

**ZONING BOARD OF APPEALS**

TOWN HALL • 525 WASHINGTON STREET • WELLESLEY, MA 02482-5992

RICHARD L. SEEGEL, CHAIRMAN  
CYNTHIA S. HIBBARD  
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J. RANDOLPH BECKER, VICE CHAIRMAN  
ROBERT W. LEVY  
DAVID L. GRISSINO

**PROCESS SCHEDULE FOR SITE PLAN APPROVAL PROJECTS**

1. Petitioner meets with Executive Secretary to discuss project. At initial meeting, petitioner is given the List of Plans, Check List, Time Line, Official Development Prospectus, and Process Schedule.

**Preliminary Meetings**

A. Mandatory – Design Review Board

B. Voluntary

(1). Department of Public Works

- a. Petitioner arranges preliminary meeting with Town Engineer, which will include other DPW representatives. Petitioner will be prepared to discuss in detail the water, sewer, drainage, electric, parking and landscaping requirements associated with the project. Petitioner will bring preliminary engineering and landscape/parking plans to this meeting.
- b. No less than Ten (10) weeks prior to the Public Hearing, the applicant will send **one** full set of plans to the Town Engineer for review by the Department of Public Works. Plans should include all requirements on the Check List. Within ten (10) days of receipt of the plans, the Department of Public Works will send a letter of review to the petitioner, summarizing comments and concerns and issues to be addressed.

(2). Wetlands Protection Committee

- a. If the location of the construction is within a Resource Area, a Water Supply Protection District or a Flood Plain District, the petitioner must obtain all necessary approvals and Orders of Conditions at least ten (10) days prior to the date of the Public Hearing on the petition.

(3). Public Safety Officer – Fire Department

(4). Board of Health

## Process Schedule Continued

1. No less than six (6) weeks prior to Board of Appeals Public Hearing, the applicant shall submit thirteen (13) copies of all required Site Plan Approval application materials and twelve (12) sets of large plans & five (5) sets of 11 x 17 plans, incorporating all DPW comments, the Check List and the Official Development Prospectus to the office of the Board of Appeals.
2. The Executive Secretary shall time-stamp 2 copies of all materials and plans submitted in the Town Clerk's office. Individual packages of all plans and materials with a cover letter shall be distributed to the Planning Board, Design Review Board, Wetlands Protection Committee, Town Engineer, Board of Health, Fire Chief, Police Chief and Municipal Light Plan, for review and recommendations.
3. The Board of Appeals will automatically continue the scheduled Site Plan Approval Public Hearing, if all revised plans and/or additional requested materials have not been approved by all departments no less than ten (10) days prior to the hearing.
4. Public Hearing on petition for Site Plan Approval  
If the above requirements have not been completed, or if the Board requests additional information or plan revisions at the initial hearing, the Board may continue the hearing for one month.
5. Decision  
The decision shall be issued between three to four weeks following the last Public Hearing.
6. General Comments  
If the project requires a Special Permit for a Project of Significant Impact issued by the Planning Board, the Preliminary steps in the process may be undertaken concurrent with the processing of the Special Permit. However, no submission shall be made to the Board of Appeals until the Special Permit has been granted and the twenty-day appeal period has expired.

**THE BOARD RECOMMENDS THAT THE PETITIONER REVIEW THE ZONING BOARD OF APPEALS RULES AND REGULATIONS.**



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Special Permit Granting Authority
Wellesley Town Hall
Wellesley, MA 02482

Date: \_\_\_\_\_

ZBA Number: \_\_\_\_\_

Pursuant to the provisions of Section \_\_\_\_\_, subparagraph \_\_\_\_\_, and Section \_\_\_\_\_ of the
Zoning Bylaw, the undersigned hereby requests Site Plan Approval for the construction of

Located at \_\_\_\_\_

Within a \_\_\_\_\_ District (s).

