



# CITY OF SOMERVILLE

Inspectional Services • Planning Board • Zoning Board of Appeals

## DEVELOPMENT REVIEW • APPLICATION SUBMITTAL REQUIREMENTS

These submittal requirements provide Applicants with standards for the written documentation, plan drawings, and other materials required for development review. Required submittal materials differ based on the nature of the development proposal.

### **FAILURE TO PROVIDE THE MATERIALS REQUESTED MAY RESULT IN ADMINISTRATIVE DELAY OR EVENTUAL UNFAVORABLE ACTION BY THE REVIEW BOARDS OR BUILDING OFFICIAL.**

All development must apply online for a Certificate of Zoning Compliance (CZC) prior to applying for a Building Permit or Certificate of Occupancy. The City of Somerville Inspectional Services Department (ISD), the Somerville Planning Board, and the Somerville Zoning Board of Appeals use a single online application through Citizen Serve for development review, regardless if a proposal is by right or requires additional permits. If the proposed development also requires Site Plan Approval or one or more Special Permits or Hardship Variances, the Applicant and Review Boards must complete additional review procedures before ISD may issue the Certificate of Zoning Compliance.

#### **EXCEPTION**

Normal maintenance and internal demolition, as defined by the Somerville Zoning Ordinance, and the installation of roof mounted photovoltaic (PV) devices are not required to apply for development review.

Please visit [somerillezoning.com/developmentreview](http://somerillezoning.com/developmentreview) for more information on how to apply.

## **DOCUMENTATION FORMAT**

- Unless otherwise specified, all documents must be submitted in PDF format.
- Written materials must be 8.5"x11" portrait-oriented pages.
- Plans and illustrations must be landscape-oriented pages.
  - All plan drawings must be full size for the appropriate scale of each drawing.
  - All plan sheets must have a graphic scale and north arrow.
  - All regulated dimensions and features must be properly illustrated and labeled on submitted plans.
    - All setbacks, step backs, and building separation must be indicated on all floor plans and building elevations.
  - All plans must be prepared by a registered design professional and every page must bear a seal and signature of the responsible registered design professional.

Development that requires Site Plan Approval or one (1) or more Special Permits or Hardship Variances will be required to produce physical copies of all submittal materials "as permitted" by the Review Boards for the public record.

- Ten (10) or less total pages may be bound by a single staple.
- More than ten (10) total pages must be submitted as a booklet with a plastic comb, plastic coil, or wire lay flat binding. Booklets over two hundred (200) pages must have a plastic comb binding. Multiple booklets are permitted.
- Physical copies of any landscape-oriented pages must be tri folded into 8.5"x11" size.

## **MATERIALS REQUIRED FOR ALL SUBMITTALS**

### **NARRATIVE**

A succinct but thorough written narrative, accompanied by graphics and illustrations as necessary, describing the scope of the proposed development in the form of a letter from the Applicant.

If you are proposing development that requires a Variance, this written narrative must provide a summary of all dimensional relief requested (allowed vs proposed) and a detailed argument for finding each of the three statutory criteria necessary to grant a variance, including any supporting evidence. Please reference the Article 15 of the Somerville Zoning Ordinance for further information concerning Variances.

### **PLOT PLAN**

A certified plot plan signed and stamped by a MA registered Land Surveyor. Development proposals involving only interior renovations or to establish a new use, expand an existing use, or change to a new use of floor space are not required to submit a plot plan.

## PLANS REQUIRED FOR CERTAIN DEVELOPMENT PROPOSALS

Unless otherwise specified, proposals to **construct or modify a principal or accessory building type** must include the following plans and illustrations:

- Cover page with locus map
- An illustrative site plan
- A scaled site plan showing lot lines, lot dimensions, setback lines, and building footprints.
- A dimensional compliance table
- Floor plan(s) showing dwelling units identified by bedroom count
- Exterior building elevations
- A tree plan (identify existing-to-remain and removed trees; include table with species, DBH, health condition, tree protection details)
- A landscape plan(s) signed and stamped by a MA registered Landscape Architect including, at least, a planting plan, plant schedule, plant list, and paving/depaving plan and details.
- A Green Score Calculation and any necessary diagrams.
- Signage plan(s)
- Lighting plan(s)

Some **modifications to existing buildings or land** are limited in scope and do not necessitate all of the materials required above due to the limited nature of the proposal. The following table should be used to guide Applicants in providing the necessary information for the development proposals identified.

