

PLANNING BOARD

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

CITY OF NEW BEDFORDJONATHAN F. MITCHELL, MAYOR

SITE PLAN REVIEW APPLICATION

The undersigned, being the entitled: Tire Repair Facility		an Approval for p		on a plan d: January 26, 2018
1. Application Informat	ion			
Street Address:	956-958 Brock Avenu	ie		
Assessor's Map(s):	15	Lot(s)	56	
Registry of Deeds Book:	11532	Page: _3	0	
Zoning District:	Mixed Use Business			
Applicant's Name (printed):	Humberto Martinez			
Mailing Address:	163 Query St, #2	New Bedford	MA	02745
Contact Information:	(Street) (917) 202-3948	(City)	(State)	(Zip)
Applicant's Relationship to	Telephone Number Property: 🛮 Owner	☐ Contract Vend	mail Address lee 🛮 Other	
List all submitted materials	(include document title	s & volume numb	ers where applica	ble) below:
Site Plans - Cover Shee Project Report w/ Draina	'			
% 	¥	2 2		Si .
By signing below, I/we acknow knowledge. I/we further unde grounds for the revocation of Board Members the right to a upon reasonable notice for the	rstand that any false info the approval (s). I/we also ccess the premises (both	rmation intentiona o give Planning Dep interior and exterio	lly provided or omi partment staff and or) at reasonable ti	tted is Planning mes and
February 15, 2018	12	300	>	
Date	Signat	ure of Applicant	5	_

City Hall • 133 William Street • Room 303 • New Bedford, MA 02740 • <u>www.newbedford-ma.gov</u> PH: (508)979-1488 • FX: (508)979-1576

2. Review Applicability (C	heck All That Apply to Your Proposal)			
Category Residential Commercial Industrial Mixed (Check all categories that apply) 3. Zoning Classifications	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 		
Present Use of Premises:	Commercial Building			
Proposed Use of Premises:	Tire Repair Facility			
Zoning Relief Previously Gra None	anted (Variances, Special Permits, with I	Dates Granted):		
4. Briefly Describe the Proposed Project: The Applicant is proposing to upgrade and renovate an existing commercial property located on the northeast corner of Brock Avenue and Harmony Street. The proposed new use will be a tire repair facility with an exterior storage area to be located on a portion of the site where a single story addition to the current building once stood. The project will include improved lighting, fencing, drainage and landscaping to upgrade this high visibility corner in a Mixed Use Business Zoning District. The operation will utilize the existing curb cut and the Owner has installed an oil/water separator onsite in				
accordance with the New Bedford DPI	requirements.			

5. Please complete the following:

	Existing	Allowed/Required	Proposed
Lot Area (sq ft)	4,868 SF	0	4,868 SF
Lot Width (ft)	80'	0	80'
Number of Dwelling Units	0	N/A	0
Total Gross Floor Area (sq ft)	2,300 SF	N/A	2,300 SF
Residential Gross Floor Area (sq ft)	. 0	N/A	0
Non-Residential Gross Floor Area (sq ft)	2,300 SF	N/A	2,300 SF
Building Height (ft)	15'	100'	15'
Front Setback (ft)	<1'	0	<1'
Side Setback (ft)	0	10	0
Side Setback (ft)	35'	0	35'

Rear Setback (ft)	0	10'	0
Lot Coverage by Buildings (% of Lot Area)	47%	N/A	47%
Permeable Open Space (% of Lot Area)	0	0	9%
Green Space (% of Lot Area)	0	0	9%
Off-Street Parking Spaces	5	6	5
Long-Term Bicycle Parking Spaces	0	0	0
Short-Term Bicycle Parking Spaces	0	0	0
Loading Bays	0	0	0

6. Please	e complete the following:			Existing	Proposed	
a) Number of customers per	day:		unknowr	15	
b) Number of employees:			unknowr	2	
c)) Hours of operation:			unknowr	7:30AM-6PM (50	N 8:30 Am.
d	l) Days of operation:				Sun -Fri	4 Pm)
e) Hours of deliveries:				7:30 AM-6PM	
f)) Frequency of deliveries:	☐ Daily	□Weekly	□Monthly	Other: Variable	
7. Plann	ing Board Special Permit	s:				
✓ ·	The applicant is also reques	ting a Speci	al Permit fron	n the Planning	Board.	
	Specify the requested Specify the requested for a special Permit is requested for a is a low intensity, quick turnover of most cases a 15 minute process.	request me reduction in the peration where	ets approval c number of require customers typica	riteria listed in d parking spaces fro lly wait for the servi	§5320 of the zoning com 6 to 5. The proposed use ce to be completed which is	
8. ZBA V	Variances and Special Per	mits:				
	E: Checking below does not a not					33
Т	The applicant is also request	ing a specia	al permit from	the ZBA:		
5	Specify zoning code section	& <u>title</u>				
	€ ⊕	: 	-			8
Т	The applicant is also request	ing a variar	nce from the Z	BA:		
	Specify zoning code section	ı & <u>title</u>				
	v-	t N===				

9. OWNERSHIP VERIFICATION

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.

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

NOTICE BY PUBLICATION & ABUTTERS NOTIFICATION

(Follow Massachusetts General Laws, Chapter 40A, Section 5)

- 1) The applicant shall be responsible for paying for the legal advertisements in the New Bedford Standard-Times once in each of two (2) successive weeks, the first publication to be not less than fourteen (14) days prior to the date of said hearing. This cost is included in the Application Fee. The City of New Bedford Planning Division shall be responsible for placing the legal ad in the New Bedford Standard-Times.
- 2) The applicant shall be responsible for certifying the abutters list and mailing, <u>by Certified Mail</u>, <u>with Return Receipt Requested</u>, a copy of the notice to each affected abutter.
- 3) A Legal Advertisement will be drafted by Planning Staff, including the date, time and location of the public hearing, and provided to the Applicant upon submittal of a complete application. This Legal Advertisement may not be altered or amended by the Applicant prior to use in notifying Abutters.



