

December 2017

SUBMISSION PROCEDURES FOR SITE PLAN APPROVAL for SCENIC ROADS and RESIDENTIAL GROSS FLOOR AREA

Submission requirements for Site Plan Approval in the Weston Zoning Bylaw:

1. Under Section 11 and Section V.B.2. c. for new or replacement construction on a Scenic Road
2. Under Section V.B.2.d. and Section XI for new or replacement structures under Residential Gross Floor Area ("RGFA")

Filing Requirements

1. One completed copy of the Application Form and all required submission documents and the review and filing fee shall be submitted to the Weston Town Planner at the Weston Town Hall. An application will not be reviewed unless accompanied by the fees.

An application will not be reviewed and public hearing scheduled until all required items have been received and signed off by both the Town Planner and the consultants. Accordingly, it is highly recommended that submissions be made earlier so that they can be reviewed for completeness. All required submission items must be received by the Weston Town Planner and the Planning Board consultants before the Public Hearing will be scheduled.

The following procedure will be followed:

I. Initial meeting with Town Planner, and David Conway to review submission requirements, prior to development of site plans and the architectural program. The initial site walk will be scheduled at this meeting.

II. Applicant's "Development Team," Town Planner, and Planning Board Consultants on site to identify, in the field, potential issues.

III. Town Planner and Planning Board's consultants will meet with Applicant and his "Development Team" several months into the process to review plans and identify any major inconsistencies with the Standards and Criteria in the Zoning By-Law. Revisions may be requested.

IV. Town Planner and Consultants will meet with Applicant at submittal to:

- (1) review completeness of submission and advise Applicant of any missing information;
- (2) Recommend plan revision to ensure consistency with Standards and Criteria;
- (3) Review presentation materials for Public Hearing.

V. Planning Board and abutters attend Site Walk led by Applicant's Development Team at least 3 weeks prior to Public Hearing.

Town Planner and Planning Board consultants will be available only on Tuesday Mornings (9:30 AM-12:30 AM) to meet with Applicants and their Development Team.

Required Items for Submission

1. Application Form (attached to this form)

One copy of the completed *Application form* shall be sent to the Town Planner and the Planning Board Consultant.

2. Fees

The filing fee of \$300 and the review fee of \$4,000.00 shall be made out in separate checks to the Town of Weston and shall be sent to the Weston Town Planner accompanied by the application. Refer to Planning Board document entitled "Adoption of Review Fees," found in the Building Department and on the Town of Weston website. Review fees accrue interest. It is the Applicant's responsibility to request any unused funds from the Town, at the end of the project period.

A \$1400 advertising fee shall be required for any application requiring public notice under Massachusetts General Law, or the Bylaws of the Town of Weston, or any rules adopted by the Weston Planning Board.

3. Site Plan

The Site Plan shall be prepared by a Surveyor or Civil Engineer. The landscape architect or designer shall add plantings and proposed exterior lighting to the Site Plan or on a separate Landscape and Exterior Lighting Plan. The plan shall generally be at a scale of 1"= 20' and in no case shall the scale be smaller than 1"=40' and show the entire lot, including the street frontage, and general location of abutting properties. It is highly recommended that the Planning Board consultant and /or Town Planner be contacted if there is any question in determining the appropriate scale for submission.

All plans, documents, etc. are to have the project street address in the title block and a date. Any and each change to the plans, documents, etc. are to have a revision date.

The Site Plan shall be shown on a certified perimeter plan of the lot and include the following contents:

1. north arrow
2. existing and proposed grades with a contour interval of 2 feet
3. proposed footprint of the house and all structures
4. proposed location of the driveway
5. proposed location of the septic system
6. drainage structures
7. existing vegetation and other natural features (e.g. major trees, rock outcroppings, streams, wetlands, etc.). The wetland vegetation boundary outlined in light blue; 100 foot buffer in yellow and 25 foot buffer in green; the 200 River front buffer in purple and the 100 foot River front buffer in brown. Different line symbols may be substituted for the different colors.

8. proposed limits of clearing necessary for construction of the house, accessory structures, driveway and septic system
9. proposed "no disturbance" areas- boundary line in a black line symbol, highlighted in red
10. proposed fences, retaining walls or other accessory structures (e.g. pools, tennis courts, cabanas, etc.)
11. an approximate calculation of the proposed gross cut or fill necessary on the entire lot to accommodate all changes to existing grades
12. Adjacent intersecting property lines with the current owner(s) name
13. All off lot structures, paths, and trails located within 100 feet of all of the lot boundaries.
14. Each change to a submitted site plan shall include a new revision date.

Note: Two copies of this Site Plan are to be sent to the Planning Board consultant.