<b>TABLE 1</b>										
Limited Scope Development Activities	Illustrative Site Plan	Scaled Site Plan	Dimensional Table	Floor Plan(s)	Building Section(s)	Building Elevation(s)	Existing Tree Plan	Landscape Plan(s) + Green Score Calc	Sign Plan(s)	Lighting Plan
Construct or modify a building component(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interior renovation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Modification of ground story facade	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Outdoor seating	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Paving or Landscaping	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excavation, fill, or grading of land	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Limited Scope Development Activities	Illustrative Site Plan	Scaled Site Plan	Dimensional Table	Floor Plan(s)	Building Section(s)	Building Elevation(s)	Existing Tree Plan	Landscape Plan(s) + Green Score Calc	Sign Plan(s)	Lighting Plan
Demolition of any structure	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Proposals to **establish a new use, expand an existing use, or change a to a new use** must submit floor plans for the occupancy of floor space or a site plan for the use of land, in addition to the documentation specified on the following table:

	Maps	Abutting Context Analysis	Scaled Site Plan	Façade Elevations	Landscape Plan(s)	Transportation Impact Study	Transportation Access Plan	Infrastructure Capacity Analysis
<b>Arts &amp; Creative Enterprise</b>								
Artisanal Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arts Sales or Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared Workspaces or Arts Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work/Live Creative Studio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Auto-Oriented</b>								
Commercial Vehicle Repair or Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Towing Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Off-Site Vehicular Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Personal Vehicle Repair or Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vehicle Sales	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Cannabis Establishments</b>								
Cannabis Cultivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>TABLE 2</b>								
	Maps	Abutting Context Analysis	Scaled Site Plan	Façade Elevations	Landscape Plan(s)	Transportation Impact Study	Transportation Access Plan	Infrastructure Capacity Analysis
Cannabis Retail Sales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Civic &amp; Institutional</b>								
Hospital	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Minor Utility Facility	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private Non-Profit Club or Lodge	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Commercial Services</b>								
Commercial Kennel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pet Day Care or Training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Veterinarian	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assembly or Entertainment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Credit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building or Home Repair Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Caterer or Wholesale Food Production	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Body Art Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Funeral Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Health Care Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recreation Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car Share Parking (4 or more)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Industrial</b>								
Dry Cleaning or Laundry Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Data Center	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Storage	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recycling Collection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trucking or Transportation Depot	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>TABLE 2</b>								
	Maps	Abutting Context Analysis	Scaled Site Plan	Façade Elevations	Landscape Plan(s)	Transportation Impact Study	Transportation Access Plan	Infrastructure Capacity Analysis
<b>Lodging</b>								
Bed & Breakfast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hotel or Hostel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Residential</b>								
Household Living	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group Living	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dormitory or Chapter House	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homeless Shelter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nursing Home/Assisted Living Facility	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rooming House	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Retail Sales</b>								
Building/Home Supplies or Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alcohol Sales	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pet Store	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fresh Food Market or Grocery Store	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Accessory Uses</b>								
Hobby Kennel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home-Based Day Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Business Vehicle Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Proposals to **construct or modify an accessory structure** must submit the following:

- A scaled site plan showing lot lines, lot dimensions, setback lines, and building footprints.
- Manufacturers product information, if applicable.

Proposals to **construct or modify a civic space** must submit the following:

- 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.)

Proposals to **construct or modify a thoroughfare** must submit the following:

- 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



## **ADDITIONAL MATERIALS REQUIRED FOR SITE PLAN APPROVAL**

### **NEIGHBORHOOD MEETING REPORT**

A detailed response to concerns raised at a neighborhood meeting and a description of any changes to the proposed development made as a result of the feedback. Submittal materials must include a report for each required neighborhood meeting.

### **DESIGN REVIEW REPORT**

A detailed response to the Urban Design Commission's recommendations and a description of any changes to the proposed development made as a result of the feedback.

### **SUSTAINABLE & RESILIENT BUILDINGS QUESTIONNAIRE**

Proposals for development that requires site plan approval must submit an informational form addressing the long-term environmental sustainability and climate resilience of the proposed development prior to filing an application for development review. Download the questionnaire at <https://tinyurl.com/bldg-questionnaire>. Applications must include a signed Certificate of Receipt of Materials from the Director of Sustainability & Environment ([contact the Office of Sustainability & Environment for details](#)).

