



## Department of Community Development & Planning

### §9.03 Site Plan Review Submission Checklist Developer's Conference

Include the following in relation to the ten criteria as outlined in §9.03(c) of the Zoning Ordinance.

#### SUBMITTAL

- Fee for Developers' Conference/Site Plan Review (\$250)
- Electronic (PDF) Copy of All Materials, Technical Documents, Reports, and Plans

#### TECHNICAL DOCUMENTS

- Cover Memo, Project Narrative addressing the ten criteria and zoning analysis (see page 3)
- Stormwater/Drainage Report
- Stormwater/Drainage Summary
- Transportation Analysis and Impact Assessment (TIAS)
- Transportation Analysis and Impact Assessment Summary

#### INCLUDED ON PLAN SETS

- Plan set includes a cover sheet with project scope, team members, a scale, and table of contents

#### Zoning Analysis

- Zoning Table: Dimensions, Open Space, Impervious Coverage, Building Coverage, Floor Area Ratio, etc.
- Parking Analysis: Automobile, bicycle, car share, electric car, etc.

#### Civil/Engineering Information *(Where necessary)*

- Existing Conditions Plot Plan
- Proposed Site Plan
- State and local wetland jurisdictional areas, including riverfront *(If applicable)*
- Open Space *(Indicate impervious and pervious)*
- Landscape features: fences, walls, benches, plant species, plant sizes, plant quantities, and locations
- Notation of any proposed removal of Town-owned trees *(Street trees, parks, schools)*
- Stormwater management, Grading, Drainage
- Utilities: Water, sewer, electric, gas, cable, telecommunications, etc.
- HVAC, service areas, trash/recycling containers, transformers and associated screening
- Fire suppression and fire access detail, turning radius
- Driveway openings, vehicle/pedestrian/bicycle access/egress locations and site circulation
- Notations of any buildings over fifty (50) years old

#### Architectural Information *(Where necessary)*

- Context Plans
- Floor Plans and Roof Plans
- Elevations and Renderings
- Exterior materials, colors, windows, siding, trim
- Exterior Lighting and Fixture Detail
- Address Design Guidelines and Standards *(If applicable)*

**Materials are to be delivered to recipients as specified on the next page.**

#### **Total Number of Copies:**

Cover Memo, Project Narrative, Plan Set, TIAS Summary and Stormwater Summary = 20 copies  
Full Size Plan Set, TIAS Report, Stormwater Report = 3 Copies



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**Distribution to the Administration Building, 149 Main Street, Watertown, *Unless Otherwise Noted:***

**Each person listed below receives:**

- (1) Cover Memo; (1) Project Narrative; (1) Plan Set – reduced size minimum 11 x17-inch, *scalable*, fully dimensioned;  
(1) TIAS Summary; and (1) Stormwater Summary  
Additional documents to be provided as indicated below:  
(1) Full Size Plan Set; (1) TIAS Report; (1) Stormwater Report

**Community Development and Planning – 3<sup>rd</sup> floor (Plus 1 Full Size Plan Set, TIAS Report, Stormwater Report)**

- Steven Magoon, Director, Community Development and Planning (DCDP)
- Gideon Schreiber, Senior Planner, DCDP
- Andrea Adams, Senior Planner, DCDP
- Laura Wiener, Senior Transportation Planner, DCDP

**Conservation/Historic– 3<sup>rd</sup> floor (Plus Stormwater Report)**

- Conservation/Historic, DCDP

**Building – 2nd floor**

- Peter McLaughlin, Inspector of Buildings, DCDP
- David Farrar, Wiring Inspector, DCDP
- John (Dan) MacDonald, Plumbing Inspector, DCDP

**Zoning Office – 2nd floor (Electronic (PDF) copy and \$250 check)**

- Michael Mena, Zoning Enforcement Officer, DCDP

**Public Health – 1st floor**

- Larry Ramdin, Director of Public Health
- Kristel Bennett, Chief Environmental Health Officer

