



PLANNING BOARD

CITY OF NEW BEDFORD
JONATHAN F. MITCHELL, MAYOR

SUBMIT TO:
Planning Department
133 William Street
Room 303
New Bedford, MA 0274

SPECIAL PERMIT APPLICATION

The undersigned, being the Applicant, seeks Special Permit Approval for property depicted on a plan entitled: True Value Marine Hardware Site Planset by: BETA Group, Inc. dated: 9/6/19

1. Application Information

Street Address: 137-143 Popes Island

Assessor's Map(s): 60 Lot(s) 13

Registry of Deeds Book: 11592 Page: 184

Zoning District: IA

Applicant's Name (printed): Shoreline Resources, LLC

Mailing Address: 706 Acushnet Avenue New Bedford MA 02740
(Street) (City) (State) (Zip)

Contact Information: 774-930-3795 gscotttaber@hotmail.com
Telephone Number Email Address

Applicant's Relationship to Property: Owner Contract Vendee Other _____

List all submitted materials (include document titles & volume numbers where applicable) below:

- Special Permit Application Checklist
- Certified Abutters List (Included with Site Plan Review Application)
- Proof of Ownership - Quitclaim Deed (Included with Site Plan Review Application)
- Photos Depicting Existing Conditions (Included with Site Plan Review Application)
- Project Narrative and DIS (Included with Site Plan Review Application)
- Electronic PDF and AutoCAD Files on CD (Included with Site Plan Review Application)
- Special Permit Application Fee - Check

By signing below, I/we acknowledge that all information presented herein is true to the best of my/our knowledge. I/we further understand that any false information intentionally provided or omitted is grounds for the revocation of the approval (s). I/we also give Planning Department staff and Planning Board Members the right to access the premises (both interior and exterior) at reasonable times and

_____ Date _____ Signature of Applicant *G. Scott Taber*

2. Zoning ClassificationsPresent Use of Premises: IndustrialProposed Use of Premises: Mercantile

Zoning Relief Previously Granted (Variances, Special Permits, with Dates Granted):

N/A**3. Briefly Describe the Proposed Project and Specify all Requested Special Permits:**Conversion of Site to a Mercantile Store with modifications to parking and a reduction in impervious surface.

Conversion of 143 Popes Island from a dedicated fabrication facility to a True Value Hardware and Marine Store with areas for retail, item storage and machine shop. Existing bituminous pavement areas will be removed, graded, repaved and restriped. A new Stormceptor unit will be installed to capture and treat runoff. The Special Permit request is for the Reduction in Parking Spaces from the required 108 spaces down to 75.

4. Please complete the following:

	<u>Existing</u>	<u>Allowed/Required</u>	<u>Proposed</u>
Lot Area (sq ft)	131,160	0	131,160
Lot Width (ft)	152	0	152
Number of Dwelling Units	N/A	N/A	N/A
Total Gross Floor Area (sq ft)	44,620	N/A	44,620
Residential Gross Floor Area (sq ft)	N/A	N/A	N/A
Non-Residential Gross Floor Area (sq ft)	44,620	N/A	44,620
Building Height (ft)	27	100	27
Front Setback (ft)	6	25	6
Side Setback (ft)	22.8	25	22.8
Side Setback (ft)	18.8	25	18.8
Rear Setback (ft)	±375	25	±375
Lot Coverage by Buildings (% of Lot Area)	34	50	34
Permeable Open Space (% of Lot Area)	N/A	N/A	N/A
Green Space (% of Lot Area)	15	20	15
Off-Street Parking Spaces	24	108	73
Long-Term Bicycle Parking Spaces	N/A	N/A	N/A
Short-Term Bicycle Parking Spaces	N/A	N/A	N/A
Loading Bays	5	5	5

5. Please complete the following:

	Existing	Proposed		
a) Number of customers per day:	<u>0</u>	<u>50</u>		
b) Number of employees:	<u>30</u>	<u>30</u>		
c) Hours of operation:	<u>7a-3p</u>	<u>7a-6p</u>		
d) Days of operation:	<u>5 d/wk</u>	<u>7 d/wk</u>		
e) Hours of deliveries:	<u>8a-5p</u>	<u>7a-6p</u>		
f) Frequency of deliveries:	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input checked="" type="checkbox"/> Other: <u>4 to 5 per day</u>

6. OWNERSHIP VERIFICATION

This section is to be completed & signed by the property owner:

I hereby authorize the following Applicant: Shoreline Resources, LLC

at the following address: 706 Acushnet Ave, New Bedford, MA 02740

to apply for: Special Permit for the Reduction in Parking

on premises located at: 137-143 Popes Island

in current ownership since: May 16, 2014

whose address is: 137-143 Popes Island

for which the record title stands in the name of: Shoreline Resources, LLC


whose address is: 137-143 Popes Island

by a deed duly recorded in the:

Registry of Deeds of County: Bristol Book: 11075 Page: 274

OR Registry District of the Land Court, Certificate No.: _____ Book: _____ Page: _____

I/we acknowledge that all information presented herein is true to the best of my/our knowledge. I/we further understand that any false information intentionally provided or omitted is grounds for the revocation of the approval(s). I/we also give Planning Department staff and Planning Board Members the right to access the premises (both interior and exterior) at reasonable times and upon reasonable notice for the purpose of taking photographs and conducting other visual inspections.

9-5-2019 
Date Signature of Land Owner (If authorized Trustee, Officer or Agent, so identify)

Planning Board Special Permit Application Checklist

1. **Completed Application Form** (with all required signatures; Original plus 15 Copies)
2. **Plans**
- Four (4) stapled and folded sets of full-sized plans (24" x 36") and Twelve (12) sets of reduced plans (11" x 17") are required for all applications. Staff reserves the right to require additional copies.
 - One (1) electronic copy (PDF & CAD) of all proposed activity plans (See Section 10 of Checklist for Requirements)
 - All plans oriented so that north arrow points to top of sheet
 - Plans shall be drawn at a minimum scale of 1" = 40' or less
 - All plans shall be stamped by Commonwealth of Massachusetts-registered Professional Engineer, Professional Land Surveyor, and/or Professional Landscape Architect, as appropriate
 - Plan sets shall be comprised of separate sheets as listed below unless otherwise approved by the City Planner
 - All plans shall have a title block comprised of the following: Project Title, Sheet Title, Sheet Number; Registrant Stamp (i.e. PE, PLS, LA); Registrant's name and address; Street addresses of the project area parcels; Scale at which the plan is drawn; Plan Issue Date; and all plan revision dates (with corresponding revision descriptions).
3. **Certified Abutters List** (4 copies)
4. **Proof of Ownership** (Deed(s) for All Involved Parcels; 4 Copies)
5. **Photos Depicting Existing Conditions** (Minimum of 3, In Color, 1 Aerial + 2 Other Views; 16 Copies)
6. **Development Impact Statement (DIS)**, completed per §5350 of Zoning Code, (16 Copies), if required by Board
7. **Traffic Impact & Access Study (TIAS)** (16 Copies), if required by Board
8. **Electronic PDF and AutoCAD Files**
- Shall consist of a CD with a printed CD Label in a CD case
 - CAD files shall be 2010 format or the latest revision of AutoCAD Civil 3D
 - All project submissions shall include the following file types. All project related Drawing Files shall be provided in all 2 supported formats, listed below.
 - AutoCAD Drawing format (.dwg)
 - Adobe Portable Document Format (.pdf)

- PDF files shall be created from within the AutoCAD environment and contain Layer information.
- It is a requirement that each project drawing/sheet created for a project shall be published/plotted to DWG and PDF, and placed in the appropriate folder in the CD submission. All external references (DWG, DWF, DGN, PDF, TIFF, MrSID, JPG, etc.) which are used in support of the creation of these project sheets shall be stored within the XREF folder only (Subfolder of DWG) on the CD. Also the AutoCAD support files (fonts, plot style, etc.) should be supplied on the CD.