## **ADDITIONAL MATERIALS REQUIRED FOR CERTAIN DEVELOPMENT PROPOSALS**

### **ABUTTERS LIST**

Proposals for development in close proximity to the Somerville municipal boundary must provide an abutters list for any lots within three hundred (300) feet of the development site that are located within the borders of any other municipality. The abutters list must be certified by the neighboring municipality and must be provided in both text and Excel or Comma-Separated Value (CSV) format.

### **DIGITAL MASSING MODEL**

Proposals for development in the MR, HR, CC, and FAB districts must submit a simple digital model of only the buildings massing in SketchUp format (.skp) that is properly geo-located and oriented for use in placing and viewing the project within the City's digital model of existing buildings in the City.

### **PLAT OF LAND**

Proposals involving a lot split, lot merger, or lot line adjustment must submit a plat plan (i.e. "plat of land") drafted in accordance with the Code of Massachusetts Regulations Title 250 CMR 6: Land surveying procedures and standards and the Deed Indexing Standards of the Commonwealth of Massachusetts, latest edition.

### **AFFORDABLE HOUSING ACKNOWLEDGEMENT**

Proposals for development provides Affordable Dwelling Units (ADUs) must submit affordable housing documentation to the Housing Division prior to filing an application for development review. Applications for development review must include a signed Certificate of Receipt of Materials from the Director of Housing ([contact the Housing Division for details](#)).

### **LEED CERTIFIABILITY DOCUMENTATION**

Proposals to develop any building greater than twenty-five thousand (25,000) square feet in gross floor area must submit LEED certifiability documentation directly to the Office of Sustainability & Environment prior to filing an application for development review. Applications must include a signed Certificate of Receipt of Materials from the Director of Sustainability & Environment ([contact the Office of Sustainability & Environment for details](#)).

### **NET ZERO BUILDING DOCUMENTATION**

Proposals to develop any building using the Net Zero Ready GFA/DU density bonus must submit Net Zero Building documentation directly to the Office of Sustainability & Environment prior to filing an application for development review. Applications must include a signed Certificate of Receipt of Materials from the Director of Sustainability & Environment ([contact the Office of Sustainability & Environment for details](#)).

### **ENVIRONMENTAL IMPACT ANALYSIS**

Proposals to develop any high-rise building must submit an Impact Analysis including analysis of pedestrian level winds, solar glare, and shadow impacts.

Shadow impact studies must illustrate the existing and net new shadows and cumulative daily shadows cast over the 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			

Pedestrian level wind analysis must determine the suitability of particular locations for various activities (e.g., walking, sitting, standing, etc.) as indicated on the table below. Mean wind speed and effective gust velocity should not be exceeded more than one percent of the time without mitigation. Analysis must be conducted for the annual and seasonal wind climates individually, based on long term meteorological data recorded at Boston’s Logan International Airport. Analysis must be conducted for build and no build conditions. Wind speeds must be measured

and labeled in miles per hour. Estimated wind comfort in various locations must be graphically depicted. Data must be provided in tabular format. Maps of the project site overlaid with a wind rose (an illustration of the directional distribution (%) of winds) for the annual and seasonal wind climates must be included.

<b>MEAN WIND SPEED FOR VARIOUS ACTIVITIES†</b>	Wind Speed
Sitting (outdoor cafes, benches, etc.)	12 mph
Standing (bus stops, building entrances, etc.)	15 mph
Walking Sidewalks and other pedestrian walkways	19 mph
<b>EFFECTIVE GUST VELOCITY‡</b>	Wind Speed
All activities	31 mph
† 1-hour mean wind speed exceeded 1% of the time (i.e., the 99-percentile mean wind speed)	
‡ hourly mean wind speed +1.5 times the root-mean-square wind speed	

Solar glare analysis must illustrate any visual impairment or discomfort caused on nearby thoroughfares, civic spaces, or pedestrian areas and that any solar heat buildup caused in any nearby buildings due to reflective spot glare.

#### **MOBILITY MANAGEMENT**

Proposals to develop any building with twenty (20) or more dwelling units or fifty thousand (50,000) gross square feet of commercial space must submit a Mobility Management Plan directly to the Mobility Division prior to filing an application for development review. Applications for development review must include a signed Certificate of Receipt of Materials from the Director of Mobility ([contact the Mobility Division for details](#)).

Proposals to establish, change, or expand any use with fifty (50) or more employees must submit a Mobility Management Plan directly to the Mobility Division prior to filing an application for development review. Applications for development review must include a signed Certificate of Receipt of Materials from the Director of Mobility ([contact the Mobility Division for details](#)).

