

DEPARTMENT OF PLANNING AND DEVELOPMENT
City of Newton, Massachusetts
SPECIAL PERMIT/SITE PLAN APPROVAL APPLICATION
SUBMISSION REQUIREMENTS

Each application for special permit shall be accompanied by a site plan submission prepared in accordance with the provisions of Section 30-23(b). The purpose of this document is to identify the submission requirements in checklist form, so as to help petitioners better understand the process and guide them in the preparation of their application. Please note, depending on the scope of the project, the Director of Planning and Development may require the petitioner to attend an interdepartmental development review meeting (pre-application conference) with one or more of the following: Chief Planner, Chief Zoning Code Official, City Engineer, City Traffic Engineer, Environmental Planner, Preservation Planner, Transportation Planner, Police Dept. Traffic Bureau Representative, and/or Assistant Fire Chief for Operations, prior to filing an application.

PETITIONERS ARE REQUIRED TO FILL OUT ALL UNSHADED PORTIONS OF THIS FORM; THE DIRECTOR OF PLANNING AND DEVELOPMENT OR HIS DESIGNEE WILL FILL OUT ALL SHADED AREAS.

1. Project Information:

- a) Site Address:
b) Parcel Number: Section: Block: Lot
c) Total Square Footage of Site:

2. Project Description:

Blank lines for project description

3. General Information:

Name of Petitioner
Address
Telephone/Fax
Name of Owner
Address
Telephone/Fax
Email Address

4. Type of Application (Check all that apply):

- Special Permit
Zone Change
Site Plan Approval
Amend an Existing Board Order

5. Current Zoning: Proposed (if a zone change is requested):

6. Type of Request (Check all that apply):

- Accessory Apartment
Excess FAR, Height
Extension of Non-Conforming Structure
Extension of Non-Conforming Use
Rear lot subdivision
Parking Waiver
Signage
More than 3 ft. Grade Change
Use Request by Special Permit
Other Request

**7. Zoning Review:** A zoning review by the Chief Zoning Code Official (CZCO) is necessary to determine what zoning relief and/or approvals will be necessary for your proposed project. A list of the submittal requirements for the Zoning Review is available at the Inspectional Services Department, Planning and Development Department, or can be found on the City’s website ([www.ci.newton.ma.us](http://www.ci.newton.ma.us)). *A copy of the written Zoning Review must be attached to all petitions. Applications will not be considered complete without a written zoning review from the Chief Zoning Code Official*

	Submitted / Filed?	Date Rec’d / Rev’d
Written Zoning Review from Chief Zoning Code Official	Y/N	

**8. Contents of Application Package – Required by City Ordinance** (*Questions in the text portion of this section to be filed out by petitioner; shaded boxes and columns to be filled out by the Director of Planning and Development or designee.*)

To be complete, applications <b>must</b> include the following, <i>unless waived by the Director of Planning and Development:</i>	REQ’D? Y/N	Submitted / Filed?	Date Rec’d / Rev’d
<b>Four (4) copies of the application</b> signed by the petitioner and property owner.	Y/N	Y/N	
<b>Fifteen (15) sets of the site survey plans</b> stamped signed and dated by a licensed surveyor drawn accurately at a scale of 1/40” or 1/20” = 1’-0”. At a minimum, the plot plan(s) shall include all existing and proposed buildings, structures, parking stalls, aisles, driveway openings, driveways, service areas and other open uses, all facilities for sewage, refuse and other waste disposal, water, electrical and telephone facilities, surface water drainage, topography and all landscape features such as fences, walls, planting area, including quantity, type and size of plant materials, walk, lighting facilities, bicycle racks, and free-standing signs. Plans shall also show boundary lines and lot areas of lots adjacent to Petitioner’s lot as well as the location of any and all buildings.	Y/N	Y/N	
<b>If required by the Director of Planning and Development, landscape plans</b> shall be submitted, including existing landscaping, any trees to be removed, proposed landscape screening including quantity, type and size of plant materials, and any exterior storage, lighting, fencing, and walls. If trees are being removed, does the proposal require the application of the Tree Preservation Ordinance (see Section 20-33)?	Y/N	Y/N	
<b>Fifteen (15) sets of Architectural Plans</b> drawn accurately at a scale of ¼” or 1/8” = 1’-0”. The drawings should show floor plans, building sections and elevations for proposed construction and/or alteration to the existing building or structure.	Y/N	Y/N	
<b>Massing model</b> for commercial and/or multi-family developments of 20,000 gross sq. ft. or more.	Y/N	Y/N	
<b>Two (2) copies of the site plan</b> reduced to 8 ½”x11” in size.	Y/N	Y/N	
<b>Fees.</b> The fee schedule is available at the City Clerk’s office.	Y/N	Y/N	

