

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

X

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

X

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

X

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
- ☒ 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).

Staff **Applicant**

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

☒ **Title Block**

- | | |
|---|--|
| <input checked="" type="checkbox"/> Project name/title | <input checked="" type="checkbox"/> Name and address of Engineer / Architect / Landscape Architect |
| <input checked="" type="checkbox"/> Assessor's map and parcel number(s) | <input checked="" type="checkbox"/> Name and address of developer |
| <input checked="" type="checkbox"/> Registry Book and Page | <input checked="" type="checkbox"/> Revision Date Block |
| <input checked="" type="checkbox"/> Name and address of property owner | <input checked="" type="checkbox"/> Street Number and/or Lot Number |

☒ **Zoning Requirements Table (Indicate Required vs. Provided)**

- | | |
|--|---|
| <input checked="" type="checkbox"/> Zoning District | <input type="checkbox"/> Compact Parking Spaces |
| <input checked="" type="checkbox"/> Lot Area | <input checked="" type="checkbox"/> Accessible Parking Spaces |
| <input checked="" type="checkbox"/> Lot Frontage | <input checked="" type="checkbox"/> Van Accessible Parking Spaces |
| <input checked="" type="checkbox"/> Front, Side & Rear Setbacks of Buildings and Parking Areas | <input checked="" type="checkbox"/> Screening Buffers |
| <input checked="" type="checkbox"/> Building Height | <input type="checkbox"/> Percentage of Lot that is Upland |
| <input checked="" type="checkbox"/> Lot Coverage | <input type="checkbox"/> Total Square Footage of Upland |
| <input checked="" type="checkbox"/> Green Space | |
| <input checked="" type="checkbox"/> Off-Street Parking Spaces | |

- ☒ **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**

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

Staff	Applicant
-------	-----------

- | | |
|--|--|
| | <ul style="list-style-type: none"><input checked="" type="checkbox"/> Existing Topography:<ul style="list-style-type: none"><input checked="" type="checkbox"/> Contours at 2' intervals (1' contours or additional spot grades if site is flat)<input checked="" type="checkbox"/> Overhead and underground utilities including but not limited to water, sewer, drainage, electric, telephone, cable TV, gas, septic systems, detention structures, wells<input checked="" type="checkbox"/> Existing parking/paved areas including pavement type (parking, walkways, etc.)<input checked="" type="checkbox"/> All Existing Curbcuts<input type="checkbox"/> Listing of all existing utility owners and contact info located within the project limits<input checked="" type="checkbox"/> Adequate utility information outside the site to verify proposed utility connections<input type="checkbox"/> All utility pipe types, sizes, lengths, and slopes<input type="checkbox"/> All utility structure information including rim and invert elevations<input type="checkbox"/> All existing easements within 50 feet of property line-Identify any utility within the easement<input type="checkbox"/> All existing utility easements with bearings and distances<input checked="" type="checkbox"/> Existing pavement markings within site and on connecting roads<input checked="" type="checkbox"/> 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...<input type="checkbox"/> Wetlands, floodplain, water protection district delineation including offsets and buffer zones<input type="checkbox"/> Streams, water courses, swales and all flood hazard areas<input type="checkbox"/> Rock Outcroppings<input type="checkbox"/> Test pit locations including groundwater depths when encountered<input type="checkbox"/> Historic buildings within 250 feet of the subject property |
|--|--|

X

3c. Demolition Plan

- | | |
|--|---|
| | <ul style="list-style-type: none"><input checked="" type="checkbox"/> Existing Conditions Plan plus:<ul style="list-style-type: none"><input checked="" type="checkbox"/> Existing Buildings and Structures to be removed/demolished<input checked="" type="checkbox"/> Existing parking/paved areas to be removed/demolished<input checked="" type="checkbox"/> Existing utilities to be removed/demolished<input checked="" type="checkbox"/> Existing hydrants to be removed<input checked="" type="checkbox"/> Existing features to be removed/ demolished such as walls, curbing, landscaping trees, walks, fences, trees over 6" caliper, lighting, poles, guys, signs, etc.<input checked="" type="checkbox"/> Dust Control Measures<input checked="" type="checkbox"/> 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

- | | |
|--|---|
| | <ul style="list-style-type: none"><input checked="" type="checkbox"/> Proposed Buildings and Structures |
|--|---|

