



City Hall, 562 Main Street  
Melrose, Massachusetts 02176  
Telephone - (781) 979-4190  
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## Application Guidelines for Site Plan Review

### PROCEDURE:

**Preliminary Application Review:** Submit one set of the Site Plan Review application materials to the Office of Planning and Community Development (OPCD). The Site Plan Review 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:** Once the application is considered complete by OPCD staff, two copies of the application materials for Site Plan Review may then be submitted to the City Clerk to be time stamped and filed. One copy of the application materials will be filed with the City Clerk and one copy will be stored in the OPCD and distributed to the Site Plan Review Committee (the Planning Board) and to Department Heads for review. The applicant shall also submit an electronic version of the application materials to the OPCD.

**Waiver Requests:** If the applicant believes any of the required Site Plan Review Application Materials, as described on the "Checklist of Site Plan Review Application Materials," are not applicable to the proposed project, the applicant may request a waiver from the Site Plan Review Committee. All waiver requests shall be put in writing and should be marked as such in the appropriate box of the "Checklist for Site Plan Review 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, OPCD staff will notify the applicant as to the date of the public hearing. OPCD staff 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 Site Plan Review Committee will be scheduled within sixty-five (65) days of filing with the City Clerk.

**Decision:** The Decision of the Site Plan Review Committee will be made within thirty five (35) days of the close of the public hearing. Decisions made by the Site Plan Review Committee 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 for Site Plan Review is required with every Site Plan Review Application. The fee is \$500 for each Site Plan Review Application plus \$.10 per square foot of the gross floor area for every development proposal with a gross floor area of 5,000 square feet or more. The applicant is also responsible for paying for the legal notice to be advertised in the newspaper 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 Site Plan Review, two (2) copies of the following must be submitted when filed with the City Clerk. Additional copies may be requested if needed. The applicant shall also submit an electronic version of the materials to the OPCD.

- ☐ The Application Form including the "Checklist of Site Plan Review Application Materials"
- ☐ All items described on the "Checklist of Site Plan Review Application Materials" and waiver requests in writing, when applicable
- ☐ Administrative fee and signed "Fee Calculation Form"
- ☐ A signed copy of the Authorization Form for Advertising Fee
- ☐ A copy of the Building Commissioner's denial letter
- ☐ Special Permit Application when applicable.

**CITY OF MELROSE**  
**Application Form for Site Plan Review**

**INSTRUCTIONS:** Applications must be typed or printed. Refer to the Application Guidelines for a complete description of the Site Plan Review 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 \_\_\_\_\_ FRONTAGE \_\_\_\_\_  
HEIGHT (FEET) \_\_\_\_\_ NUMBER OF STORIES \_\_\_\_\_

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

**SIZE OF PROPOSED BUILDING:**

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

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

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

Complete the chart below indicating the unit breakdown by bedroom count for residential developments:

Bedroom Configuration	# of Market Rate Units	# of Affordable Units	# of Bathrooms	Livable Square Feet
Studio				
1 Bedroom				
2 Bedroom				
3 Bedroom				
Other				

Indicate Special Permits sought from the Planning Board in addition to the Site Plan Review request:

- ☐ Shared or Reduced Parking Spaces, MZO §235-40.C
- ☐ Increase in number of compact parking spaces, MZO §235-41
- ☐ Affordable Housing Incentives, MZO §235-73.1 (*separate application form required*)
- ☐ Density Incentives in the BA-1 & BA-2 Districts, MZO §235-66 (*separate application form required*)
- ☐ Slope Protection, MZO §235-73.2 (*separate application form required*)
- ☐ Multifamily residential use in non-residentially zoned area, MZO §235-65
- ☐ Cluster development, MZO §235-67
- ☐ Planned unit developments and planned business developments, MZO §235-68-71

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 Site Plan Review Application Materials

The following is the list of required materials for Site Plan Review. 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 Site Plan Review application may be waived by a majority vote of the SPRC. Waiver requests must be in writing. Please see application guidelines for additional application requirements.

