building sections
- Building elevations

- Existing tree plan (identify existing-to-remain and removed trees; include table with species, DBH, health condition, tree protection details)
- Landscape plan(s) + Green Score calculation
- Signage plan(s)
- Lighting plan(s)
- Sustainable & resilient buildings questionnaire
- Mobility management plan certification
- LEED certifiability documentation

Provide a plan set for each proposed **civic space** including the following:

- Cover page with locus map
- Illustrative plan
- Scaled layout plan. Include lot lines, lot size (area), frontage area, permeable surface area, landscape area, trees, furnishings (tables & chairs, benches, etc.), building footprints (identify floor plate area), and any commercial café or sales areas
- Zoning requirement summary table (see Article 13)
- Conceptual grading & drainage plan
- Existing tree plan (identify existing-to-remain and removed trees; include table with species, DBH, health condition, tree protection details)
- Landscape plan(s) (Planting plan, plant schedule & list, tree soil area plan, paving plan with material photos)
- Signage plan(s) and illustrations
- Lighting plan(s), photometric calculations, and illustrations
- Illustrated site furnishings list (seating, tables, bike racks, bollards, trash receptacles, etc.)

Provide a plan set for each proposed **thoroughfare** including the following:

- Cover page with locus map
- Key plan (if applicable)
- Illustrative plan & typical street section(s)
- Plan details for all intersections and curb cuts (larger scale)
- Scaled street layout plan & typical street section(s). Identify all dimensions for the ROW, travel lanes, parking lanes, bicycle facilities, and sidewalks (differentiate the furnishing zone and walkway)
- Conceptual grading & drainage plan
- Existing tree plan (identify existing-to-remain and removed trees; include table with species, DBH, health condition, tree protection details)
- Landscape plan(s) (Planting plan, plant schedule & list, tree soil area plan, paving plan with material photos)
- Street tree planting details (plan & section views)
- Furnishings plan
- Illustrated furnishings list (seating, tables, bike racks, bollards, trash receptacles, etc.)
- Lighting plan(s), photometric calculations, and illustrations
- Traffic controls and signage plans