The following plans are submitted:

- 1. Existing Site Features Plan Plan # \_\_\_\_\_ (Title Block Number)
2. Site Development Plan Plan # \_\_\_\_\_
3. Plot Plan Plan # \_\_\_\_\_
4. Grading & Drainage Plan Plan # \_\_\_\_\_
5. Utilities Site Plan Plan # \_\_\_\_\_
6. Landscaping/Parking Plan Plan # \_\_\_\_\_
7. Architectural Plans Plan # \_\_\_\_\_ through \_\_\_\_\_
8. Subsurface Conditions Plan Plan # \_\_\_\_\_
9. Utilities Detail Plans Plan # \_\_\_\_\_ through \_\_\_\_\_
a. Structure Details Plan # \_\_\_\_\_
b. Plumbing Details Plan # \_\_\_\_\_
c. Electric Details Plan # \_\_\_\_\_

(Ten full sized copies of each plan, seven 11inch by 17 inch copies of each plan, a check in the amount of
\_\_\_\_\_ payable to the Town of Wellesley, and a check in the amount of \_\_\_\_\_ payable to the
Town of Wellesley Fire Department (for Site Plan Approval without PSI).

OWNER OF RECORD: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

PETITIONER:(If not Owner, relationship to owner) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

PROJECT CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

**TOWN OF WELLESLEY**  
**ZONING BOARD OF APPEALS**  
**SITE PLAN APPROVAL REVIEW**  
**PLANS AND SUBMITTAL CHECKLIST**

Plans and submittals for site plan approval review are submitted to the Department of Public Works for its review and approval on behalf of the Zoning Board of Appeals shall contain the items listed in this checklist. Electric plans will be reviewed by representatives of the Wellesley Municipal Light Plant.

**PLANS**

**CHECK**

**1. EXISTING SITE FEATURES PLAN**

- a) Location, type, size or dimension of existing trees and rock masses \_\_\_\_\_
- b) Surface drainage and topography with one foot contours \_\_\_\_\_
- c) Property lines, zoning districts, adjacent roadways, historical or archeological features \_\_\_\_\_
- d) Rights of way and easements (temporary and permanent) \_\_\_\_\_
- e) Wetlands and floodplains \_\_\_\_\_
- f) Adjacent public, footpaths, trails and other natural or man-made features such as walls and fences \_\_\_\_\_
- g) Plan to be Scale 1" = 40' or larger \_\_\_\_\_
- h) Plan must be stamped, dated and signed by a Registered Land Surveyor in the Commonwealth of Massachusetts \_\_\_\_\_

**2. SITE PLAN DEVELOPMENT**

- a) Building locations, finish floor elevations at basement and first floor \_\_\_\_\_
- b) Grading detail for entire site with existing and proposed contours \_\_\_\_\_
- c) Existing and proposed curb cuts, design as per Town Policy by Board of Selectmen dated 5/15/73 \_\_\_\_\_
- d) Property lines and easement lines \_\_\_\_\_
- e) All elevations on the Town of Wellesley datum base \_\_\_\_\_
- f) North directional arrows shall be provided and point due north \_\_\_\_\_
- g) Plan must be stamped, dated and signed by a Registered Architect, Registered Land Surveyor or Professional Engineer in the Commonwealth of Massachusetts \_\_\_\_\_

**3. PLOT PLAN**

- a) Existing buildings and structures \_\_\_\_\_
- b) Proposed structure(s) including all dimensions and distances from front, rear and side property lines \_\_\_\_\_
- c) Area of lot or lots included in the project \_\_\_\_\_
- d) Zoning district lines and portion of lot in different zoning district (if applicable) \_\_\_\_\_
- e) Names of all abutters as they appear on the most recent tax list \_\_\_\_\_
- f) The location of all permanent survey monuments \_\_\_\_\_
- g) Not less than 3 permanent benchmarks, preferably triangulated, shall be shown \_\_\_\_\_
- h) Plan must be stamped, dated and signed by a Registered Land Surveyor in the Commonwealth of Massachusetts \_\_\_\_\_

4. GRADING AND DRAINAGE PLAN

- a) Existing and proposed contours in one foot intervals of elevation \_\_\_\_\_
- b) Location of existing and proposed storm drainage structures \_\_\_\_\_
- c) Profile showing proposed utilities in relation to the ground surface \_\_\_\_\_
- d) Erosion control measures such as haybales and siltation fencing \_\_\_\_\_
- e) Plan must be stamped, dated and signed by a Registered Professional Engineer in the Commonwealth of Massachusetts \_\_\_\_\_