- **File Naming:**

The following file naming standard for all CAD related files created, used, or submitted to the Planning Department shall be followed. This applies to all CAD drawings, DWF's, PDF's used in support of, or used in conjunction with this CAD Standard.

File names shall begin with their project Planning Board Case number assigned (available through the Planning Department), followed by an underscore and the appropriate discipline code. In the instance where there is more than one file, assign an appropriate sequential number to the end (ex. 1,2,3). Special characters are not permitted except for the following; hyphens [-], underscores [_], and/or parenthesis [()].

Example 1.

A set of engineering design plans and documents were prepared for project file number 12-34; acceptable filenames would be as follows:

- 12-34_Existing Conditions1.dwg*
- 12-34_Existng Conditions2.dwg*
- 12-34_Generali.dwg*
- 12-34_Generale.dwg*

9. Application Fee (All fees are due at time of application submission)

Official Use Only:

For the Planning Board, this application has been received by the Planning Division of the Department of Planning, Housing & Community Development on the date specified below:

Review date: _____ All materials submitted: Yes No

Signature: _____ Fee _____



September 6, 2019

City of New Bedford
Planning Board
133 William Street, Room 303
New Bedford, MA 02740

**Re: 137-143 Popes Island
Site Plan Review Application
Special Permit Application for the Reduction in Parking
Project Narrative and Development Impact Statement (DIS)**

Dear Members of the Planning Board:

Shoreline Resources, LLC (the "Applicant") is proposing to improve the site layout of an existing marine fabrication industrial facility owned by East Coast Fabrication, Inc. into an appropriate mercantile site layout for a proposed True Value Hardware and Marine Store. These site improvements generally include re-striping and re-paving of existing parking areas to meet the City of New Bedford zoning regulations, as well as improvements to the site's stormwater management system.

The project site encompasses 137-143 Popes Island, a 3.011+/-acre parcel previously developed with two buildings (the "Site"). 137 Popes Island is currently occupied by Standard Marine Outfitters, and no improvements are proposed to this building. 143 Popes Island is a 34,420+/- sf building currently used by East Coast Fabrication, Inc. and its interior layout will be modified under this project. The New Bedford Assessor's Office identifies the Property as Map 60, Lot 13. The property is zoned as Industrial A.

The Applicant submits this Narrative regarding Site Plan Review requirements to meet the requirements of the New Bedford Code of Zoning Ordinances Section 5400 Site Plan Review. The Applicant has concurrently submitted a Special Permit application for the Reduction in Parking.

In addition, the Applicant is submitting a Waiver Request form with four waivers: Topography and Drainage Plan; Green space; Screening; and scale of Site Layout Plan.

PHYSICAL ENVIRONMENT

The Site is currently developed with two buildings. Access to these buildings is provided by bituminous concrete driveways and cement concrete sidewalks connecting to Route 6. Several paved parking areas are present near the front portion of the Site, including four handicap accessible spaces. The rear of the Site includes an unstriped paved area generally used for parking, loading, and equipment storage. Beyond the parking area, a portion of this "backyard" is surfaced with a gravel\hardpack mix. The remainder of the backyard area is covered in grass/vegetation.

The project proposes the re-striping and re-paving of portions of the lot to meet the City of New Bedford parking requirements for the proposed retail use. The parking areas near the front of the lot will be re-striping to provide 9' x 20' parking spaces and accessible parking. The rear parking area will be provided with pavement markings to delineate new parking spaces, as well as being re-graded to a 1 – 2% slope for stormwater management. A cape cod berm will be provided along the eastern end of this rear parking area. No new impervious areas are proposed under this project, and approximately 800 sf of existing

pavement will be removed and revegetated. Existing vegetation, geologic/archeological/scenic and historical features, significant viewpoints, stone walls, trees, and wildlife will not be impacted by the proposed improvements.

PARKING

The existing Site includes twenty-four (24) parking spaces located near the front of the lot, including two unmarked accessible parking spaces. As a result of the proposed improvements, a total of seventy-three (73) parking spaces will be provided. The number includes the re-striping of existing parking spaces to conform to the City's dimensional requirements, as well as new parking spaces located in the rear of the lot. Parking calculations provided on Sheet 3 of the Site Plan set indicate that 108 parking spaces are required to meet the proposed use. As dimensional site constraints create difficulty in meeting this requirement and because the proposed use simply does not require that many parking spaces, a Special Permit has been submitted concurrently with this application for a reduction in the parking space requirements.

SURFACE WATER AND SUBSURFACE CONDITIONS

There are no existing wetlands on the Site. The Site is bordered by Acushnet River to the north and the east. Currently, the northern portion of the Site drains towards the river via overland flow at various locations to the north and east. The southern portion of the Site is generally captured by a catch basin located to the west of the rear building.

There will be no alteration of shoreline, marshes or seasonal wet areas, except the temporary installation of a discharge pipe from the proposed Stormceptor. The Site has limitations under the Wetlands Protection Act and the local New Bedford Wetland Bylaw, which will be addressed in a separate Notice of Intent submittal to the Conservation Commission.

The proposed improvements will result in an improvement in surface water quality, as treatment will be provided where none currently exists. A slight improvement to groundwater recharge will be provided by the revegetation of existing impervious areas. No septic tanks are proposed on the Site and lawn fertilizer will not be used.

STORMWATER MANAGEMENT

Existing stormwater management is accomplished through a catch basin towards the southern end of the Site which conveys portions of the Site's stormwater towards Route 6. The existing buildings are also improved with roof leaders that discharge to the ground surface. Beyond these measures, runoff is allowed to flow, untreated, into the Acushnet River or surrounding properties.

Proposed stormwater management includes directing runoff from the rear parking area into a Stormceptor hydrodynamic separator. This unit will treat stormwater in accordance with Massachusetts Stormwater Standards, then convey all flow to a new outfall which discharges to the Acushnet River. A Stormwater Management Report has been included in this submittal detailing the design of this system.

CIRCULATION SYSTEMS

The projected number of motor vehicles to enter and depart the Site per average day will be approximately 85 to 100 which would include customers, employees and deliveries. The expected peak hour would be approximately 30 to 50 in the mornings and late afternoons as employees arrive and depart the Site.

