



PLANNING BOARD

CITY OF NEW BEDFORD

JONATHAN F. MITCHELL, MAYOR

SITE PLAN REVIEW APPLICATION INSTRUCTIONS

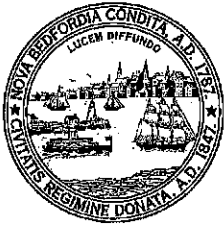
1. Prior to submitting an application, it is advised that applicants meet with Planning Division Staff to address technical issues, to identify potential concerns and to review information necessary for submittal (including whether a Development Impact Statement or additional studies/reports will be required). Please call (508)979-1488 to schedule a pre-submittal meeting. The applicant may meet with Planning Staff as many times as necessary. Depending on the complexity of a proposal, attendees from additional departments may be invited to attend.
2. Planning Board meeting dates and the corresponding application submittal deadlines are listed on the City of New Bedford website. When possible, the Division prefers that applications requiring multiple Board approvals be reviewed concurrently; please contact Planning Staff for consultation on optimal concurrent review scheduling.
3. A Certified Abutters List must also accompany this application. In advance of submitting an application, an Abutters List must be requested from the Planning Division (Room 303) in person or by fax or email. This request is made by submittal of an Abutters List Request Form, available on the City of New Bedford website or in the Planning Division office (City Hall, Room 303). Once you receive an Abutters List from Planning Staff, you must take it to the Assessor's Office (City Hall, Room 109) to be certified. Once certified, the list may be included in the submittal.
4. All applications must be filled out completely and be submitted with all required materials, as detailed in the Site Plan Review Application Checklist. Incomplete or improperly filed applications will be returned to the applicant for resubmission. Documentation of Deeds, Certificate of Title, Recorded Plans, etc. must also be included in your application. Following a verification of application completeness by Planning Staff (City Hall, Room 303), bring the completed application packets to the City Clerk (City Hall, Room 118), with the required Filing Fee.
5. Unless otherwise noted or determined by Planning Staff to not be required, all information listed in the Site Plan Review Application Checklist 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.

6. A Site Plan Review Application Checklist (and accompanying materials) must be submitted for review and verification by Planning Staff prior to application submittal. As copies of a completed Checklist are required for a complete submittal, the applicant must allow sufficient time for review prior to the

application submittal deadline. The submittal of DRAFT Checklists and materials via email to Planning Staff is highly encouraged well-in-advance of submittal.

7. A non-refundable filing fee is required when submitting the application, payable by check to the City of New Bedford. The fee covers the cost of processing the decision, including legal advertisement.
8. Once a complete application is received, Planning Staff will draft an Abutters Notification Letter for the subject case and provide it to the Applicant for their use to perform the required legal notice to Abutters.
9. The Planning Board will hear all applications within sixty-five days of the application filing date.
10. All applications must be filled out completely and be submitted with all required materials, as detailed in the Site Plan Review Application Checklist. Incomplete or improperly filed applications will be returned to the applicant for resubmission. Documentation of Deeds, Certificate of Title, Recorded Plans, etc. must also be included in your application. Following a verification of application completeness by Planning Staff (City Hall, Room 303), bring the completed application packets to the City Clerk, with the required Filing Fee.
11. The Applicant or an appointed representative **must attend** the public hearing.
12. Applicants may appeal the determination of the Planning Board to the Massachusetts Superior Court.
13. If your petition is granted, and after the official decision is recorded with the City Clerk, there is a twenty (20) day waiting period after which time you may proceed and obtain a building permit if an appeal has not been filed. (The 20 day appeal period commences from the date of the decision's filing with City Clerk, not the date of the decision) And that the project be set forth according to plans submitted with the application and that it be recorded at the Registry of Deeds and a Building Permit be issued by the Department of Inspectional Services and acted upon within one year.