Staff **Applicant**

- | | |
|---|--|
| <input checked="" type="checkbox"/> Area of building or additions | <input checked="" type="checkbox"/> Setback dimensions from property lines |
| <input checked="" type="checkbox"/> Number of stories | |
| <input checked="" type="checkbox"/> Principal use | <input checked="" type="checkbox"/> Out-buildings, detached garages, temp. construction trailers, etc. |
| <input checked="" type="checkbox"/> Floor elevations | |
| <input checked="" type="checkbox"/> Door locations with sill elevations | |
| <input checked="" type="checkbox"/> Proposed Topography, including but not limited to: | |
| <input checked="" type="checkbox"/> Proposed contours at 2' intervals | <input checked="" type="checkbox"/> Curb type(s) and limits |
| <input checked="" type="checkbox"/> Parking lot setbacks to property line | <input checked="" type="checkbox"/> Lighting / Poles / Guys |
| <input checked="" type="checkbox"/> Parking lot grades (not to exceed 5% or be less than 0.5%) | <input checked="" type="checkbox"/> Signs (include sign schedule) |
| <input checked="" type="checkbox"/> Walls | <input checked="" type="checkbox"/> Pavement markings |
| <input checked="" type="checkbox"/> Parking spaces (delineated and dimensioned) | <input checked="" type="checkbox"/> Loading areas / Loading Docks / Platforms |
| <input checked="" type="checkbox"/> Accessible parking spaces & aisles | <input checked="" type="checkbox"/> Fences |
| <input checked="" type="checkbox"/> Wheelchair ramps | <input checked="" type="checkbox"/> Landscape areas |
| <input checked="" type="checkbox"/> Sidewalks | <input checked="" type="checkbox"/> Dumpster(s), Compactor(s) & Pads |
| <input checked="" type="checkbox"/> Pavement type(s) | <input checked="" type="checkbox"/> Spot Grades at 4 Building Corners |
| | <input checked="" type="checkbox"/> Overall Plan Showing Areas of Cut & Fill |
| <input checked="" type="checkbox"/> Critical dimensions including aisle widths, parking stall dimensions, curb radius, driveway openings, etc. | |
| <input checked="" type="checkbox"/> Grading at entrance-show spot grades if required | |
| <input checked="" type="checkbox"/> Emergency Vehicle Access | |
| <input checked="" type="checkbox"/> Truck Access (WB-50 unless otherwise approved by City Engineer) | |
| <input checked="" type="checkbox"/> Snow Storage Areas, with limits of any fence protection (if applicable) | |
| <input checked="" type="checkbox"/> Construction notes, including the following notes: | |
| <ul style="list-style-type: none"> 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 | |

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)

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.

X 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
-------	-----------

- | | |
|--|--|
| | <ul style="list-style-type: none">• 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 <p><input type="checkbox"/> Detention basin, retention basin or other stormwater mechanisms (such as infiltration devices), if proposed.</p> |
|--|--|

W	3g. Landscape Plan
---	---------------------------

- | | |
|--|---|
| | <ul style="list-style-type: none"><input type="checkbox"/> Location, species & size of all proposed plantings<input type="checkbox"/> All existing landscaping to be removed or retained<input type="checkbox"/> Plant and tree legend<input type="checkbox"/> Delineate & label all existing and proposed groundcovers, lawn areas, driveways, walkways, patios and other surface treatments<input type="checkbox"/> Snow storage areas<input type="checkbox"/> Proposed irrigation methods (on-site wells to be used unless otherwise approved)<input type="checkbox"/> Verify sight distances at entrances |
|--|---|

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

- | | |
|--|---|
| | <ul style="list-style-type: none"><input checked="" type="checkbox"/> Straw bales or straw bale/silt fence combination and compost filter tubes<input checked="" type="checkbox"/> Anti-tracking BMP area at all construction entrances<input checked="" type="checkbox"/> Dust Control (Methods of)<input checked="" type="checkbox"/> Protection of existing and proposed drainage structures with straw bales and/or silt sacks<input checked="" type="checkbox"/> Delineation of all temporary stockpile areas<input checked="" type="checkbox"/> Safety fencing around stockpiles over 10' in height or otherwise restricted site access<input checked="" type="checkbox"/> Straw bales or straw bale/silt fence combination around all stockpiles<input checked="" type="checkbox"/> Include the following notes:<ul style="list-style-type: none">• 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
---	-----------------------

