



# CITY OF MELROSE

## PLANNING BOARD

City Hall, 562 Main Street  
Melrose, Massachusetts 02176  
Telephone - (781) 979-4190  
Fax - (781) 979-4290

### Application Guidelines for the Slope Protection Special Permit

#### PROCEDURE:

**Preliminary Application Review:** Submit one set of the Slope Protection Special Permit application materials to the Office of Planning and Community Development (OPCD). The Slope Protection Special Permit application materials will be reviewed for completeness within seven (7) days by OPCD staff and returned to the applicant with notification as to whether the application is complete and ready for filing.

**Filing the Application with the City Clerk:** The applicant shall submit one (1) original and fifteen (15) copies of the application materials for the Slope Protection Special Permit to the City Clerk to be time stamped and filed. One (1) time stamped copy of the application materials will be filed with the City Clerk, one (1) time stamped copy will be returned to the applicant, and the remaining fourteen (14) copies will be distributed to the Planning Board and to relevant city officials for review.

**Waiver Requests:** If the Applicant believes any of the required Slope Protection Special Permit Application Materials, as described on the "Checklist of Slope Protection Special Permit Application Materials," are not applicable to the proposed project, the Applicant may request a waiver from the Planning Board. All waiver requests shall be put in writing and should be marked as such in the appropriate box of the "Checklist of Slope Protection Special Permit Application Materials" form. The Planning Board will vote on the waiver request at the Public Hearing. If the waiver is not granted, the public hearing will be continued until the Applicant is able to provide the requisite materials.

**Public Hearing:** After the application has been filed with the City Clerk, the OPCD will notify the applicant as to the date of the public hearing. The OPCD will notify abutters of the public hearing pursuant to the regulations of chapter 40A, section 11 of the Massachusetts General Laws. A hearing date with the Planning Board will be scheduled within sixty-five (65) days of filing with the City Clerk.

**Decision:** The Decision of the Planning Board will be made within ninety (90) days of the public hearing. Decisions made by the Planning Board are filed with the City Clerk within fourteen (14) days of the vote, and a notice of the decision is mailed to the Applicant.

#### FEES:

An administrative fee is required with every Slope Protection Special Permit Application. The fee is \$600.00. If the Applicant is filing for Site Plan Review at the same time, the administrative fee for Slope Protection is \$300.00. The administrative fee for Site Plan Review is also required in this case. The applicant is also responsible for paying for the legal notice in the Melrose Free Press notifying the public of the public hearing. Reasonable technical fees may be required on a case-by-case basis when the size or complexity of a proposal warrants an independent review.

#### APPLICATION MATERIALS:

To file an application for the Slope Protection Special Permit the following must be submitted when filed with the City Clerk:

- ☐ The Application Form (1 original and 15 copies)
- ☐ The "Checklist of Slope Protection Special Permit Application Materials" (16 copies)
- ☐ All items described on the "Checklist of Slope Protection Special Permit Application Materials" and waiver requests in writing, when applicable (16 copies)
- ☐ A signed copy of the Authorization Form for Advertising Fee (1 copy)
- ☐ Administrative Fee and signed Administrative Fee Form (1 copy)
- ☐ A copy of the Building Commissioner's denial letter (15 copies)

**CITY OF MELROSE**  
**Application Form for the Slope Protection Special Permit**

**INSTRUCTIONS:** Applications must be typed or printed. Refer to the Application Guidelines for a complete description of the Slope Protection Special Permit filing requirements.

**PROJECT ADDRESS AND SITE INFORMATION:**

NUMBER & STREET: \_\_\_\_\_  
ASSESSOR'S MAP & PARCEL: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_  
TOTAL SITE AREA: \_\_\_\_\_  
LOT/S FRONTAGE: \_\_\_\_\_

**APPLICANT'S CONTACT INFORMATION:**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**APPLICANT'S REPRESENTATIVE (If applicable):**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**OWNER'S CONTACT INFORMATION (If different from Applicant):**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**SIZE OF EXISTING BUILDING:**

SQUARE FEET \_\_\_\_\_ sf      FRONTAGE \_\_\_\_\_  
HEIGHT (FEET) \_\_\_\_\_ ft      NUMBER OF STORIES \_\_\_\_\_

Present occupancy or use of each floor: \_\_\_\_\_  
\_\_\_\_\_

**SIZE OF PROPOSED BUILDING:**

SQUARE FEET \_\_\_\_\_ sf      FRONTAGE \_\_\_\_\_  
HEIGHT (FEET) \_\_\_\_\_ ft      NUMBER OF STORIES \_\_\_\_\_

**PROJECT DESCRIPTION:** (Briefly describe the proposed project. Please note an executive summary is also required).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the applicant seeking zoning relief from the Zoning Board of Appeals? \_\_\_\_\_

If YES, please list zoning relief sought.