**Assessors' Office – 1st floor**

- Earl Smith, Chairman, Board of Assessors

**Recreation Department – Ground floor**

- Peter Centola, Recreation Director

**Police Department – 552 Main Street (Plus TIAS Report)**

- Sgt. David Sampson, Traffic Commissioner, Police Department

**Fire Department – 99 Main Street (Plus 1 Full Size Plan Set)**

- Capt. William J. Maietta, Jr., Fire Department

**Public Works – 124 Orchard Street (ONLY Full Size Plan Set, TIAS Report, Stormwater Report)**

- Gerald Mee, Superintendent, Department of Public Works
- Matthew Shuman, Town Engineer, Department of Public Works

**Town Committees: (Mail or Hand Deliver)**

- John Hawes, Disabilities Commission, 110 Garfield Street, Watertown, MA 02472
- Oliver Rick, Bicycle and Pedestrian Committee, 28 Gilbert Street, Watertown, MA 02472
- Fred Reynolds, Chairman, Watertown Housing Partnership, 315 Lake Street, Waltham, MA 02451
- David Gamble, Principal, Gamble Associates, 678 Massachusetts Avenue, Suite #502, Cambridge, MA 02139



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**Please submit a narrative statement explaining how the proposal meets the ten criteria outlined in §9.03(c) of the Zoning Ordinance, Site Plan Review Criteria:**

1. **Landscape:** The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, and any grade changes shall be in keeping with the general appearance of neighboring developed areas. Adequate landscaping shall also be provided, including screening of adjacent residential uses, provision of street trees, landscape islands in the parking lot and a landscape buffer along the street frontage.
2. **Relation of Buildings to Environment:** Proposed development shall be integrated into the terrain and the use, scale and architecture of existing buildings in the vicinity and shall be in accordance with the Comprehensive Plan or other plans adopted by the Town guiding future development. The Planning Board may require a modification in massing so as to reduce the effect of shadows on abutting property in all districts or on public open space.
3. **Open Space:** All open space required by this Zoning Ordinance shall be so designed as to maximize its visibility for persons passing the site, encourage social interaction, maximize its utility, and facilitate its maintenance.
4. **Circulation:** Special attention shall be given to traffic circulation, parking areas and access points to public streets and community facilities in order to maximize convenience and safety of vehicular, bicycle and pedestrian movement within the site and in relation to adjacent streets. Special consideration shall be given to infrastructure and design that will enhance public transit, such as bus shelters, on-site transportation demand management measures, and participation in a Transit Management Association.
5. **Surface Water Drainage:** Special attention shall be given to proper site surface drainage so that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Proposed developments shall seek to retain storm water runoff on site to the maximum extent possible, incorporating best practices in storm water management and Low Impact Design techniques. In cases where storm water cannot be retained on site, storm water shall be removed from all roofs, canopies and paved areas and carried away in an underground drainage system.
6. **Utility Service:** Electric, telephone, cable TV and other such lines and equipment shall be underground. The proposed method of sanitary sewage disposal and solid waste disposal from all buildings shall be indicated.
7. **Environmental Sustainability:** Proposed developments shall seek to diminish the heat island effect; employ passive solar techniques and design to maximize southern exposures, building materials, and shading; utilize energy-efficient technology and renewable energy resources; and minimize water use. All Mixed Use new Developments requiring Site Plan Review in the NB, LB, CB, 1-1, 1-2, 1-3, RMUD and PSCD Districts must meet LEED Silver Certifiable requirements as outlined by the United States Green Building Council's Leadership in Energy and Environmental Design (current edition as applicable) as a minimum. Design documentation shall be provided by the Petitioner to the Town to verify that the project could achieve the minimum number of LEED points to achieve certification. Such documentation may include but not be limited to a project narrative describing how the project design intends to achieve selected LEED credits, and a LEED checklist with criteria (or points) which shows the project will achieve a minimum of 50 points.
8. **Screening:** Screening, such as screen plantings, shall be provided for exposed storage areas, exposed machinery installations, service areas, truck loading areas, utility buildings and structures, and similar accessory areas and structures in order to prevent their being incongruous with the existing or contemplated environment and the surrounding properties.
9. **Safety:** With respect to personal safety, all open and enclosed spaces shall be designed to facilitate building evacuation and maximize accessibility by fire, police, and other emergency personnel and equipment.
10. **Design:** Proposed developments shall seek to protect abutting properties from detrimental site characteristics resulting from the proposed use, including but not limited to air and water pollution, noise, odor, heat, flood, dust vibration, lights or visually offensive structures or site features.