4. Septic System Plan

The Septic System Plan shall be prepared by an individual authorized under Title V of the Massachusetts Environmental Code. Included with the plan shall be the location and results of all deep hole tests and perc tests performed on the lot. The Applicant should be able to discuss and defend how the proposed siting of the septic system complies with the intent of the Standards and Criteria and the Scenic Road and Residential Gross Floor Area provision to the By-Law., as opposed to presenting the most efficient design.

The Applicant should understand that for Planning Board purposes, the location of the septic system should not be limited to the area of the site with "best" soils. Clearing, Grading and additional disturbance should be minimized. The location and configuration of the system should complement the rest of the site design and once constructed, should not appear unnatural. Grading above and around the system should be naturalized.

5. Architectural Plans

The Plans shall be prepared by a registered architect at 1/8" scale or other scale approved by the Planning Board consultant and/or Town Planner and include the following:

1. floor plans
2. elevations of the house from all sides, with a note identifying materials to be used on the facade and roof, and the color of house and trim (provide paint chips, as well)
3. elevation of the house and accessory structures as seen from the street frontage(s), showing location of abutting homes
4. two sections through the proposed house showing property lines, structures, walls, etc. One section shall begin across the street from which the proposed driveway(s) enters the lot and show the home across the street and run through to the rear of the lot and show the adjacent home to the rear.. The second section shall be roughly parallel to the street frontage and include nearby adjacent homes, where present.

Existing grades shall be shown on the sections with a dashed line and proposed finish grades with a solid line.

Proposed landscaping, including existing trees to remain, shall be shown on the sections, to scale. The scale of the sections may be smaller than 1/8 scale.

5. Residential Gross Floor Area (RGFA) square footage calculations, i.e., measured from outside wall to outside wall, of the following:
 - first floor
 - second floor
 - finished attic
 - entire basement if any portion of the basement is above grade (walk-out basement)
 - attached or detached garage
 - accessory structures (e.g. barn, shed, cabana, etc.)

Submit on an 8 1/2" x 11" sheet, plans of all floors, including the basement, if applicable, with dimensions and square footages.

6. Provide calculations of house height, as defined by the Weston Zoning By- Law (Average Natural Grade and stories), to be stamped by a registered architect and/or registered engineer.

6. Landscape Plan

The Landscape Plan shall include:

- a. The location and species of trees greater than 6" caliper (measured 12 inches over the soil line) proposed to be removed. An "X" shall be indicated on these trees
- b. The location and species of proposed new trees and woody plants
- c. Groundcovers proposed for all areas inside the limit of disturbance boundary
- d. driveways and walkways and materials used
- e. Patios and walls
- f. A table or chart on the plan showing type, size and quantity of plant material
- g. Buffers- of particular interest are proposed buffers in the areas between the house and the street frontage(s) and the areas near abutting properties.

SAMPLE PLANTING SCHEDULE

SYMBOL	BOTANICAL NAME	COMMON NAME	QUANTITY	SIZE
TREES				
SHRUBS				

The required contents of the landscape plan shall be shown on the Site Plan or a separate Landscape Plan.

7. Exterior Lighting Plan

A plan showing the location and type of all proposed exterior lighting fixtures shall be submitted. Included on this plan shall be any proposed entrance drive and driveway lighting, exterior wall or freestanding light fixtures. Proposed exterior lighting fixtures for all accessory structures including pools, tennis courts and cabanas shall be included. Each fixture type shall be clearly labeled on the plan with a symbol which relates back to the Exterior Lighting Chart.

A Table or Chart of exterior lighting fixtures is to be included on the Plan that lists each lighting fixture type, manufacturer's model number, number of fixtures, rated lumens, total rated lumens per fixture type, and total rated lumens of all exterior light fixtures.

SAMPLE EXTERIOR LIGHTING CHART

Symbol	Fixture Type(1)	Manufacturer's Model Number	Type of Bulb (2)	Rated Lumens per fixture	Number of Fixtures	Total Lumens for Fixture Type
Total Lumens all Exterior Lighting Fixtures						

- (1) For Example, wall mounted, pendant, post, pool, etc.
- (2) Type of Bulb, i.e., incandescent, halogen, florescent, etc.

Manufacturer Cut Sheets of each proposed light fixture or type are also to be submitted. The project address and date is to be handwritten on each cut sheet.

For each exterior lighting fixture within 75 feet of any property line, a copy of the Manufacturer's light distribution map must be submitted. Projects should not exceed 22,000 lumens.

Note: The required contents of the lighting plan may be included on the site plan or landscape plan.