5. UTILITIES SITE PLAN

- a) Building location and elevations \_\_\_\_\_
- b) Existing utilities on project site and in abutting street \_\_\_\_\_
- c) Location, depth, size, (slope where applicable) and material of:
  - Water service and hydrants \_\_\_\_\_
  - Gas service \_\_\_\_\_
  - Sanitary sewer connection (pipe to be SRD-35 PVC, green) \_\_\_\_\_
  - Storm drain installations \_\_\_\_\_
  - Electric service \_\_\_\_\_
  - Fire alarm connection \_\_\_\_\_
  - Telephone service \_\_\_\_\_
- d) Number utility structures such as manholes and catch basins for identification purposes \_\_\_\_\_
- e) Detail specifications for installation of all utilities including street pavement restoration as per current DPW standards \_\_\_\_\_
- f) Flow direction arrows on drain and sewer lines \_\_\_\_\_
- g) Plan must be stamped, dated and signed by a Registered Professional Engineer in the Commonwealth of Massachusetts \_\_\_\_\_

6. LANDSCAPING/PARKING PLAN

- a) Proposed landscaping of property \_\_\_\_\_
- b) Size, type and location of proposed plant materials with botanical names \_\_\_\_\_
- c) Consider the impact for plantings at their maturity size as relates to sight distances \_\_\_\_\_
- d) Landscaping plan shall be coordinated with the grading plan \_\_\_\_\_
- e) Tree planting and shrub planting details \_\_\_\_\_
- f) Hardscape details such as walkways and patios \_\_\_\_\_
- g) See attached listing of undesirable plants as prepared by the Town Horticulturalist \_\_\_\_\_
- h) Plan must be stamped, dated and signed by a Registered Landscape Architect in the Commonwealth of Massachusetts \_\_\_\_\_
- i) No bushes or trees of any kind shall be planted within 10 feet in any direction of a Fire Department connection or a Master Fire Alarm box. Connections include hydrants, standpipes and sprinkler feeds on the outside of buildings. \_\_\_\_\_
- j) Parking lot plans shall include dimensions of parking spaces, maneuvering aisles, islands, turning radii, percentage of landscaped open space, percentage of interior landscaping, appropriate number of handicapped parking spaces, and directional flow arrows. All parking spaces shall be numbered \_\_\_\_\_



GENERAL PLAN COMMENTS

- a) All plans must be stamped, signed and dated by a Registered Professional Engineer, or Architect in the Commonwealth of Massachusetts responsible for the particular plan's contents \_\_\_\_\_
- b) Title Blocks shall provide the name of project, job site location, architects and engineer responsible for plan contents, date and plan scale \_\_\_\_\_
- c) All plans must be numbered and titled \_\_\_\_\_
- d) All dates of revisions shall be included \_\_\_\_\_
- e) Provide retaining wall design details \_\_\_\_\_
- f) Provide locus plan drawn at a scale of 1" = 500' showing the relation of the project to adjoining properties within a radius of ¼ mile \_\_\_\_\_
- g) The cover sheet shall provide the names, mailing addresses and phone numbers of the land owner, building owner, architects and engineers and project contact person, and Table of Contents \_\_\_\_\_
- h) Location of all mechanical systems must be shown \_\_\_\_\_

SUBMITTALS

- a) Drain calculations showing capacities of the existing and proposed drain systems \_\_\_\_\_
- b) Runoff calculations for the 10, 25 and 100 year storm event for storm drains, leaching basins or holding areas \_\_\_\_\_
- c) Post development rate of peak runoff less than pre-development rate of peak runoff \_\_\_\_\_
- d) Information showing that the DEP Stormwater Management Standards will be met \_\_\_\_\_
- e) Operation and maintenance plan for drainage system \_\_\_\_\_
- f) Evaluation of existing municipal systems capacities \_\_\_\_\_
- g) Quantification and documentation of infiltration/inflow reduction measures \_\_\_\_\_
- h) Quantification and documentation of water conservation measures \_\_\_\_\_
- i) Written statement from a Registered Professional Engineer in the Commonwealth of Massachusetts regarding the adequacy of the water flow for the fire protection system \_\_\_\_\_
- j) Construction area to be fenced \_\_\_\_\_
- k) Traffic Management Plan during construction period \_\_\_\_\_
- l) Area of construction worker and equipment parking \_\_\_\_\_
- m) Materials staging area \_\_\_\_\_