SUPPORT SYSTEMS

WATER DISTRIBUTION

The Applicant will continue to use the existing connection to the City of New Bedford Water System. Water for fire fighting can be provided by the City of New Bedford's fire hydrant located immediately to the west of the Site's driveway apron.

SEWAGE DISPOSAL

The Applicant will continue to use the grinder pump system that connects to the City of New Bedford Sewer System.

REFUSE DISPOSAL

The Applicant will continue to use the dumpster between the two buildings against east side property line.

FIRE PROTECTION

There will be welding gas and propane in a containment structure stored in the northeast corner of the 143 Popes Island. The nearest fire station is the New Bedford Fire Department located on 868 Pleasant Street at approximately $\frac{3}{4}$ of a mile from the Site.

RECREATION

Across the street is the City of New Bedford's Prince Henry the Navigator Park.

SCHOOLS

There will be no increase to the student population.

PHASING

The improvements on the Site will not be phased over more than one year. Project phasing will generally include installation of erosion controls, installation of the stormwater system, minor re-grading of the parking lot and construction of the cape cod berm, parking lot striping, installation of sidewalks and miscellaneous site features, and site restoration. We respectfully request that the Planning Board approve the requested permits.

If we can be of any further assistance regarding this matter, please contact us at our office.

Very truly yours,
BETA Group, Inc.



Danny P. Rebelo, PE
Senior Project Engineer

cc: Shoreline Resources, LLC

Job No: 6727



**PHOTOS OF DEPICTING
EXISTING CONDITIONS**



Photo oriented south from the rear of 137-143 Popes Island.



Photo orientated north from the eastern site of 143 Popes Island.



Aerial view from Google Earth taken February 26, 2018.



City of New Bedford
REQUEST FOR WAIVER

CASE #:

APPLICATION FOR WAIVER FROM SITE PLAN REVIEW REQUIREMENTS

In certain instances, after consulting with the City Planner, the applicant may submit, in writing, a request for waiver for any of the submittal or technical requirements of Section 5430 and 5440 where the project involves relatively simple development plans. The Planning Board will take a separate vote on written waiver requests by the applicant. Each request for waiver must be submitted individually to be considered by the Board. Please provide one (1) original and fifteen (15) copies of the request.

Any granted waivers must be disclosed on the final submitted and approved site plan.

SUBJECT PROPERTY			
ASSESSOR'S MAP PLOT#	60	LOT(S)#	13
REGISTRY OF DEEDS BOOK:	11075	PAGE #	274
PROPERTY ADDRESS: 137-143 Popes Island, New Bedford, MA 02740			
ZONING DISTRICT: IA			
OWNER INFORMATION			
NAME: Charles M. Quinn			
MAILING ADDRESS: 137 Popes Island, New Bedford, MA 02740			
APPLICANT/CONTACT PERSON INFORMATION			
NAME (IF DIFFERENT): Scott Taber			
APPLICANT'S RELATIONSHIP TO THE PROPERTY: Check one:	OWNER <input type="checkbox"/>	CONTRACT VENDEE <input checked="" type="checkbox"/>	OTHER Describe <input type="checkbox"/> _____
MAILING ADDRESS (IF DIFFERENT):			
TELEPHONE #	774-930-3795		
EMAIL ADDRESS:	gscotttaber@hotmail.com		


By signing below, I/we acknowledge that all information presented herein is true to the best of my/our knowledge. I/we further understand that any false information intentionally provided or omitted is grounds for the revocation of the approval(s). If petition is granted, I/we understand the approvals are specific to the plans submitted, unless the Board states otherwise and that if granted, that the waiver(s) must be noted on the approved Site Plan and acted upon within one year.

9/5/19
Date

Signature of Applicant

If the applicant differs from the owner, this section must be completed/signed by the property owner/s:

I hereby authorize the applicant represented above and throughout this application to apply and to represent my/our interests on my/our behalf for the relief requested herein for the premises I/we own noted as "property address" above and presented throughout this application. Furthermore, by signing this application I/we acknowledge having read and understood this application and the accompanying instructions and information. If petition is granted, I/we understand the approvals are specific to the plans submitted, unless the Board states otherwise and that if granted, that the waiver(s) must be noted on the approved Site Plan and acted upon within one year.

9-5-2019 
 Date Signature of Land Owner (If authorized Trustee, Officer or Agent, so identify)

DESCRIPTION	Ordinance Section	CLEARLY Describe why this request is being made.	
	1	<p>***Example***</p> <p>5451. b. Topography and Drainage Plan</p>	<p>***Example***</p> <p>There currently exists a structure and pavement on the site. No excavation of the site is being proposed, therefore topography and drainage will not be altered.</p>
	2	2720. Table of Dimensional Regulations (Appendix B)	Green Space is required on a minimum of 20% of an Industrial A zoned lot. The existing Site includes approximately 15% Green Space. Removing sufficient impervious coverage to meet this requirement would require significant Site alterations. No new net impervious area is proposed under this project.
	3	3300. Screening and Landscaping	Screening required along southern property line as residential district is across the street. No alterations proposed to this area. Screening would require removal of sidewalk and disrupt existing storefront.
	4	5451. a. Site Layout	A locus plan at a scale of one inch equals one hundred (100) feet that shows the entire project and its relation to existing areas, buildings and road for a distance of one thousand (1,000) feet from the project boundaries would be too large to fit on the cover sheet of the plan set while also fitting all other required information.

Additional pages describing the waiver request may be attached to this form following the same chart format, if necessary.

Please check here if additional pages are attached.

Number of Waiver requests submitted for consideration:



City of New Bedford
REQUEST for a CERTIFIED ABUTTERS LIST

This information is needed so that an official abutters list as required by MA General Law may be created and used in notifying abutters. You, as applicant, are responsible for picking up and paying for the certified abutters list from the assessor's office (city hall, room #109).

SUBJECT PROPERTY			
MAP #	60	LOT(S)#	13 & 25
ADDRESS:		137-143 POPES ISLAND NEW BEDFORD MA 02740	
OWNER INFORMATION			
NAME:	SHORELINE RESOURCES, LLC		
MAILING ADDRESS:	137 POPES ISLAND NEW BEDFORD MA 02740		
APPLICANT/CONTACT PERSON INFORMATION			
NAME (IF DIFFERENT):	SCOTT TABER		
MAILING ADDRESS (IF DIFFERENT):			
TELEPHONE #	774-930-3795		
EMAIL ADDRESS:	GSCOTTABER@HOTMAIL.COM		
REASON FOR THIS REQUEST: Check appropriate			
<input type="checkbox"/>	ZONING BOARD OF APPEALS APPLICATION		
<input checked="" type="checkbox"/>	PLANNING BOARD APPLICATION		
<input type="checkbox"/>	CONSERVATION COMMISSION APPLICATION		
<input type="checkbox"/>	LICENSING BOARD APPLICATION		
<input type="checkbox"/>	OTHER (Please explain):		

Once obtained, the Certified List of Abutters must be attached to this Certification Letter.