**9. Contents of Application Package – If Required by Director of Planning and Development**

To be complete, applications <u>must</u> , if required by the Director, include the following:	REQ'D? Y/N	Submitted / Filed?	Date Rec'd / Rev'd
<p><b>Engineering Plans and Drainage Calculations</b>                      Does this project involve a change in grading or impervious surfaces?  <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>  <i>If yes, then the petitioner will be required to submit site engineering plans and drainage calculations (for 100 year event) to the City Engineer. The petitioner should contact the City Engineer for submission requirements.</i></p>	Y/N	Y/N	
<p><b>Traffic and/or Parking Impact Study and capacity survey.</b>                      a) Will the project, as proposed, require waivers from the parking ordinance, Section 30-19? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>                      b) Is this project likely to generate more than 250 cars per day or 25 cars per peak hour? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>                      c.) Will this project increase average daily traffic or peak hour traffic along the adjacent street(s) by more than 10%? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>                      d.) Will the proposed use(s), principal or accessory, involve activities which include designated pick-up/drop-off times? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>  <i>If you answered yes any of these questions, the project <u>may</u> require a parking and/or traffic study.                      The petitioner should schedule a scoping session with the Planning Department and City Traffic Engineer <u>before</u> beginning work on the required study.</i></p>	Y/N Y/N Y/N Y/N		
<p><b>BASED ON REVIEW OF THIS PROJECT WITH THE CITY TRAFFIC ENGINEER AND/OR TRANSPORTATION PLANNER, THE FOLLOWING MUST BE SUBMITTED WITH THE APPLICATION:</b>                      1. PARKING STUDY                      2. TRAFFIC STUDY</p>	Y/N Y/N	Y/N Y/N	
<p><b>Fire Protection Plan:</b> If this project has unusual characteristics that make access to it from the street difficult, it may require review and analysis by the Assistant Fire Chief.</p>	Y/N	Y/N	
<p><b>Photometric Plan:</b> Does this project require the installation of any light fixtures for proposed off-street parking facilities?  <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>                      If yes, then a photometric plan may be required.</p>	Y/N	Y/N	
<p><b>Inclusionary Housing Plan:</b>                      Does this project involve a density that triggers the Inclusionary Zoning Ordinance (see Section 30-24(f))?  <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>                      If yes, have you met and reviewed the proposed project with the Planning Department's Housing Development Coordinator?  <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>  <i>If this project is subject to Section 30-24(f), then you will be required to submit an Inclusionary housing plan to the Newton Housing Authority and the Planning Department with your applications.</i></p>	Y/N Y/N Y/N	Y/N	

**9. Contents of Application Package – continued**

<b>To be complete, applications <u>must</u>, if required, include the following:</b>	<b>REQ'D? Y/N</b>	<b>Submitted / Filed?</b>	<b>Date Rec'd / Rev'd</b>
<p><b>Conservation Commission Review:</b></p> <p>a) Is the project within a Wetland or within 200' of a perennial stream or a Floodplain? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></p> <p>b) Is the project in or abutting a flood plain or conservation area? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></p> <p>c) If so, have you met and/or reviewed the proposed project with the Planning Department's Senior Environmental Planner? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></p>	Y/N		
<p>b) Is the project in or abutting a flood plain or conservation area? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></p> <p>c) If so, have you met and/or reviewed the proposed project with the Planning Department's Senior Environmental Planner? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></p>	Y/N		
<p><b>DOES THIS PROJECT REQUIRE REVIEW BY THE CONSERVATION COMMISSION? IF YES, THAT APPLICATION SHALL BE FILED CONCURRENTLY WITH THE SPECIAL PERMIT APPLICATION. HAS THE APPLICATION BEEN FILED?</b></p>	Y/N	Y/N	
<p><b>Historical Commission Review or Local Historic District Commission Review:</b></p> <p>a) Does this project involve the demolition of any existing structures? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></p> <p>b) If so, are any of the existing structures or parts of structures being demolished over 50 years old? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></p> <p>c) Is the property a local landmark? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></p> <p>d) Is the property within a local historic district? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></p> <p>e) If yes, have you met and/or reviewed the proposed project with the Planning Department's Preservation Planner? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></p> <p><i>If the answers to any of these questions are yes, then this project may need to be reviewed by one of the City's Appointed Commissions. The project should be filed for review by the appropriate Commission at least 2 weeks before the Land Use Public Hearing to allow for any changes to plans/elevations to be completed and submitted for review..</i></p>	Y/N		
<p>b) If so, are any of the existing structures or parts of structures being demolished over 50 years old? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></p> <p>c) Is the property a local landmark? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></p>	Y/N		
<p>c) Is the property a local landmark? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></p> <p>d) Is the property within a local historic district? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></p>	Y/N		
<p>e) If yes, have you met and/or reviewed the proposed project with the Planning Department's Preservation Planner? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></p>	Y/N		
<p><i>If the answers to any of these questions are yes, then this project may need to be reviewed by one of the City's Appointed Commissions. The project should be filed for review by the appropriate Commission at least 2 weeks before the Land Use Public Hearing to allow for any changes to plans/elevations to be completed and submitted for review..</i></p>	Y/N		
<p><b>DOES THIS PROJECT REQUIRE REVIEW BY NEWTON HISTORICAL OR ONE OF THE HISTORIC DISTRICT COMMISSIONS?</b></p> <p><b>HAS THE PROJECT BEEN REVIEWED BY THE APPROPRIATE COMMISSION?</b></p> <p><b>IF NO, WILL IT BE REVIEWED BY THE APPROPRIATE COMMISSION AT LEAST 2 WEEKS PRIOR TO THE PUBLIC HEARING?</b></p>	Y/N	Y/N	
<p><b>BASED ON THE SCOPE OF THE PROJECT, THE PETITIONER IS REQUIRED TO ATTEND A DEVELOPMENT REVIEW MEETING WITH APPROPRIATE CITY STAFF, PRIOR TO FILING FOR A ZONING REVIEW.</b></p>	Y/N	Y/N	

**10. Notes:**

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**Application Determined to be complete:** \_\_\_\_\_ **Date:** \_\_\_\_\_