UNDESIRABLE PLANTS FOR LANDSCAPE DESIGNS SUBMITTED WITHIN  
THE TOWN OF WELLESLEY

**TREES:**

<i>Acer platanoides</i>	Norway Maple
<i>Acer saccharinum</i>	Silver Maple
<i>Ailanthus altissima</i>	Tree-of-Heaven
<i>Elaeagnus angustifolia</i>	Russian-olive
<i>Morus alba</i>	White Mulberry
<i>Populus alba</i>	White Poplar
<i>Pyrus c. 'Bradford'</i>	Bradford Pear
<i>Pyrus c. 'New Bradford'</i>	New Bradford Pear
<i>Robinia pseudoacacia</i>	Black Locust
<i>Tsuga canadensis</i>	Eastern Hemlock

**SHRUBS:**

<i>Alnus glutinosa</i>	Common Alder
<i>Cotoneaster sp.</i>	Cotoneaster
<i>Berberis thunbergii</i>	Japanese Barberry
<i>Elaeagnus umbellata</i>	Autumn-olive
<i>Euonymus alatus</i>	Burning Bush
<i>Ligustrum sinense</i>	Chinese Privet
<i>Ligustrum vulgare</i>	Common Privet
<i>Lonicera maackii</i>	Amur Honeysuckle
<i>Lonicera morrowii</i>	Morrow Honeysuckle
<i>Lonicera tatarica</i>	Tatarian Honeysuckle
<i>Rhamnus cathartica</i>	Common Buckthorn
<i>Rosa multiflora</i>	Multiflora Rose
<i>Taxus cuspidata</i>	Japanese Yew

**VINES:**

<i>Ampelopsis brevipedunculata</i>	Porcelain Ampelopsis
<i>Celastrus orbiculatus</i>	Chinese Bittersweet
<i>Lonicera japonica</i>	Japanese Honeysuckle
<i>Wisteria sinensis</i>	Chinese Wisteria

**ORNAMENTALS:**

<i>Aegopodium podagraria</i>	Goutweed
<i>Iris pseudacorus</i>	Yellow Flag Iris
<i>Lythrum salicaria</i>	Purple Loosestrife
<i>Phalaris arundinaceae</i>	Ribbon Grass



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OFFICIAL DEVELOPMENT PROSPECTUS

Applicable to Major Construction Projects  
Submitted Under Section XVIA of the Zoning Bylaw  
And Comprehensive Permit Projects Submitted  
Under Chapter 40B

Date: \_\_\_\_\_

Year/Number: \_\_\_\_\_

I. IDENTIFICATION

Petitioner: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Land Owner of Record: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Zoning Districts: (Including all overlay districts) \_\_\_\_\_

Are any other special permits or variances, other than Site Plan Approval  
required for this project? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what is required? \_\_\_\_\_

II. DESCRIPTION

Describe in detail the plan to be executed under the appropriate categories below

1. Land Area \_\_\_\_\_
2. Square footage of proposed construction footprint \_\_\_\_\_
3. Square footage of existing building footprint \_\_\_\_\_
4. Square footage of total structure footprint \_\_\_\_\_
5. Total floor area of existing building \_\_\_\_\_
6. Total floor area of proposed construction \_\_\_\_\_
7. Total floor area after proposed construction completed \_\_\_\_\_
8. Floor area ratio: (Commercial)
9. Number of Buildings \_\_\_\_\_
10. Number of Stories of each Building \_\_\_\_\_
11. Height of each Building \_\_\_\_\_
12. Number of Parking Spaces: (Existing/Proposed)  
Standard \_\_\_\_\_ / \_\_\_\_\_ Compact \_\_\_\_\_ / \_\_\_\_\_ Handicapped \_\_\_\_\_ / \_\_\_\_\_  
Covered \_\_\_\_\_ / \_\_\_\_\_ Open \_\_\_\_\_ / \_\_\_\_\_  
Total (Existing and proposed) \_\_\_\_\_  
Total Number Required \_\_\_\_\_
13. Number of handicapped sidewalk curb cuts provided \_\_\_\_\_
14. Lot coverage in square feet ( % )