Submit this form to the Planning Division Room 303 in City Hall, 133 William Street. You, as applicant, are responsible for picking up and paying for the certified abutters list from the assessor's office (city hall, room #109).

Official Use Only:

As Administrative Assistant to the City of New Bedford's Board of Assessors, I do hereby certify that the names and addresses as identified on the attached "abutters list" are duly recorded and appear on the most recent tax.

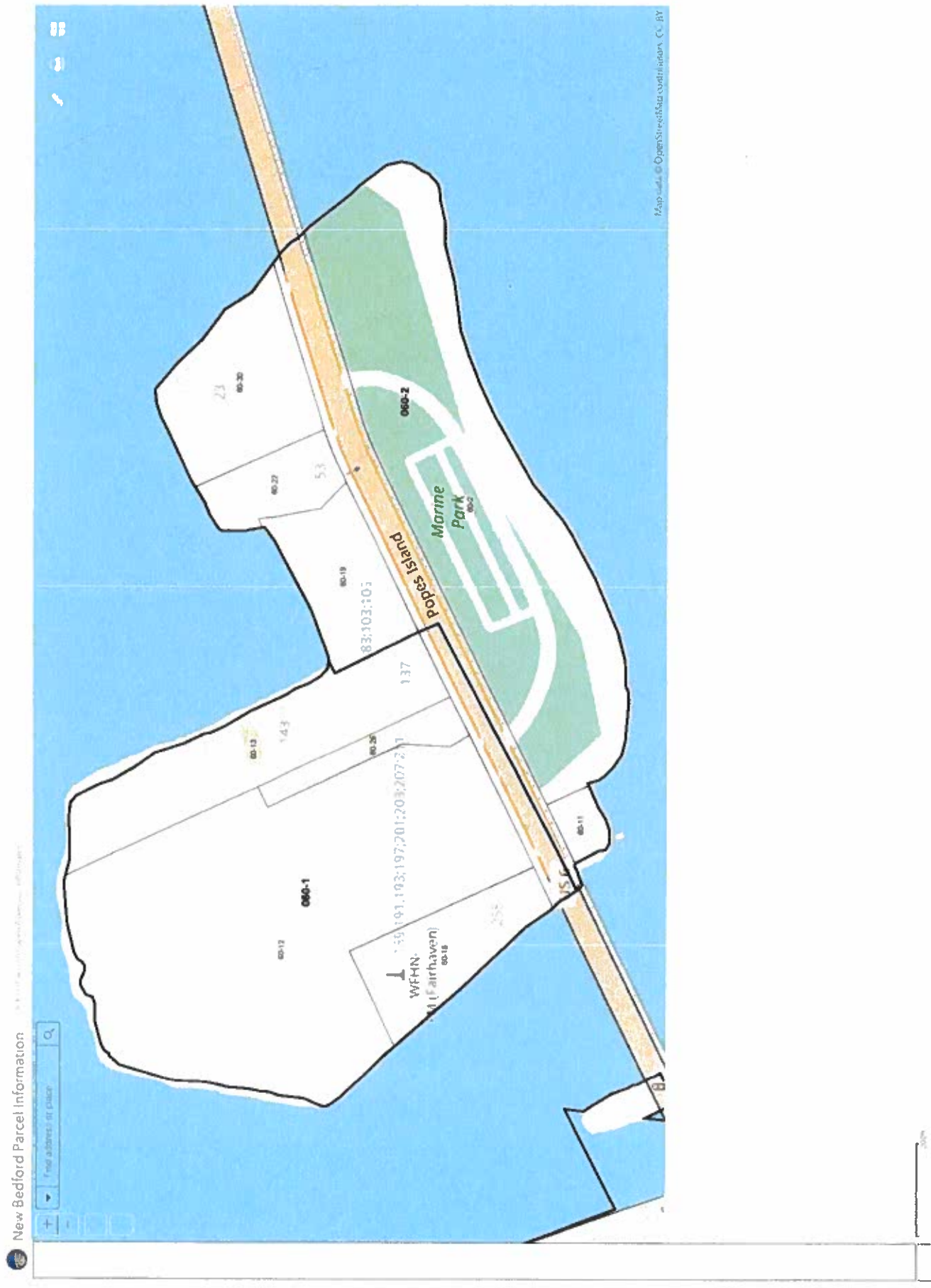
~~Carlos Amado~~ Judith M. Serdahl *Judith M. Serdahl* 7/24/2019
Printed Name Signature (acting) Date

July 24, 2019
 Dear Applicant,

Please find below the List of Abutters within 300 feet of the property known as 137-143 Popes Island (Map: 60, Lot: 13). The current ownership listed herein must be checked and verified by the City of New Bedford Assessor's Office. Following said verification, the list shall be considered a Certified List of Abutters.

Please note that multiple listed properties with identical owner name and mailing address shall be considered duplicates and shall require only 1 mailing. Additionally, City of New Bedford-Owned properties shall not require mailed notice.

Parcel	Location	Owner and Mailing Address
60 13	137 143 POPES ISLAND	SHORELINE RESOURCES, LLC 706 ACUSHNET AVENUE NEW BEDFORD, MA 02740
60 26	161 POPES ISLAND	161 POPES ISLAND LLC 867 MIDDLE ROAD ACUSHNET, MA 02743
60 12	213 POPES ISLAND	POPES ISLAND HARBOR DEV CORP 867 MIDDLE RD ACUSHNET, MA 02743
60 18	243 255 POPES ISLAND	POPES ISLAND HARBOR DEV CORP 867 MIDDLE RD ACUSHNET, MA 02743
60 19	83 POPES ISLAND	MITCHELL MARK S "TRUSTEE" MITCHELL CHARLES "TRUSTEE" CHA 14 CEDAR STREET FAIRHAVEN, MA 02719
60 22	53 POPES ISLAND	PANAGAKOS MICHAEL 133 FAUNCE CORNER ROAD DARTMOUTH, MA 02747
60 2	86 POPES ISLAND	CITY OF NEW BEDFORD MARINE PARK 131 WILLIAM ST NEW BEDFORD, MA 02740
60 11	226 POPES ISLAND	FALTUS BRIAN L "TRS" BLF REALTY TRUST 59 ORCHARD STREET FAIRHAVEN, MA 02719
60 20	23 POPES ISLAND	POPES ISLAND REALTY ASSOCIAT 23 POPES ISLAND NEW BEDFORD, MA 02740



REG OF DEEDS
REG #07
BRISTOL S

05/16/14 11:11AM
000000 #9521

FEE \$7296.00

CASH \$7296.00

BK 11075 PG 274
05/16/14 11:11 DOC. 9045
Bristol Co. S.D.