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

NA

= Not Applicable

Applicant

Completed Application Form (with all required signatures; 16 Copies)



Completed Site Plan Review Application Checklist (1 original & 15 copies)

3. 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
- Flan 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).



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

- **E** 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



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)
- NM Existing 21E Contaminated Site Information
 - Existing Buildings and Structures
 - ★ Area of building
 - Number of stories
 - Principal use

- Setbacks from property lines
- Door locations with sill elevations

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- **X** 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
- Mistoric buildings within 250 feet of the subject property

a A

3c. Demolition Plan

W□ Existing Conditions Plan plus:

- \square 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.



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)

- 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
- Critical dimensions including aisle widths, parking stall dimensions, curb radius, driveway openings, etc.
- 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



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)

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
- No 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
 - 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 predevelopment rates, as required under Massachusetts Stormwater Management Standards.



3f. <u>Utility and Grading Plan</u> (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
- $\hfill \Box$ 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	<u>Applica</u>	<u>int</u>
		 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.
	A,	g. <u>Landscape Plan</u>
	1 3	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)
	W	▼ Verify sight distances at entrances
	H 3	h. Erosion Control Plan (show appropriate information from Existing Conditions and
	/	Construction/Layout Plans)
	W	☐ 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.
	Λ	
	443	i. <u>Floor Plan</u>
	W	☐ 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

Applicant Staff 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 3k. Sign Plan Fully-dimensioned color elevations for all proposed signs Total square footage of existing signs and total square footage of proposed signs **X** Existing and proposed sign locations on site plan Existing and proposed materials and methods of lighting for all signs 3l. <u>Lighting Plan</u> 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 3m. Detail Sheets (Typical Details) Pavement Section Detail Sewer Manhole Detail (26" cover) Sidewalk Detail Detention / Retention Basin Sections (from plan) NIA Curb Detail NM Detention Basin Outlet Structure Detail NIA Driveway Detail Miscellaneous Detention / Retention Wheel Chair Ramp Detail **Basin Details** MM Concrete Pad Detail ☑ Infiltration Device Details **NIA** Catch Basin Detail Stormwater BMPs (Water Quality) MA Drainage Manhole Detail Structure Details, etc.) **№** Water/Sewer Trench Details (12" **M** Bollards envelope)

Water and Sewer Trench Sections

▶ Anti-Seepage Collar Detail

NA Flared End Detail

Rip Rap Detail

Straw bales/Silt Fence Detail

Silt Sac Detail

Compost Filter Tube Detail

MIN Light Pole Foundation Detail

Retaining Wall Details

Tree/Shrub Planting Detail

Ni Sign Detail

Fence Detail

Flowable Fill Trench

Pavement Marking Details

Handicap Parking/Compact Parking Signs

Hydrant Detail (American –Darling B-62-B (Open Right) or Mueller Super Centurion Hydrant (Open Right)

Thrust Block Detail

- **4.** <u>**Project Narrative**</u> (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



- 5. <u>Certified Abutters List</u> (16 copies)
- 6. **Proof of Ownership** (Copy of Deed(s) for All Involved Parcels; 16 Copies)
- 8. Traffic Impact & Access Study (TIAS) (16 Copies), if required by Board



- 9. Stormwater Management Report (9 Copies), if required, comprised of the following:
 - MADEP Stormwater Standards Compliance Checklist (signed & stamped)
 - Overall Project Description
 - **Existing Conditions**

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, 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)

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



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

Official	Use	Only:	,
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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:			

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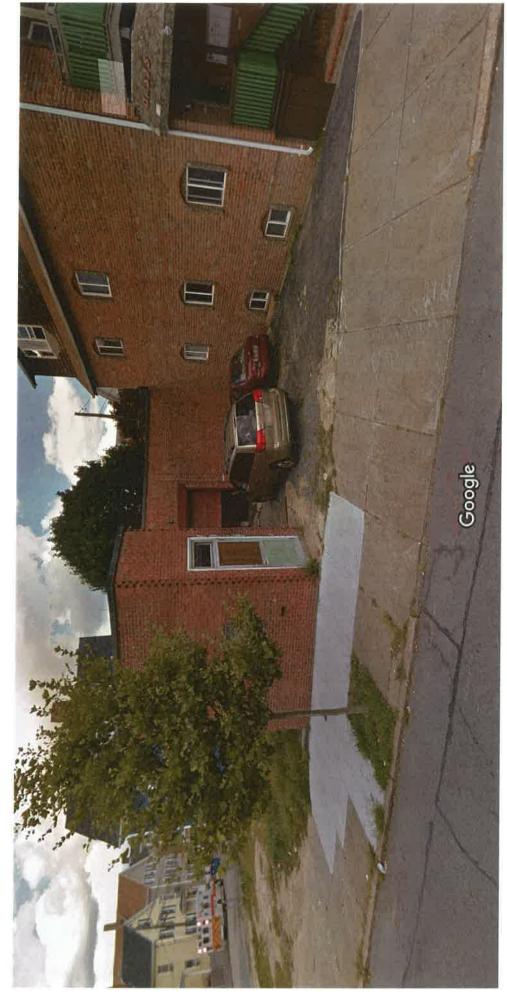


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