	Before	After
1) Buildings	( )	( )
2) Drives & Parking	( )	( )
3) Other uses (identify uses and coverage)	( )	( )
15. Open Space

1) Landscaped area	( )	( )
2) Natural (i.e. woods, fields)	( )	( )
3) Recreational	( )	( )

A. Residential Construction

1. Number of Dwelling Units

Efficiency \_\_\_\_\_ One Bedroom \_\_\_\_\_ Two Bedroom \_\_\_\_\_  
Three Bedroom \_\_\_\_\_ Other \_\_\_\_\_

2. How many units will be provided with handicapped access to  
bathrooms, toilets, entrances, egresses, etc.? \_\_\_\_\_

3. Density in square feet of land per dwelling unit.  
Existing \_\_\_\_\_ Proposed \_\_\_\_\_

4. Density in square feet of land per person:  
Existing \_\_\_\_\_ Proposed \_\_\_\_\_

III. TRAFFIC IMPACT ANALYSIS AND DATA

(Explain basis for data entered)

If, as a result of the proposed construction, the following conditions will  
exist, Questions 1-5 must be answered:

- a. If the floor area of the building exceeds 10,000 sf; or
- b. If 50 or more vehicle trips will be generated by the completed  
project in any single hour of the day.

1. Projected traffic generation of proposed new development:

a. Peak Day	In	Out	Total
24-Hour	_____	_____	_____
Am Peak Hour	_____	_____	_____
PM Peak Hour	_____	_____	_____
b. Typical or Average Day			
24-Hour	_____	_____	_____
Am Peak Hour	_____	_____	_____
PM Peak Hour	_____	_____	_____

2. Current two-way traffic flows on frontage street(s):

24 Hour      AM Peak Hour      PM Peak Hour

Street \_\_\_\_\_

Street \_\_\_\_\_

3. Data compiled by: \_\_\_\_\_

4. Date of data compilation: \_\_\_\_\_

5. Comment on adequacy of drive entrances & exits with respect to sight distance and other traffic operations considerations on frontage street(s)

Locations through which 30 or more vehicles approach from a single direction in any single hour of the day.

(List intersections and operational problems):

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List possible hazardous pedestrian and bicycle crossings:

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6. Has a separate Traffic Study been submitted? Yes \_\_\_\_\_ No \_\_\_\_\_
- IV. PUBLIC UTILITIES - (Quantitative, state basis for data entered)
- A. Estimated water consumption \_\_\_\_\_ gal/day
- B. Number of Fire Hydrants - existing within 200 ft \_\_\_\_\_ Proposed \_\_\_\_\_
- C. Estimated discharge to sewer system \_\_\_\_\_ gal/day
- D. Sewer Disposal - will any proposed on-site individual sewage disposal systems be designed to receive more than 110 gallons of sewage per quarter acre per day? Yes \_\_\_\_\_ No \_\_\_\_\_
- E. Refuse disposal \_\_\_\_\_ lbs. or tons/day
1. Proposed method of handling \_\_\_\_\_
2. What provisions will be made to facilitate the recycling of solid waste? \_\_\_\_\_
- F. Service Voltage \_\_\_\_\_ Service Amperage \_\_\_\_\_
1. Estimated peak electrical consumption \_\_\_\_\_ kw
- a. Heating Season \_\_\_\_\_ kw b. Cooling Season \_\_\_\_\_ kw
2. Estimated annual electric energy consumption \_\_\_\_\_ kw
3. Three Phase Service \_\_\_\_\_ Single Phase Service \_\_\_\_\_
- G. Are energy efficient appliances to be used? \_\_\_\_\_
- H. What R-Factors will be used in insulation and glazing for walls and ceilings? \_\_\_\_\_