QUITCLAIM DEED

NERI REALTY CO., LLC, a Massachusetts limited liability company, having a mailing address of 15 Hope Street, Bristol, Rhode Island for and in consideration of One Million Six Hundred Thousand and no/100 (\$1,600,000.00) Dollars paid, do hereby grant to **SHORELINE RESOURCES, LLC**, a Massachusetts limited liability company, having a mailing address of 706 Acushnet Avenue, New Bedford, Bristol County, Massachusetts 02740, with *quitclaim covenants*, the land, together with the buildings structures and improvements thereon, being commonly known as 137-143 Popes Island, New Bedford, Bristol County, Commonwealth of Massachusetts, bounded and described as follows:

PARCEL ONE:

BEGINNING at a bound stone in the northerly line of the New Bedford and Fairhaven Bridge at the southwesterly corner of the premises herein conveyed and at the southeasterly corner of land now or formerly of the Union Street Railway Company; thence

EASTERLY in said northerly line of the Bridge, forty-seven (47) feet and three (3) inches to a point which is one hundred (100) feet west from the southeasterly corner of the house lot formerly of Delia M. Wood, measuring in said north line of the Bridge; thence

NORTHERLY and parallel with said Delia M. Wood land, two hundred (200) feet to a point; thence

WESTERLY by other land of said Union Street Railway Company, forty-seven (47) feet and three (3) inches to a stake; and thence

SOUTHERLY by other land of said Union Street Railway Company, two hundred (200) feet to the point of **BEGINNING**.

Containing 34.71 square rods, more or less.

PARCEL TWO:

BEGINNING at a point in the northerly line of the street or way running across said Island at the southeasterly corner of the premises herein conveyed at a point in the westerly line of land now or formerly of the Auto Selling and Supply Company, Incorporated; thence

NORTHERLY in line of last-named land, about one hundred thirty-three and 5/10 (133.5) feet to the Acushnet River at low water mark; thence

WESTERLY by the said River to land now or formerly of Wilfred C. Rousseau; thence

SOUTHERLY by last-named land, about one hundred forty and 5/10 (140.5) feet to the street or way aforesaid; and thence

EASTERLY by said street or way, fifty (50) feet to the point of BEGINNING

Containing 25.16 square rods, more or less.

PARCEL THREE:

BEGINNING at a point in the northerly line of the street or way running across said Island at the southwesterly corner, of the premises herein conveyed and at the southeasterly corner of the land now or formerly of the Union Street Railway Company; thence

NORTHERLY in line of last-named land, about one hundred forty-seven and 5/10 (147.5) feet to the low water mark of the Acushnet River; thence

EASTERLY by said River to land now or formerly of Wilfred C. Rousseau; thence

SOUTHERLY in line of last-named land, about one hundred forty and 5/10 (140.5) feet to the said northerly line of the street or way running across said Island; thence

WESTERLY in the said northerly line of said or way, fifty (50) feet to the point the BEGINNING.

Containing 26.45 square rods, more or less.

Together with all the Grantors' right, title and interest in and to certain licenses granted by the Commonwealth of Massachusetts, Department of Public Works as follows: License No. 2579, dated March 9, 1943 and recorded in said Registry of Deeds, Book 865 Page 499 and in said Registry of Deeds in Plan Book 35, Page 12; License No. 3639, dated June 2, 1954 recorded in said Registry of Deeds, Book 1118 Page 167 and in said Registry of Deeds in Plan Book 48 Page 50; License No. 3843, dated April 23, 1956 and recorded in said Registry of Deeds, Book 1180 Page 182 and in said Registry of Deeds in Plan Book 52 Page 42; and License No. 3903, dated December 4, 1956 recorded in said Registry of Deeds in Book 1203 Page 339 and in said Registry of Deeds in Plan Book 53 Page 63.

PARCEL FOUR:

BEGINNING at the southwesterly corner of the property to be described at the northwesterly corner of land of parties unknown; thence in a

NORTHERLY direction, three hundred eighty (380) feet; thence in a

EASTERLY direction, forty-seven and 25/100 (47.25) foot to the westerly line of land of parties unknown; thence by said

WESTERLY line of land of parties unknown, three hundred eighty (380) feet; thence

WESTERLY forty-seven and 25/100 (47.25) feet to the point of BEGINNING.

Being a strip of land forty-seven and 25/100 (47.25) feet wide located along the easterly line of land now or formerly of Popes Island Realty Trust abutting the said westerly line of parties unknown, said strip commencing two hundred (200) feet to the north of the highway known as Route 6. The location of said strip is shown on "Plan of Land in New Bedford, Mass., Popes Island, surveyed for New Bedford Shopping Center, Inc., Oct. 7, 1963", as filed in Bristol County (S.D.) Registry of Deeds, Plan Book 65 Page 19.

PARCEL FIVE:

BEGINNING at the southwesterly corner of the property to be conveyed at the northwesterly corner of other land of parties unknown; thence

NORTH 25° 32' 02" West, three hundred (300) feet; thence

NORTH 64° 27' 58" East to land of parties unknown, forty-seven and 25/100 (47.25) feet; thence

SOUTH 25° 32' 02" East in line of last named land, three hundred (300) feet to a corner; thence

SOUTH 64° 27' 58" West in line of land of parties unknown, forty-seven and 25/100 (47.25) feet to the point of BEGINNING.

Being Parcel "A" on Subdivision Plan of Land in New Bedford, Mass., Pope's Island for New Bedford - Acushnet Co-Operative Bank, dated August 22, 1983, drawn by Tibbetts Engineering Corp., as recorded in Bristol County (S.D.) Registry of Deeds, Plan Book 109 Page 129.

Excepting, however, from the above-described premises so much of the land as was previously conveyed to New Bedford - Acushnet Co-Operative Bank by Deed dated April 5, 1984 and recorded at Bristol County (S.D.) Registry of Deeds, Book 1888 Page 713.

The aforesaid premises are herewith conveyed subject to all rights, liens, restrictions and encumbrances of record, to the effect that same may exist and be presently in force and effect, including, but not limited to, the following:

Subject to an easement over a portion of Parcel One granted to the Commonwealth Electric Company dated November 4, 1981 and recorded in Bristol County (S.D.) Registry of Deeds, Book 1832 Page 211.

Real Estate Taxes for the current year which are not due and payable as of this date; which the Grantees assume and agree to pay.

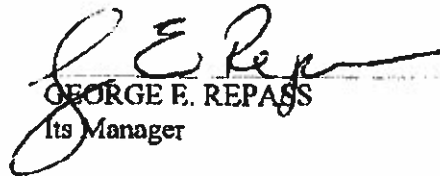
The Grantor entity NERI Realty Co., LLC is not classified as a corporation for the current tax year for Federal Tax purposes.

For Grantors' Title see deed dated February 26, 2008 recorded in the Bristol County S.D. Registry of Deeds in Book 9185 Page 250.

Witness my hand and seal this 14 day of May, 2014.

NERI Realty Co., LLC

By:

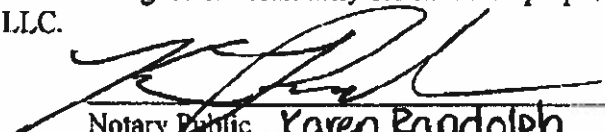

GEORGE E. REPASS
Its Manager

STATE OF FLORIDA

County of Martin

On this 14 day of May, 2014, before me, the undersigned notary public then personally appeared **George E. Repass, Manager of NERI Realty Co., LLC**, proved to me through satisfactory evidence of identification, which was photographic identification with signature issued by a federal or state governmental agency, oath or affirmation of a credible witness, personal knowledge of the undersigned, to be the person whose name is signed on the preceding document, and acknowledged to me that he signed it voluntarily for its stated purpose as the free act and deed of NERI Realty Co., LLC.




Notary Public Karen Randolph
My commission expires: 2/19/16



Site Plan Review Application Checklist

In order for the City of New Bedford Planning Board to accurately review your project in a timely manner, plan sets submitted with applications must be complete and thorough. A comprehensive understanding of this handout and submittal of all required documents and plans ensures an efficient review of your project.

Unless otherwise noted or determined by Planning Division Staff to not be required, the following information and drawings must be included in the submittal package for your application. For an application to be accepted, each and every item is required at the time of application submittal.

In certain instances, plans, or portions of plans, may be waived when not applicable for the review of a particular type of development, at the discretion of the City Planner. Requests for any such waiver(s) must be submitted, in writing, to Planning Division for consideration prior to application submittal.

All submitted materials must be legible, organized & bound (where appropriate) in a manner that allows for distribution of all proposal materials as 1 package. Please utilize double-sided printing for submitted reports, studies and statements when possible.

Initials Indicate
Item Submitted.

For subparts of the required plans, please mark as follows:

= Shown on Plans = Waiver Requested = Not Applicable

Staff Applicant

- | | |
|-------|--|
| _____ | <input checked="" type="checkbox"/> 1. <u>Completed Application Form</u> (with all required signatures; 16 Copies) |
| _____ | <input checked="" type="checkbox"/> 2. <u>Completed Site Plan Review Application Checklist</u> (1 original & 15 copies) |
| _____ | <input checked="" type="checkbox"/> 3. <u>Plans</u> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Four (4) stapled and folded sets of full-sized plans (24" x 36") and Twelve (12) sets of reduced plans (11" x 17") are required for all applications. Staff reserves the right to require additional copies.<input checked="" type="checkbox"/> One (1) electronic copy (PDF & CAD) of all proposed activity plans (See Section 10 of Checklist for Requirements)<input type="checkbox"/> All plans oriented so that north arrow points to top of sheet<input checked="" type="checkbox"/> Plans shall be drawn at a minimum scale of 1" = 40' or less<input checked="" type="checkbox"/> All plans shall be stamped by Commonwealth of Massachusetts-registered Professional Engineer, Professional Land Surveyor, and/or Professional Landscape Architect, as appropriate<input checked="" type="checkbox"/> Plan sets shall be comprised of separate sheets as listed below unless otherwise approved by the City Planner<input checked="" type="checkbox"/> All plans shall have a title block comprised of the following: Project Title, Sheet Title, Sheet Number; Registrant Stamp (i.e. PE, PLS, LA); Registrant's name and address; Street addresses of the project area parcels; Scale at which the plan is drawn; Plan Issue Date; and all plan revision dates (with corresponding revision descriptions). |

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X **3a. Cover Sheet, to include the following information:**

- Title Block**
 - Project name/title
 - Assessor's map and parcel number(s)
 - Registry Book and Page
 - Name and address of property owner
 - Name and address of Engineer / Architect / Landscape Architect
 - Name and address of developer
 - Revision Date Block
 - Street Number and/or Lot Number
- Zoning Requirements Table (Indicate Required vs. Provided)**
 - Zoning District
 - Lot Area
 - Lot Frontage
 - Front, Side & Rear Setbacks of Buildings and Parking Areas
 - Building Height
 - Lot Coverage
 - Green Space
 - Off-Street Parking Spaces
 - Compact Parking Spaces
 - Accessible Parking Spaces
 - Van Accessible Parking Spaces
 - Screening Buffers
 - Percentage of Lot that is Upland
 - Total Square Footage of Upland
- Locus Map** (At a scale of 1 inch = 100 feet, showing the entire project and its relation to existing areas, buildings and roads within a distance of 1,000 feet from the project boundaries or such other distances as may be approved or required by the Planning Board.)
- Plan Index** with latest revision date of each individual plan

X **3b. Existing Conditions Plan**

- Name of Surveyor or Surveyor Firm
- Date of survey
- Property lines with bearings and distances
- Monuments set/found at all lot corners
- Easements with bearings and distances suitable for registry filing
- Names of all abutters
- Street names
- Benchmark locations (Based on USGS NGVD – show year)
- NHESP mapped areas (Areas of Estimated and Priority Habitats)
- Existing 21E Contaminated Site Information
- Existing Buildings and Structures
 - Area of building
 - Number of stories
 - Principal use
 - Setbacks from property lines
 - Floor elevations
 - Door locations with sill elevations

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- Existing Topography:
 - Contours at 2' intervals (1' contours or additional spot grades if site is flat)
 - Overhead and underground utilities including but not limited to water, sewer, drainage, electric, telephone, cable TV, gas, septic systems, detention structures, wells
 - Existing parking/paved areas including pavement type (parking, walkways, etc.)
 - All Existing Curbcuts
 - Listing of all existing utility owners and contact info located within the project limits
 - Adequate utility information outside the site to verify proposed utility connections
 - All utility pipe types, sizes, lengths, and slopes
 - All utility structure information including rim and invert elevations
 - All existing easements within 50 feet of property line-Identify any utility within the easement
 - All existing utility easements with bearings and distances
 - Existing pavement markings within site and on connecting roads
 - Existing features such as walls, curbing, landscaping, trees, walks, fences, trees over 12" caliper, lighting, poles, guys, signs, loading areas, fire hydrants, dumpster locations, known buried slabs, etc...
 - Wetlands, floodplain, water protection district delineation including offsets and buffer zones
 - Streams, water courses, swales and all flood hazard areas
 - Rock Outcroppings
 - Test pit locations including groundwater depths when encountered
 - Historic buildings within 250 feet of the subject property

NA

3c. Demolition Plan

- Existing Conditions Plan plus:
- Existing Buildings and Structures to be removed/demolished
- Existing parking/paved areas to be removed/demolished
- Existing utilities to be removed/demolished
- Existing hydrants to be removed
- Existing features to be removed/ demolished such as walls, curbing, landscaping trees, walks, fences, trees over 6" caliper, lighting, poles, guys, signs, etc.
- Dust Control Measures
- Proposed construction phase drainage infrastructure plan including (but not limited to) piping and natural watercourse profiles & cross-sections, retention/detention structures, drain manholes, catch basins, gutter inlets, headwalls, water quality BMPs, and erosion & sedimentation control features, etc.

X

3d. Construction/Layout Plan

- Proposed Buildings and Structures

Staff Applicant

- Area of building or additions
- Number of stories
- Principal use
- Floor elevations
- Door locations with sill elevations
- Proposed Topography, including but not limited to:**
 - Proposed contours at 2' intervals
 - Parking lot setbacks to property line
 - Parking lot grades (not to exceed 5% or be less than 0.5%)
 - Walls
 - Parking spaces (delineated and dimensioned)
 - Accessible parking spaces & aisles
 - Wheelchair ramps
 - Sidewalks
 - Pavement type(s)
- Critical dimensions including aisle widths, parking stall dimensions, curb radius, driveway openings, etc.**
- Grading at entrance-show spot grades if required**
- Emergency Vehicle Access**
- Truck Access (WB-50 unless otherwise approved by City Engineer)**
- Snow Storage Areas, with limits of any fence protection (if applicable)**
- Construction notes, including the following notes:**
 - Any minor modifications (as determined by the City Engineer) to the information shown on the approved site plans shall be submitted to the City Engineer as a Minor Plan Revision for approval prior to the work being performed.
 - Any work and material within the City right-of-way shall conform to the City of New Bedford requirements
 - All handicap parking, ramps, and access shall conform to AAB & MAAB requirements
 - All erosion control measures shall be in place prior to construction. Erosion Control shall conform to the City of New Bedford Conservation Commission requirements as stated in the Order of Conditions. (Refer to Erosion Control Plan if part of submission)
 - All pavement markings and signs shall conform to MUTCD requirements
- Setback dimensions from property lines**
- Out-buildings, detached garages, temp. construction trailers, etc.**
- Curb type(s) and limits**
- Lighting / Poles / Guys**
- Signs (include sign schedule)**
- Pavement markings**
- Loading areas / Loading Docks / Platforms**
- Fences**
- Landscape areas**
- Dumpster(s), Compactor(s) & Pads**
- Spot Grades at 4 Building Corners**
- Overall Plan Showing Areas of Cut & Fill**

X 2e. Grading and Drainage Plan

- Existing Conditions Plan and Construction/ Layout Plan plus:**
- Existing and proposed site grading/ topography-Contours at 2' intervals (1' contours or additional spot grades if site is flat)**

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- Proposed parking lots, sidewalks, islands, etc.
 - Parking lot grades shall not exceed 5% or be less than 0.5 %
- Floor elevations & door locations
- Proposed drainage infrastructure plan including but not limited to piping and natural watercourse profiles & cross-sections, infiltration/ retention / detention structures, drain manholes, headwalls, roof recharge systems, flow direction, water quality BMPs, etc.
- Adequate information off site to verify proposed drain connections
- Drainage system profiles including rim and invert elevations, material, types, sizes, lengths, utility crossings and slopes
- Utility easements with bearings and distances suitable for registry filing
- Delineation of all stockpile areas
- Provide safety fencing around stockpiles over 10' in height or otherwise restrict site access
- For applications associated with residential or commercial/industrial subdivisions, include an overall development plan showing all construction activity and proposed grading for all project phases, and show the proposed building envelope within each house lot and the proposed grading, drainage, and storm water disposal for each lot.
- A design for the stormwater drainage systems prepared by a Registered Professional Engineer demonstrating that proposed development rates of runoff do not exceed pre-development rates, as required under Massachusetts Stormwater Management Standards.

NA

3f. Utility and Grading Plan (Show appropriate info from Existing Conditions & Construction/Layout Plan)

- Include all proposed utilities, including, but not limited to, Water, Sewer, Drainage, Electric, Telephone, Cable TV, Gas, Lighting, Title V Septic Systems & Detention and Retention Structures
 - Adequate utility information outside the site to verify proposed utility connections
 - All utility pipe types, sizes, lengths, and slopes
 - All utility structure information including rim and invert elevations
 - Any utility access vaults
 - All utility access handholes
 - All water services, hydrants, gates, shutoffs, tees
 - Utilities shall be underground if possible
 - All transformer locations
 - Required utility easements with dimensional bearings and distances
- Force main, if required, conforming to City of New Bedford requirements
- Water main loop
- Sewer profile showing all utility crossings
- Sections through detention basin(s)
- Include the following notes:
 - The contractor shall obtain a Street Disturbance & Obstruction Permit prior to any construction within the right-of-way
 - All water and sewer material and construction shall conform to the City of New Bedford requirements

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- All water and sewer construction shall be inspected by the City Of New Bedford before being backfilled
- The City shall be notified at least 24 hours prior to the required inspections
- Detention basin, retention basin or other stormwater mechanisms (such as infiltration devices), if proposed.

W 3g. Landscape Plan

- Location, species & size of all proposed plantings
- All existing landscaping to be removed or retained
- Plant and tree legend
- Delineate & label all existing and proposed groundcovers, lawn areas, driveways, walkways, patios and other surface treatments
- Snow storage areas
- Proposed irrigation methods (on-site wells to be used unless otherwise approved)
- Verify sight distances at entrances

X 3h. Erosion Control Plan (show appropriate information from Existing Conditions and Construction/Layout Plans)

- Straw bales or straw bale/silt fence combination and compost filter tubes
- Anti-tracking BMP area at all construction entrances
- Dust Control (Methods of)
- Protection of existing and proposed drainage structures with straw bales and/or silt sacks
- Delineation of all temporary stockpile areas
- Safety fencing around stockpiles over 10' in height or otherwise restricted site access
- Straw bales or straw bale/silt fence combination around all stockpiles
- Include the following notes:
 - All BMP erosion control measures shall be in place prior to demolition or any site work.
 - Erosion Control BMPs shall conform to US EPA, NPDES, MA DEP and Massachusetts Erosion and Sedimentation Control Guidelines for Urban and Suburban Areas.
 - Maintenance specifications for all proposed erosion and sedimentation controls.

X 3i. Floor Plan

- Include complete floor plan of all floors (entire building), including existing & proposed work
- Label all rooms (e.g., bedroom, kitchen, bathroom), and include dimensions of room sizes
- Show the location of all existing and proposed doors, windows, and walls
- For non-residential projects: show all existing and proposed seating areas, mechanical/kitchen equipment, backup generators and/or other major functional components of the proposed project

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- Identify waste storage and disposal area(s), including detail(s) for dumpster(s) and dumpster pick-up and trash & garbage compaction areas (if any)

X 3j. Building Elevations

- Show all structural building elevations (front, sides and rear façades) that will be affected by the proposed project
- For additions/alterations: label existing and new construction, as well as items to be removed
- Identify all existing and proposed exterior materials, treatments and colors- including roofing, roof eaves, eave brackets, siding, doors, trim, sills, windows, fences, and railings. Show details of proposed new exterior elements
- Show any exterior mechanical, duct work, and/or utility boxes
- Include dimensions for building height, wall length and identify existing and proposed floor elevations

X 3k. Sign Plan

- Fully-dimensioned color elevations for all proposed signs
- Total square footage of existing signs and total square footage of proposed signs
- Existing and proposed sign locations on site plan
- Existing and proposed materials and methods of lighting for all signs

X 3l. Lighting Plan

- Location and orientation of all existing and proposed exterior lighting, including building and ground lighting and emergency spot lighting (if any)
- Height and initial foot-candle readings on the ground and the types of fixtures to be used
- Plan Must Show Illumination Patterns On-Site and Areas Off-Site
- New Bedford Washingtonian Type Fixtures Should Be Used, Where Applicable
- Provide Cut Sheet for All Lighting Fixtures

X 3m. Detail Sheets (Typical Details)

- | | |
|--|---|
| <input type="checkbox"/> Pavement Section Detail | <input type="checkbox"/> Sewer Manhole Detail (26" cover) |
| <input type="checkbox"/> Sidewalk Detail | <input type="checkbox"/> Detention / Retention Basin Sections (from plan) |
| <input checked="" type="checkbox"/> Curb Detail | <input type="checkbox"/> Detention Basin Outlet Structure Detail |
| <input type="checkbox"/> Driveway Detail | <input type="checkbox"/> Miscellaneous Detention / Retention Basin Details |
| <input type="checkbox"/> Wheel Chair Ramp Detail | <input type="checkbox"/> Infiltration Device Details |
| <input type="checkbox"/> Concrete Pad Detail | <input checked="" type="checkbox"/> Stormwater BMPs (Water Quality Structure Details, etc.) |
| <input type="checkbox"/> Catch Basin Detail | <input type="checkbox"/> Bollards |
| <input type="checkbox"/> Drainage Manhole Detail | |
| <input type="checkbox"/> Water/Sewer Trench Details (12" envelope) | |

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- | | |
|--|--|
| <input type="checkbox"/> Water and Sewer Trench Sections | <input type="checkbox"/> Sign Detail |
| <input type="checkbox"/> Anti-Seepage Collar Detail | <input type="checkbox"/> Fence Detail |
| <input type="checkbox"/> Flared End Detail | <input type="checkbox"/> Flowable Fill Trench |
| <input type="checkbox"/> Rip Rap Detail | <input checked="" type="checkbox"/> Pavement Marking Details |
| <input type="checkbox"/> Straw bales/Silt Fence Detail | <input type="checkbox"/> Handicap Parking/Compact Parking Signs |
| <input checked="" type="checkbox"/> Silt Sac Detail | <input type="checkbox"/> Hydrant Detail (American -Darling B-62-B (Open Right) or Mueller Super Centurion Hydrant (Open Right) |
| <input checked="" type="checkbox"/> Compost Filter Tube Detail | <input type="checkbox"/> Thrust Block Detail |
| <input type="checkbox"/> Light Pole Foundation Detail | |
| <input type="checkbox"/> Retaining Wall Details | |
| <input type="checkbox"/> Tree/Shrub Planting Detail | |

4. Project Narrative (16 Copies), to include adequate summary & description of the proposed project and indicating, where appropriate:

- The number of dwelling units to be built and the acreage in residential use
- Evidence of compliance with parking and off-street loading requirements
- The forms of ownership contemplated for the property and a summary of the provisions of any ownership or maintenance thereof
- Identification of all land that will become common or public land
- Any other evidence necessary to indicate compliance with the zoning ordinance
- A written statement indicating the estimated time required to complete the proposed project and any and all phases thereof
- A written estimate showing, in detail, the projected costs of all site improvements (and off-site improvement) planned
- Drainage calculations by a registered professional engineer, with storm drainage design conforming to City of New Bedford subdivision regulations, as well as wetland delineations determined by a certified wetland scientist if applicable, for 1, 10, 25 & 100 year storm events

X 5. Certified Abutters List (16 copies)

X 6. Proof of Ownership (Copy of Deed(s) for All Involved Parcels; 16 Copies)

X 7. Development Impact Statement (DIS), completed per §5350 of Zoning Code, (16 Copies), if required by Board

NA 8. Traffic Impact & Access Study (TIAS) (16 Copies), if required by Board

X 9. Stormwater Management Report (9 Copies), if required, comprised of the following:

- MADEP Stormwater Standards Compliance Checklist (signed & stamped)
- Overall Project Description
- Existing Conditions

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- Proposed Improvements
- Proposed Conditions
- Hydrologic Analysis for Existing & Proposed Conditions for Milestone Storm Event Intensities
- Stormwater Management Regulations
- Summary
- Appendix - Existing/Proposed Conditions Plans showing the following:
 - Overall Existing Subcatchment Area Table
 - Subcatchment Labeled, Design Point, Area, Curve number, Tc (min.)
 - Soil Classifications Table (Existing Soils)
 - Map Unit Symbol, Map Unit Name, Hydrologic Soil Code
 - Overall Proposed Subcatchment Area Table
 - Subcatchment Labeled, Design Point, Area, Curve number, Tc (min.)
 - Soil Classifications Table (Including Proposed Boron Soils, Etc., if applicable)
 - Map Unit Symbol, Map Unit Name, Hydrologic Soil Code
- Appendix - Hydrologic Analyses
 - HydroCAD Software Analyses (or equivalent software) Analyses (Existing & Proposed Conditions)
- Appendix - Illicit Discharge Certification (signed & dated)

X 10. Electronic PDF and AutoCAD Files

- Shall consist of a CD with a printed CD Label in a CD case
- CAD files shall be 2010 format or the latest revision of AutoCAD Civil 3D
- All project submissions shall include the following file types. All project related Drawing Files shall be provided in all 2 supported formats, listed below.
 - AutoCAD Drawing format (.dwg)
 - Adobe Portable Document Format (.pdf)
- PDF files shall be created from within the AutoCAD environment and contain Layer information.
- It is a requirement that each project drawing/sheet created for a project shall be published/plotted to DWG and PDF, and placed in the appropriate folder in the CD submission. All external references (DWG, DWF, DGN, PDF, TIFF, MrSID, JPG, etc.) which are used in support of the creation of these project sheets shall be stored within the XREF folder only (Subfolder of DWG) on the CD. Also the AutoCAD support files (fonts, plot style, etc.) should be supplied on the CD.
- File Naming:**

The following file naming standard for all CAD related files created, used, or submitted to the Planning Department shall be followed. This applies to all CAD drawings, DWF's, PDF's used in support of, or used in conjunction with this CAD Standard.

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File names shall begin with their project Planning Board Case number assigned (available through the Planning Department), followed by an underscore and the appropriate discipline code. In the instance where there is more than one file, assign an appropriate sequential number to the end (ex. 1,2,3). Special characters are not permitted except for the following; hyphens [-], underscores [_], and/or parenthesis [()].

Example 1.

A set of engineering design plans and documents were prepared for project file number 12-34; acceptable filenames would be as follows:

12-34_Existing Conditions1.dwg

12-34_Existing Conditions2.dwg

12-34_General1.dwg

12-34_Generale.dwg

11. Application Fee (All fees are due at time of application submission)

Official Use Only:

For the Planning Board, this application has been received by the Planning Division of the Department of Planning, Housing & Community Development on the date specified below:

Review date: _____ All materials submitted: Yes No

Signature: _____ Fee: _____