\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# CITY OF MELROSE

## Checklist of Slope Protection Special Permit Application Materials

The following is the list of required materials for the Slope Protection Special Permit. Plans shall be prepared by a Registered Professional Engineer, Registered Land Surveyor, Architect, or Landscape Architect, as appropriate. Plans and renderings should be full size, not reduced, and prepared on a scale adequate for interpretation, which for site plans is usually not less than 1 inch equals 40 feet. Any of the requirements of a Slope Protection Special Permit application may be waived by a majority vote of the Planning Board. Waiver requests must be in writing. Please see application guidelines for additional application requirements.

Applicant (Check applicable column)		Planning Board (Office Use)	
Included with Appl.	Waiver requested	Waiver accepted (Yes/No)	Date
EXECUTIVE SUMMARY generally describing the nature and location of the project, how it fulfills the purpose of this section, and meets the requirements for issuance of a special permit.			
SITE PLAN (information may appear on separate drawings at a scale of no less than 1 inch equals 40 feet) including:			
Parcel lot lines for the proposed project and surrounding parcels.			
Location of existing and proposed buildings on the project site.			
Foundation lines of the proposed buildings, gross floor area, and building height.			
Existing and proposed topography and the location of all natural features such as wetlands, streams, water bodies, and exposed bedrock to be removed, if any.			
Proposed landscaping, including all screening and buffering of adjacent residential areas.			
CONSTRUCTION MANAGEMENT PLAN describing provisions for the protection of abutting properties during construction, and site excavation, demolition, blasting, and site reclamation plans.			
AN EROSION PREVENTION PLAN prepared by a registered/licensed professional, which includes calculations and measures to prevent erosion and undermining of the subject property and abutting properties. Include how slope protection will be achieved and details of all retaining walls if applicable.			
DRAINAGE CALCULATIONS prepared by a registered/licensed engineer, demonstrating that following the proposed removal, the amount of runoff shall not exceed the amount of runoff prior to the removal.			
A STORMWATER MANAGEMENT PLAN, which includes the installation of underground and surface drainage Best Management Practices (BMPs), to prevent surface erosion, undermining, and post-development run-off that exceeds pre-development run-off.			

Note: The Planning Board may request additional information to allow fair and full consideration of the special permit request.

**CITY OF MELROSE**  
**Administrative Fee Calculation Form for Slope Protection Special Permit**

An administrative fee for the Slope Protection Special Permit is required with every Slope Protection Special Permit Application. The fee is \$600.00 for each Slope Protection Special Permit Application. If the Applicant is filing for Site Plan Review at the same time, the administrative fee for Slope Protection is \$300.00. The administrative fee for Site Plan Review is also required in this case. Please check the box below which corresponds to your proposal and your payment, sign this form and submit it with your payment and application materials to the City Clerk. Checks should be made payable to the City of Melrose.

Administrative Fee for Slope Protection Special Permit

☐ Slope Protection Special Permit Application Fee      \$600.00  
(stand alone Application)

**OR**

☐ Slope Protection Special Permit Application Fee      \$300.00\*  
(filed jointly with Site Plan Review)

*Please sign below to acknowledge the accuracy of the information provided and submit this form along with payment and application materials to the City Clerk.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

\*A Site Plan Review Application must be filed at the same time and include a separate Application Fee. To determine if a proposal requires Site Plan Review, see Chapter 235 Section 16.1 of the Melrose Zoning Ordinance or contact the Office of Planning and Community Development.

**CITY OF MELROSE**  
**Authorization Form for Slope Protection Special Permit Advertisement**

To: Melrose Free Press  
Legal Advertising Department

I hereby authorize GateHouse Media Newspaper to bill me directly for the legal notice to be published two times in the Melrose Free Press newspaper for a notice of Public Hearing with the Melrose Planning Board. I understand the OPCD Staff will write and submit the advertisement, using the information contained on the application, and that the Melrose Free Press will bill me directly for the cost of the ad.

Errors and omissions in the application material are the responsibility of the applicant and could result in additional advertisement costs to the applicant.

Please note: An application cannot be scheduled for public hearing without advertisement. If the Melrose Free Press is unable to publish the advertisement due to non-payment by the applicant or other reasons related to actions or inactions by the applicant, the hearing date may be revoked and the City of Melrose may no longer be able to accommodate a hearing within 65 days of the filing date.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Date of Hearing (to be completed by City): \_\_\_\_\_

Melrose Free Press Legal Advertising Department  
Phone: 781-433-6930  
Fax: 781-433-7951