I. What energy source will be used for heating water?  
Electric \_\_\_\_\_ Gas \_\_\_\_\_ Fuel Oil \_\_\_\_\_ Other \_\_\_\_\_

J. Will electric resistance heating or heat pumps be used? Yes \_\_\_ No \_\_\_

K. Will the facility include an emergency electric generator?  
Yes \_\_\_ No \_\_\_

If YES, would you be willing to run it to reduce your peak load?

Yes \_\_\_ No \_\_\_

V. FIRE PROTECTION

A. \*Fire flow presently available at site \_\_\_\_\_

B. \*Total floor area of building (Largest single building if more than one building) \_\_\_\_\_

C. Type of Building Construction \_\_\_\_\_

D. \*Required fire flow for building (Maximum required for a single building if more than one building) \_\_\_\_\_

E. \*If required fire flow (D) exceeds available fire flow (A), describe plans to provide required fire flow (D)

F. Describe access for fire apparatus to building (s) \_\_\_\_\_

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\*Written statement indicating these figures signed by a registered professional engineer must accompany submittal.

VI. ENVIRONMENTAL IMPACT

A. What percentage of the property is Wetlands \_\_\_\_\_  
Floodplains \_\_\_\_\_

Will either be altered as a result of the project? \_\_\_\_\_

B. Will the proposed development contribute in any way to pollution of groundwater, surface water, or waterway: Yes \_\_\_ No \_\_\_

Oil \_\_\_ Salt \_\_\_ Chemicals \_\_\_ Other \_\_\_

Explain

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Describe proposed measures to eliminate or minimize such pollution:

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C. Does the proposed development involve storage of any of the following materials above or below the ground?

- \_\_\_\_\_ deicing chemicals or other related materials
- \_\_\_\_\_ commercial fertilizers and other related materials
- \_\_\_\_\_ hazardous materials
- \_\_\_\_\_ liquid petroleum products

If YES to any of the above, list specific materials to be stored:

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D. Impact on surface drainage

- 1a. Current rate of peak runoff \_\_\_\_\_ cubic ft/second
  - b. Current volume of runoff \_\_\_\_\_ cubic feet or acre-feet
  
  - 2a. Post-development rate of peak runoff \_\_\_\_\_ cfs
  - b. Post-development volume of runoff \_\_\_\_\_ cubic feet or acre-feet
- (Design storm and rainfall intensity should be cited for #1 & #2)

3. Describe measures to eliminate or minimize any increase in rate of runoff \_\_\_\_\_

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4. Might the project result in significant changes in existing drainage patterns? Will any abutting or other property be adversely affected by the changes? \_\_\_\_\_

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E. Does the proposed structure include installation of floor drains?

Yes \_\_\_\_\_ No \_\_\_\_\_ If YES, how many? \_\_\_\_\_

F. Will the project affect the condition, use, or access to any existing public open space or recreation area? If so, how?

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G. Does the proposed development involve outside lighting? Yes \_\_\_ No \_\_\_  
if YES, state height of lighting fixtures \_\_\_\_\_

Will the outside lighting shine directly on abutting premises?  
Yes \_\_\_ No \_\_\_

If YES, explain

---

Describe proposed steps to minimize this impact \_\_\_\_\_

---

H. Might any site or structure of historic or archeological significance  
be affected? Yes \_\_\_ No \_\_\_

Describe \_\_\_\_\_

I. Will the project require the removal of any street trees protected  
under M.G.L. Ch. 87? Yes \_\_\_ No \_\_\_

If YES, how many? \_\_\_\_\_

J. Will the project involve blasting or pile driving? Yes \_\_\_ No \_\_\_

1. What is the approximate volume of the material to be removed?  
\_\_\_\_\_

Where will this material be disposed? \_\_\_\_\_

K. Is an Environmental Notification Form required to be filed under  
M.G.L. Ch. 30, Section 61-62H, the Mass. Environmental Policy Act?