#### **TRANSPORTATION ACCESS PLAN (TAP)**

All development that requires Site Plan Approval and any development that proposes to modify any curbs, curb cuts, sidewalks, travel lanes, parking lanes, medians, pavement markings, on-street parking spaces, parking regulation signage, street furniture and other transportation elements in a right-of-way must provide a Transportation Access Plan. ([Contact the Mobility Division for TAP submittal requirements](#))

## TRANSPORTATION IMPACT STUDY (TIS)

A Transportation Impact Study is required for development meeting any of the thresholds specified on Table 4. ([Contact the Mobility Division for TIS submittal requirements](#))

**Table 4 – TIS Required**

<b>Building Type or Use</b>	<b>Threshold</b>	<b>Exemption</b>
All Building Types	> Fifty Thousand (50,000) Gross Floor Area	-
Commercial Building, Lab Building, Block Building, Commercial Block Building, Fabrication Building, Box Building, Strip Commerce, Pad Commerce	> Twenty-Five Thousand (25,000) Gross Floor Area	-
Apartment Building, General Building, Mid-Rise Podium Tower, Block Building	> Twenty (20) Dwelling Units	Building types with less than fifty (50) dwelling units that provide no more than 0.1 motor vehicle parking spaces per dwelling unit (rounded to the nearest whole number) on site.
Specific Uses identified on Table 2	See Table 2 (pg. 4-6)	-
Non-Residential Uses	Occupancy of > twenty-five thousand (25,000) square feet in Leasable Floor Area	Occupancy of any commercial space less than fifty thousand (50,000) square feet in leasable floor area by any non-residential use with fewer than fifty (50) employees that voluntarily submits a mobility management plan with commitments detailed below.
Commercial Parking uses	> Fifty (50) Motor-Vehicle Parking Spaces	-

Mobility management plans for above exemption must commit to all of the following:

- Reasonable efforts to achieve the mode share goals of SomerVision 2040 (no more than 37.5% vehicle mode share by 2030 and 25% vehicle mode share by 2040)
- Providing all employees with the maximum Qualified Transportation Fringe Benefit permitted for an MBTA transit pass.
- Charging a market rate price for any accessory parking or commercial parking and NOT providing any parking pass subsidy to any employees.

Notwithstanding Table 4, a TIS is not required for proposed mixed use development including any combination of dwelling units, commercial space, or commercial parking spaces if:

$$(DU \div 20) + (GFA \div 50,000) + (\text{Motor Vehicle Parking Spaces} \div 50) \leq 1$$

**ADDITIONAL MATERIALS REQUIRED FOR SUBDIVISION PLAN APPROVAL**

**SUBDIVISION PLAT**

Proposals involving land subdivision must submit a plat plan (i.e. "plat of land") drafted in accordance with the Code of Massachusetts Regulations Title 250 CMR 6: Land surveying procedures and standards and the Deed Indexing Standards of the Commonwealth of Massachusetts, latest edition.

## DEVELOPMENT REVIEW • FEE SCHEDULE

All applications must pay a standard ISD Plan Review fee for development review. The City of Somerville will determine if any discretionary or administrative permits are necessary and bill the Applicant for the corresponding additional fees. Fees are based on the scale of proposed development and the magnitude of the relief required. All fees must be paid for an application to be advanced through the permitting process.

STANDARD APPLICATION FEE	
ISD Plan Review	\$250
ACCRUING FEES IF ADDITIONAL PERMITS ARE REQUIRED	
Site Plan Approval (Buildings)	\$250 plus \$0.08 per square foot of new gross floors area or plus \$0.06 per square foot of new gross floor area if subject to a Master Plan Special Permit
Site Plan Approval (Civic Spaces or Thoroughfares)	\$250 plus \$0.08 per square foot
Minor Site Plan Approval	\$125
Special Permit (each)	\$250
Wireless Communications Special Permit	\$2,700
Hardship Variance (each)	\$250 plus \$0.50 per square foot of relief
Plan Revision	\$125
Permit Time Extension	\$250
Public Notice	\$250
Additional Public Notice (each)	\$350
OTHER FEES	
Master Plan Special Permit	\$1,000 plus \$0.02 per new gross square foot
Comprehensive Permit	\$300 plus \$150 per DU
Subdivision Plan Approval	\$500 plus \$200 per new lot
Administrative Appeal	\$125