CITY OF NEW BEDFORD
JONATHAN F. MITCHELL, MAYOR

PLANNING BOARD

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

SITE PLAN REVIEW APPLICATION

The undersigned, being the Applicant, seeks Site Plan Approval for property depicted on a plan entitled: Layout & Materials Plan by: Allen & Major Associates, Inc dated: 02-12-2021

1. Application Information

Street Address: 969 Shawmut Street

Assessor's Map(s): 121 Lot(s) 63

Registry of Deeds Book: 00136 Page: 87

Zoning District: Industrial B

Applicant's Name (printed): True Storage New Bedford, LLC attn: Emile R. Bussiere, Jr., Esquire

Mailing Address: 670 N. Commercial St. Manchester NH 03101
(Street) (City) (State) (Zip)

Contact Information: 603-622-1002 emilejr@bussierelaw.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:

Existing Conditions_V-101	Overall Floor Plan & Overall Roof Plan_A1-1
Site Preparation Plan_C-101	Overall Exterior Elevations_A3-1
Layout & Materials Plan_C-102	Drainage Report
Grading & Drainage Plan_C-103	
Landscape Plan_C-104	
Details_C-500	
Details_C-501	

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.

2-3-21

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: commercial / distribution

Proposed Use of Premises: climate controlled self storage

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

4. Briefly Describe the Proposed Project:

The existing commercial space on 969 Shawmut Ave which once housed a packaging company including a large shipping department with extensive truck traffic. The proposed project would convert the existing warehouse space into a climate controlled self-storage facility, which would have considerably less vehicle trips.

5. Please complete the following:

	<u>Existing</u>	<u>Allowed/Required</u>	<u>Proposed</u>
Lot Area (sq ft)	153,477	0	153,477
Lot Width (ft)	602.8	0	602.8
Number of Dwelling Units	n/a	n/a	n/a
Total Gross Floor Area (sq ft)	75,076	76,738	75,076
Residential Gross Floor Area (sq ft)	n/a	n/a	n/a
Non-Residential Gross Floor Area (sq ft)	75,076	n/a	75,076
Building Height (ft)	20+/-	100	27
Front Setback (ft)	49.1	25	32.3
Side Setback (ft) North	21	25	21
Side Setback (ft) South	17.4	25	17.4

	<u>Existing</u>	<u>Allowed/Required</u>	<u>Proposed</u>
Rear Setback (ft)	41.3	25	41.3
Lot Coverage by Buildings (% of Lot Area)	48.9	50	48.9
Permeable Open Space (% of Lot Area)	27	20	35
Green Space (% of Lot Area)	27	20	35
Off-Street Parking Spaces	n/a	23	23
Long-Term Bicycle Parking Spaces	n/a	n/a	n/a
Short-Term Bicycle Parking Spaces	n/a	n/a	n/a
Loading Bays	25	5	5

6. Please complete the following:

	<u>Existing</u>	<u>Proposed</u>
a) Number of customers per day:	<u>n/a</u>	<u>15 +/-</u>
b) Number of employees:	<u>25</u>	<u>4</u>
c) Hours of operation:	<u>5am - 9pm</u>	<u>9am - 9pm</u>
d) Days of operation:	<u>7</u>	<u>7</u>
e) Hours of deliveries:	<u>5am - 9pm</u>	<u>9am - 6pm</u>
f) Frequency of deliveries: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input 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.

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: True Storage New Bedford, LLC attn. Emile R. Bussiere, Jr., Esq.
at the following address: 670 N. Commercial Street - Manchester, NH 03101
to apply for: Site Plan Review
on premises located at: 969 Shawmut Avenue
in current ownership since: January 5, 2021
whose address is: 670 N. Commercial Street - Manchester, NH 03101
for which the record title stands in the name of: True Storage New Bedford, LLC
whose address is: 670 N. Commercial Street - Manchester, NH 03101

by a deed duly recorded in the:
Registry of Deeds of County: _____ Book: _____ Page: _____
OR Registry District of the Land Court, Certificate No.: 129397 Book: 00136 Page: 87

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, by Certified Mail, with Return Receipt Requested, 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.