Yes \_\_\_ No \_\_\_

VII. IMPACT OF WATER SUPPLY

A. Will the project result in an increase of 10,000 square feet or more  
of impervious area within a Water Supply Protection District defined  
by Section XIVE of the Zoning Bylaw? Yes \_\_\_ No \_\_\_

If so, does it satisfy the design and operation standards of Section  
XIVE? Yes \_\_\_ No \_\_\_

B. Will the project result in finished exterior grades lower than the  
existing grade and less than 5 feet of soil overburden above the  
maximum ground water elevation within a Water Supply Protection  
District? Yes \_\_\_ No \_\_\_

C. Will catch basins be installed? Yes\_\_\_\_No\_\_\_\_  
If so, how many? \_\_\_\_\_

Do catch basins presently exist? Yes\_\_\_\_No\_\_\_\_  
If so, how many? \_\_\_\_\_

Are catch basins fitted with oil and grease traps? Yes\_\_\_\_No\_\_\_\_  
How many? Existing \_\_\_\_\_ Proposed \_\_\_\_\_

D. Will water saving appliances be used or water conservation devices be  
used in all plumbing? Yes\_\_\_\_No\_\_\_\_

VIII. FINANCIAL IMPACT

A. Estimated Building Permit Valuation \_\_\_\_\_

B. Estimated assessed value \_\_\_\_\_



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ROBERT W. LEVY  
DAVID L. GRISSINO

Date: \_\_\_\_\_

ZBA: \_\_\_\_\_

Petition for:	<u>Residential Fee</u>	<u>Commercial &amp; Municipal Fee</u>
Variance	_____ \$200	_____
Special Permit	_____ \$200	_____ \$500
Special Permit/Findings	_____ \$200	_____
Special Permit Renewals	_____ \$150	_____
Signs	_____	_____ \$300
Site Plan Approval without PSI	_____	_____ \$2,000 & Fire Department Consulting Fee
Site Plan Approval with PSI	_____	_____ \$3,500
Appeals	_____ \$200	_____ \$300
Comprehensive Permit	_____	_____ \$750
Publication & Mailing Fees/All Petitions	\$25	\$25
Petitioner assumes all costs for Peer Review		

Property Location: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Property located in a:

Historic District	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Wetlands Protection Area	<input type="checkbox"/>		<input type="checkbox"/>	
Water Supply Protection District	<input type="checkbox"/>		<input type="checkbox"/>	

Applicable Section(s) of the Zoning Bylaw: \_\_\_\_\_

Explanation of Request: \_\_\_\_\_

Requested Relief:

_____ Lot Area	_____ Front Yard Depth (Street Setback)
_____ Lot Coverage	_____ Side Yard Width (Side Line Setback)
_____ Frontage	_____ Rear Yard Depth (Rear Line Setback)
_____ Front Yard Width	_____ Other _____

OWNER OF PROPERTY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: WORK: \_\_\_\_\_ HOME: \_\_\_\_\_

SIGNATURE OF OWNER: \_\_\_\_\_

PETITIONER (If different than Owner): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: WORK: \_\_\_\_\_ HOME: \_\_\_\_\_



**ZONING BOARD OF APPEALS  
SITE PLAN SUBMITTAL  
TIMELINE**

**PRELIMINARY MEETING WITH DPW  
(Preliminary Engineering & Landscape Plans)**

**OTHER MEETINGS AS REQUIRED WITH:  
DRB, MLP, FIRE DEPT., WPC & BOH**

**ONE FULL SET OF ENGINEERING & LANDSCAPE PLANS TO  
DPW**

**10 WEEKS PRIOR TO  
HEARING**

**DPW RESPONSE TO APPLICANT ON PLANS**

**10 DAYS AFTER  
RECEIPT OF PLANS**

**13 COPIES OF SUBMITTAL TO THE ZBA**

**6 WEEKS PRIOR TO  
HEARING**

**PLANS MUST BE APPROVED BY DPW OR ZBA HEARING  
CONTINUED**

**10 DAYS PRIOR TO  
HEARING**

**ZBA HEARING**