8. Zoning Conformance Sheet

The Applicant shall determine whether the lot, existing house and proposed house are in conformance with the underlying zoning district. A zoning conformance table on a separate sheet is part of the submission. The Sheet shall show the following information:

Zoning District

Minimum Required Lot size

Existing Lot Size

Minimum Required Frontage

Existing Frontage

Minimum required setback from ROW and

Existing& Proposed

Center Line Setback

Minimum required setback from lot line Existing & Proposed

9. 9. List of Consultants

A list of consultants, the name of contact persons and their telephone numbers, responsible for the following tasks associated with the project shall be provided:

1. architectural design
2. site planning and engineering
3. septic system design
4. landscape design
5. exterior lighting

10. Abutters List

The Applicant shall submit a Certified Abutter's list as part of the submission. This must be a certified list obtained from the Planning Board's Administrative Assistant.

11. Assessors Map

Provide a copy of the Assessor's map with the proposed building lot highlighted, as part of the submission.

12. Storm Water Plans

Stormwater Plans and calculations should be prepared by a Professional Engineer. Post-development peak rates of runoff from a site must be equal to or less than pre-development peak rates of runoff for the 2, 10 and 100 year storm events. Provide supporting plans, details and calculations. Best management practices as described in the MA DEP Stormwater Policy Handbook and general engineering practice should be followed in the design of storm water controls.

Stormwater controls should be incorporated into the site design so that they complement and do not detract from the rest of the site. Clearing, grading and additional disturbance to the site should be minimized. Stormwater controls should, whenever possible, be constructed in previously disturbed areas. Due to their impacts on the site and lack of aesthetic quality, detention basins are discouraged. Infiltration of runoff as a means of controlling the peak rate of runoff is highly encouraged.

All stormwater material must be submitted to:

1. David Conway
Nitsch Engineering, Inc., 185 Lincoln Street, Suite 200
Boston, MA 02111-2403, Telephone: 617 338 0063
2. Steve Fogg, Town Engineer, Weston Department of Public Works
Telephone: 781 893-7320 x345

All complete stormwater material must be received by Nitsch Engineering Inc., and the Town Engineer, in order for the Town Planner to designate the Site Plan Approval Application a complete submission.

13. Site Walk

A site walk will also be scheduled before the hearing. The Applicant's engineer shall be present to lead the site walk and answer questions. The Applicant's surveyor or engineer shall stake and flag the following: proposed driveway; corners of house and/or any other proposed structure; limit of clearing for building and work; septic area; stormwater structures; 100 foot buffer from wetland; landscape buffer that will be protected, and any other items that the Board feels is relevant to its decision making.

14. 14. Presentation at the Public Hearing

The following materials, in addition to the submitted site and landscape plans, architectural elevations and sections, will be required at the Public Hearing:

(A) An Assessors Map blown up to sufficient scale to show properties in the neighborhood, including parcels behind the Applicant's parcel.

- i. Extending from each parcel on the map, draw a line and attach a photograph of the existing house on that parcel.
- ii. In Block Letters next to each Photograph:
 - (1) Address
 - (2) Current Owner
 - (3) Gross Living Area
 - (4) number of garage bays
 - (5) GFA plus garage area (computed by multiplying garage bays by 300 s.f.
- iii. A table with the information required in ii. on a separate piece of
- iv. Provide photographs of the proposed house site, including a photograph of the site as seen from the street frontage.

Business and Limited Liability Corporations: Please list all officers and stockholders below.

APPLICATION FORM
FOR
SITE PLAN APPROVAL FOR SCENIC ROADS
AND
RESIDENTIAL GROSS FLOOR AREA

Address of property: _____

Assessor's Map _____ Parcel No: _____

Owner's Name: _____

Owner's Address: _____

Owner's Telephone _____ Email: _____

Owner's Signature: _____

Applicant's Name: _____

Applicant's Address: _____

Applicant's Signature: _____

Applicant's Telephone: _____ Email: _____

Zoning District: _____ Size of House: _____ Size of Lot: _____

Is this a teardown? _____ Yes _____ No _____ If yes, size of existing house: _____

Application filed with the Town Planner: _____

Filing Fee: _____ Yes _____ No

Review Fee: _____ Yes _____ No

Date of Completed Submission: _____

Related Documents: [Site Plan Approval Checklist](#) and [Design Guidelines](#)



GOOD STANDING APPROVAL

Applicant: Please fill out and bring it to the Town Collector/Treasurer's Office for approval.

ADDRESS OF PROPERTY:

*OWNER OF PROPERTY:

TYPE OF PERMIT/LICENSE:

Pursuant to the provisions of Article II, Section 13 of the Town of Weston Bylaws (M.G.L. Chapter 40, Section 57), the above applicant has no outstanding debt on record with the Collector as of the date signed below.

Collector's Office Approval:

Date:
