



CITY OF NEW BEDFORD
JONATHAN F. MITCHELL, MAYOR

PLANNING BOARD

SUBMIT TO:
Planning Department
133 William Street
Room 303
New Bedford, MA 02740

2018

CITY CLERKS OFFICE
NEW BEDFORD, MA

JUN 14
3:23

SITE PLAN REVIEW APPLICATION

The undersigned, being the Applicant, seeks Site Plan Approval for property depicted on a plan entitled: St Anne Credit Union Proposed Drive Thru ATM by: Mount Vernon Group Architects, Inc dated: 6/8/18

1. Application Information

Street Address: 93 Union Street

Assessor's Map(s): 53 Lot(s) 154

Registry of Deeds Book: 2966 Page: 0041

Zoning District: IA

Applicant's Name (printed): Mount Vernon Group Architects, Inc Jorge Figueiredo

Mailing Address: 47 No 2nd Street New Bedford MA 02740
(Street) (City) (State) (Zip)

Contact Information: 508-991-7500 jfigueiredo@mvgarchitects.com

Telephone Number Email Address

Applicant's Relationship to Property: ☐ Owner ☐ Contract Vendee ☒ Other Architect

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

Drawings A1.01 and A1.02 Proposed Drive ATM Site Plan/ Existing Condition Photos, Floor Plan/ Proposed Floor Plan - Elevation of the proposed ATM location

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 upon reasonable notice for the purpose of taking photographs and conducting other visual inspections.

6/8/2018

Date

[Signature]
Signature of Applicant

2. Review Applicability (Check All That Apply to Your Proposal)

Category

- ☐ Residential
☒ Commercial
☐ Industrial
☐ Mixed (Check all categories that apply)

Construction

- ☐ New Construction
☐ Expansion of Existing
☐ Conversion
☐ Rehabilitation

Scale

- ☐ < 2,000 gross sq feet
☐ > 2,000 gross sq feet
☐ 3 or more new residential units
☐ 1 or more new units in existing res. multi-unit
☒ Drive Thru Proposed
☐ Ground Sign Proposed
☐ Residential Driveway With > 1 curbcut

3. Zoning Classifications

Present Use of Premises: Existing Credit Union with active Drive Thru

Proposed Use of Premises: Adding a ATM Drive Up within existing Drive Thru Lane

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

n/a

4. Briefly Describe the Proposed Project:

Credit Union is looking to install a proposed Drive Up ATM machine within the existing Drive Thru Teller lane

5. Please complete the following:

	Existing	Allowed/Required	Proposed
Lot Area (sq ft)	18,831SF		
Lot Width (ft)	128.22'		
Number of Dwelling Units			
Total Gross Floor Area (sq ft)	2672.0 SF		
Residential Gross Floor Area (sq ft)			
Non-Residential Gross Floor Area (sq ft)			
Building Height (ft)	21.0'	100.0'	
Front Setback (ft)	54.0'	25.0	
Side Setback (ft)	42.0'	25.0	
Side Setback (ft)	20.0'	25	

Rear Setback (ft)	71.0'	25.0	
Lot Coverage by Buildings (% of Lot Area)	14%	50%	
Permeable Open Space (% of Lot Area)			
Green Space (% of Lot Area)			
Off-Street Parking Spaces	20	14	
Long-Term Bicycle Parking Spaces	0		
Short-Term Bicycle Parking Spaces			
Loading Bays	0	0	

6. Please complete the following:

	Existing	Proposed
a) Number of customers per day:	<u>75</u>	<u>75</u>
b) Number of employees:	<u>5.5</u>	<u>5.5</u>
c) Hours of operation:	<u>43 hrs./week</u>	<u>43 hrs./week</u>
d) Days of operation:	<u>6</u>	<u>6</u>
e) Hours of deliveries:	<u>N/A</u>	<u>N/A</u>
f) Frequency of deliveries: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Other: _____		

7. Planning Board Special Permits:



The applicant is also requesting a Special Permit from the Planning Board.

Specify the requested Special Permit(s) below, and set forth within attached Development Impact Statement how the request meets approval criteria listed in §5320 of the zoning code.

5400 Site Plan Review 54010 Purpose 5420 Applicability

8. ZBA Variances and Special Permits:

NOTICE: Checking below does not constitute application for a special permit or a variance. The applicant must also file the proper application form and fee with the Zoning Board of Appeals.



The applicant is also requesting a special permit from the ZBA:

Specify zoning code section & title



The applicant is also requesting a variance from the ZBA:

Specify zoning code section & title

9. OWNERSHIP VERIFICATION

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

I hereby authorize the following Applicant: Mount Vernon Group Architects, Inc.
at the following address: 47 No.2nd Street, New Bedford, MA.02740
to apply for: Site Plan Review
on premises located at: 93 Union Street, New Bedford MA. 02740
in current ownership since: 1992
whose address is: 93 Union Street, New Bedford MA.02740
for which the record title stands in the name of: St. Anne Credit Union
whose address is: 93 Union Street, New Bedford MA. 02740

by a deed duly recorded in the:
Registry of Deeds of County: Bristol Book: 2966 Page: 0441

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.

June 8, 2018

Date

Marcia Rulon / Marcia Rulon, CEO-Treasurer
Signature of Land Owner (If authorized Trustee, Officer or Agent, so identify)

RE: ST ANNE CREDIT UNION PROPOSED ATM DRIVE UP
PROJECT NARRATIVE

The proposed project consists of adding a Drive-Up ATM machine on the exterior of the existing building with a canopy as shown on the drawings. The ATM will be installed within the existing drive thru lane. No modification will be made to the exiting footprint, parking lot, entrances or off-street parking. The current vehicle circulation will not be altered and will remain, no modification will be required to existing off-street parking or entrances.

The building is a member-owned, non-profit financial institution which serves Bristol and Plymouth Counties in Massachusetts. The Credit Union serves over 2,000 members and has over \$16,500,000.00 in assets. Established on August 3, 1911, the Credit Union is the oldest in Southeastern Massachusetts.



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#	53	LOT(S)#	154
REGISTRY OF DEEDS BOOK:	2966	PAGE #	0041
PROPERTY ADDRESS: 93 UNION STREET			
ZONING DISTRICT: 1A			
OWNER INFORMATION			
NAME: ST ANNE CREDIT UNION			
MAILING ADDRESS: 93 UNION STREET NEW BEDFORD, MA. 02740			
APPLICANT/CONTACT PERSON INFORMATION			
NAME (IF DIFFERENT): MOUNT VERNON GROUP ARCHITECTS JORGE FIGUEROA			
APPLICANT'S RELATIONSHIP TO THE PROPERTY: Check one:	OWNER <input type="checkbox"/>	CONTRACT VENDEE <input type="checkbox"/>	OTHER Describe <input checked="" type="checkbox"/> ARCHITECT
MAILING ADDRESS (IF DIFFERENT): 47 NO. 2ND STREET NEW BEDFORD, MA. 02740			
TELEPHONE #	508 991-7500		
EMAIL ADDRESS:	JFIGUEROA@MVAARCHITECTS.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.

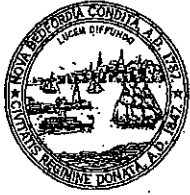
Signature of Applicant/s

6/14/18

Date

Request For Waivers

[illegible]



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:

☐ X = Shown on Plans ☐ W = Waiver Requested ☐ NA = Not Applicable

Staff Applicant

- | | | |
|-------|---|--|
| _____ | ✓ | 1. <u>Completed Application Form</u> (with all required signatures; 16 Copies) |
| _____ | ✓ | 2. <u>Completed Site Plan Review Application Checklist</u> (1 original & 15 copies) |
| _____ | ✓ | 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 checked="" 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 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). |

Staff **Applicant**

- ☐ 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 Curbscuts
 - ☐ 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

W **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.

W **3d. Construction/Layout Plan**

- ☐ Proposed Buildings and Structures

Staff **Applicant**

- ☐ 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.

W **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

Staff Applicant

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

✓

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

W

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

W

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

W

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 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 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) | |

Staff **Applicant**

- ☐ 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, Curvenumber, 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, Curvenumber, 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)

✓ **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.