

APPLICATION COVER SHEET



SPECIAL PERMIT

223 Shea Memorial Drive
S. Weymouth, Massachusetts
02190

ph 781.682.2187

f 781.682.2189

Submission requirements for Special Permit Applications

Applications for special permits shall include information as outlined in Article III of the Corporation’s Administrative Rules and Regulations. This application cover sheet for special permits contains a checklist of submission requirements and therefore identifies deficiencies with the application during the pre-filing period which should be rectified for the Official Filing of the application.

Applicant:			
Project Name:			
Project Plan Date:			
Project Plan Pre-Filing Submittal Date:			
Pre-Filing Meeting Date:			
Is this a joint filing? (Special Permit & Site Plan)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Submitted	Submission Requirements	Comments
<input type="checkbox"/>	Name, addresses, and telephone numbers of the applicant, the owner if other than the applicant, and other agents for the applicant, such as the architect, engineer and/or attorney, and the name and address of the proposed project	
<input type="checkbox"/>	Survey certified by land surveyor indicating total land area boundaries, angles, and dimensions of the site and a north arrow	
<input type="checkbox"/>	Plans prepared by a registered professional engineer, architect, landscape architect, or professional land surveyor, and bearing the stamp of such registered professional on the plan, showing (1) present and proposed use(s) of the land and existing buildings, if any; (2) dimensions of existing and proposed building(s) or other structures including height, setback(s) from property lines and total square footage of all floors; (3) compliance with any applicable Building Forms; (4) locations and dimensions of any easements, public or private rights of way, or other burdens existing or proposed; (5) at-grade parking and loading areas showing number, location, and dimensions of parking and loading spaces, driveways, access, and sidewalks, preferably indicated on survey; (6) Common Open Space, as applicable	

APPLICATION COVER SHEET



SPECIAL PERMIT

223 Shea Memorial Drive
S. Weymouth, Massachusetts
02190

ph 781.682.2187

f 781.682.2189

Submitted	Submission Requirements	Comments
<input type="checkbox"/>	A brief written description of the proposed project, such as proposed construction or demolition, all uses, who the project is intended to serve, an estimate (to the extent known) of the expected number of employees and/or occupants and anticipated hours of operation, as applicable	
<input type="checkbox"/>	A brief written statement explaining how the proposed project complies with each standard applicable to Site Plan Review, referencing additional documents, plans, drawings, photos, evaluations etc., as necessary	
<input type="checkbox"/>	A brief written statement explaining how the proposed project complies with the Development Program set forth in the Reuse Plan and any Development Plan approved by the SPGA	
<input type="checkbox"/>	The total floor area and ground coverage ratio of each proposed building and structure	
<input type="checkbox"/>	Front, side, and rear elevations	
<input type="checkbox"/>	Existing and proposed contour elevations in two foot increments	
<input type="checkbox"/>	Provisions for vehicular and pedestrian access ways, including proposals for new or relocated curb-cuts and access for emergency vehicles and a brief written statement explaining how the proposed ways comply with the Corporation's Subdivision Regulations	
<input type="checkbox"/>	Preliminary color, materials, and exterior features of proposed structures	
<input type="checkbox"/>	Evidence of compliance with the applicable provisions of the Corporation's Architectural and Urban Design Standards	
<input type="checkbox"/>	Preliminary landscaping and screening, including trees, stones, walls, fences, and other features to be retained and removed, as well as color, size, and type of landscaped surface materials and a brief written statement explaining how the proposed landscaping complies with the Corporation's Subdivision Regulations	
<input type="checkbox"/>	Measures taken to preserve and protect natural resources, including a brief written statement explaining how the proposed project complies with the Corporation's Sustainable Design Standards	
<input type="checkbox"/>	Conceptual outdoor lighting plans and a brief written statement explaining how the proposed lighting plans comply with the Corporation's Subdivision Regulations	
<input type="checkbox"/>	Location and significance of any historic structures	
<input type="checkbox"/>	Method for handling solid waste disposal and for screening of disposal facilities	

APPLICATION COVER SHEET



SPECIAL PERMIT

223 Shea Memorial Drive
S. Weymouth, Massachusetts
02190

ph 781.682.2187

f 781.682.2189

Submitted	Submission Requirements	Comments
<input type="checkbox"/>	Locations of and adequacy of existing and proposed on-site public utilities, facilities, and conditions (water, sewerage, and drainage), showing size and direction of flows and a brief written statement explaining how the proposed utilities and infrastructure comply with the Corporation's Subdivision Regulations	
<input type="checkbox"/>	Demolition and construction procedures including impact mitigation measures; and an estimate of the time period required for completion of the development	
<input type="checkbox"/>	A traffic study projecting traffic conditions at the specific site of the proposed project and in the immediately surrounding areas within Southfield, including estimated peak hour traffic volumes generated by the proposed use in relation to existing volumes and projected future conditions; provided that this submission may consist of all or part of any previously-conducted traffic study addressing the same site and surrounding areas when such modification of information submittal requirements is approved by the Lead Reviewer pursuant to Section 2.2E the Corporation's Administrative Rules and Regulations	
<input type="checkbox"/>	Wetlands, ponds, and surface water bodies, as defined under the By-Laws, the Corporation's Wetlands Protection Rules and Regulations, and/or the Wetlands Protection Act, MGL c. 131, Section 40, and rules promulgated thereunder, 310 CMR 10.00	
<input type="checkbox"/>	Evidence of compliance with the requirements set forth in the Affordable and Workforce Housing Regulations to the extent applicable, including, without limitation, the number of proposed units of Affordable Housing and Workforce Housing; the location of the proposed units of Affordable Housing and Workforce Housing; the income range, selling price range and rental rate range of the proposed units of Affordable Housing and Workforce Housing; and the documentation required in Section 6.1(D)(b) of the Affordable and Workforce Housing Regulations (to the extent that the requirements thereof are applicable);	
<input type="checkbox"/>	A notarized Construction Control Affidavit issued by the registered architect(s) and/or professional engineer(s) certifying that in accordance with Section 116.0 of the Massachusetts State Building Code (780 CMR 1.00 et seq.), the applicable registered architect(s) and/or professional engineer(s) prepared or directly supervised the preparation of all design plans, computations and specifications concerning all project elements with which they were involved (i.e. electrical, structural, mechanical, architectural, fire protection, etc.)	

APPLICATION COVER SHEET



SPECIAL PERMIT

223 Shea Memorial Drive
S. Weymouth, Massachusetts
02190

ph 781.682.2187

f 781.682.2189

Submitted	Submission Requirements	Comments
	<i>The following additional material information is requested to aid SSTTDC in judging the application and in determining special conditions and safeguards:</i>	
<input type="checkbox"/>	Summary of amenities as set forth in the Reuse Plan. Surveyed maps of all proposed public parks shall be provided.	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Pre-Filing review date:	
SSTTDC - Lead Reviewer:	
SSTTDC - Lead Reviewer Signature:	
Filing Fee & Date Paid:	
SPGA Meeting Date(s):	
Public Hearing Date:	
SPGA Decision Date:	
SPGA Decision Filing Date:	