**Applicant**  
(Check applicable column)

Included  
with Appl.

Waiver  
requested

EXECUTIVE SUMMARY generally describing the nature and location of the project, including: parking and loading, traffic flow and circulation, projected traffic volumes and impact, external lighting, landscaping and screening, utilities and protection and/or enhancement of existing natural areas.

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.

Height and use of all buildings abutting the proposed project, including a building or buildings directly across from the proposed project but separated by a public or private right of way.

Proposed parking plan including location of access and egress.

Location of existing and proposed buildings on the project site.

Handicapped access provisions.

Foundation lines of the proposed buildings, gross floor area, and building height.

Location of solid waste containers and the nature of any required screening.

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.

Areas subject to a 100-year flood, if any.

Provisions for drainage and sewage.

Proposed landscaping, including all screening and buffering of adjacent residential areas.

Provision for fencing and walls.

Location, material, and size of all signs.

Location, materials and dimensions of loading areas, walkways and driveways.

Location of all site lighting, style of light pole and fixtures, and description of method for mitigating light spillage onto adjacent properties.

FLOOR PLANS for the proposed building, with the location of any affordable units labeled.

INFRASTRUCTURE ANALYSIS, demonstrating that adequate water supply and pressure are available, adequate sewerage capacity is available, and adequate storm water management is provided as shown by a drainage analysis and calculations.

CONSTRUCTION MANAGEMENT PLAN, describing provisions for the protection of abutting properties during construction, and site excavation, demolition, blasting, and site reclamation plans.

SHADOW STUDY depicting the effect of the proposed development's shadow on surrounding properties at various points in the day and during the different seasons

Checklist of Site Plan Review Application Materials (continued)	Applicant (Check applicable column)	
	Included with Appl.	Waiver requested
PROJECT RENDERINGS		
Of façade including front, side, and rear of proposed buildings, including roof appurtenances		
Of the project in context with surrounding buildings		
Details describing the dimensions and style of all proposed signage		
TRAFFIC IMPACT REPORT		
Estimated average daily traffic and peak hour traffic to be generated by the proposal and means taken to mitigate impact, if any;		
Level of Service Analysis for nearby intersections;		
Transportation Management Plan (TMP) including policies for parking management, transit promotion, bicycle storage, pedestrian safety and car sharing. The TMP shall explain the long term management and enforcement of the TMP components.		

**CITY OF MELROSE**  
**Administrative Fee Calculation Form**

An administrative fee for Site Plan Review is required with every Site Plan Review Application. The fee is \$500 for each Site Plan Review Application plus \$.10 per square foot of gross floor area for every development proposal with a gross floor area of 5,000 square feet or more. Please provide calculation for administrative fee below, 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. A copy of this form should be submitted with the Preliminary Application for Review by OPCD Staff

Administrative Fee Calculation

A. BASE FEE (required by all Site Plan Review Applications) \$ 500.00

B. ADDITIONAL FEE

Provide total gross floor area\* \_\_\_\_\_

*Where gross floor area is 5,000 sq.ft or more complete the following calculation:*

Gross floor area \_\_\_\_\_ sq. ft. x \$.10 per sq.ft. = \$ \_\_\_\_\_  
(if gross floor area is less than 5,000 sq.ft. enter 0)

C. TOTAL FEE (add A and B to determine total fee) \$ \_\_\_\_\_

\* See the Melrose Zoning Ordinance for a definition of Gross Floor Area.

*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: \_\_\_\_\_

**CITY OF MELROSE**  
**Authorization Form for Site Plan Review Advertisement**

To: Newspaper Legal Advertising Department

I hereby authorize GateHouse Media Newspaper to bill me directly for the legal notice to be published two times in the newspaper for a notice of Public Hearing with the Melrose Site Plan Review Committee. I understand the OPCD Staff will write and submit the advertisement, using the information contained on the application, and that the newspaper 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 newspaper 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): \_\_\_\_\_

Newspaper Legal Advertisement Department

Phone: 781-433-6930

Fax: 781-433-7951