- | | |
|--|--|
| | <ul style="list-style-type: none"><input checked="" type="checkbox"/> Include complete floor plan of all floors (entire building), including existing & proposed work<input checked="" type="checkbox"/> Label all rooms (e.g., bedroom, kitchen, bathroom), and include dimensions of room sizes<input checked="" type="checkbox"/> Show the location of all existing and proposed doors, windows, and walls<input checked="" type="checkbox"/> 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 |
|--|--|

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)

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 checked="" type="checkbox"/> Pavement Section Detail | <input checked="" type="checkbox"/> Sewer Manhole Detail (26" cover) |
| <input checked="" 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 checked="" type="checkbox"/> Driveway Detail | <input type="checkbox"/> Miscellaneous Detention / Retention Basin Details |
| <input checked="" type="checkbox"/> Wheel Chair Ramp Detail | <input type="checkbox"/> Infiltration Device Details |
| <input checked="" 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 checked="" type="checkbox"/> Water/Sewer Trench Details (12" envelope) | |

Staff	Applicant
-------	-----------

- | | |
|-----------------------------|---------------------------------|
| <input type="checkbox"/> NA | Water and Sewer Trench Sections |
| <input type="checkbox"/> NA | Anti-Seepage Collar Detail |
| <input type="checkbox"/> NA | Flared End Detail |
| <input type="checkbox"/> NA | Rip Rap Detail |
| <input type="checkbox"/> NA | Straw bales/Silt Fence Detail |
| <input type="checkbox"/> NA | Silt Sac Detail |
| <input type="checkbox"/> | Compost Filter Tube Detail |
| <input type="checkbox"/> NA | Light Pole Foundation Detail |
| <input type="checkbox"/> NA | Retaining Wall Details |
| <input type="checkbox"/> NA | Tree/Shrub Planting Detail |

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> NA | Sign Detail |
| <input type="checkbox"/> NA | Fence Detail |
| <input type="checkbox"/> NA | Flowable Fill Trench |
| <input checked="" type="checkbox"/> X | Pavement Marking Details |
| <input checked="" type="checkbox"/> X | Handicap Parking/Compact Parking Signs |
| <input type="checkbox"/> NA | Hydrant Detail (American -Darling B-62-B (Open Right) or Mueller Super Centurion Hydrant (Open Right) |
| <input type="checkbox"/> NA | Thrust Block Detail |

 X 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)

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

 W 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:

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> | MADEP Stormwater Standards Compliance Checklist (signed & stamped) |
| <input checked="" type="checkbox"/> X | Overall Project Description |
| <input checked="" type="checkbox"/> X | Existing Conditions |

Staff	Applicant
-------	-----------

- | | |
|--|--|
| | <ul style="list-style-type: none"><input checked="" type="checkbox"/> Proposed Improvements<input checked="" type="checkbox"/> Proposed Conditions<input checked="" type="checkbox"/> Hydrologic Analysis for Existing & Proposed Conditions for Milestone Storm Event Intensities<input checked="" type="checkbox"/> Stormwater Management Regulations<input checked="" type="checkbox"/> Summary<input checked="" type="checkbox"/> Appendix - Existing/Proposed Conditions Plans showing the following:<ul style="list-style-type: none"><input checked="" type="checkbox"/> Overall Existing Subcatchment Area Table<ul style="list-style-type: none">• Subcatchment Labeled, Design Point, Area, Curve number, Tc (min.)<input checked="" type="checkbox"/> Soil Classifications Table (Existing Soils)<ul style="list-style-type: none">• Map Unit Symbol, Map Unit Name, Hydrologic Soil Code<input checked="" type="checkbox"/> Overall Proposed Subcatchment Area Table<ul style="list-style-type: none">• Subcatchment Labeled, Design Point, Area, Curve number, Tc (min.)<input checked="" type="checkbox"/> Soil Classifications Table (Including Proposed Boron Soils, Etc., if applicable)<ul style="list-style-type: none">• Map Unit Symbol, Map Unit Name, Hydrologic Soil Code<input type="checkbox"/> Appendix - Hydrologic Analyses<ul style="list-style-type: none"><input type="checkbox"/> HydroCAD Software Analyses (or equivalent software) Analyses (Existing & Proposed Conditions)<input type="checkbox"/> Appendix - Illicit Discharge Certification (signed & dated) |
|--|--|

	<p>X 10. <u>Electronic PDF and AutoCAD Files</u></p>
--	---

- | | |
|--|---|
| | <ul style="list-style-type: none"><input checked="" type="checkbox"/> Shall consist of a CD with a printed CD Label in a CD case<input checked="" type="checkbox"/> CAD files shall be 2010 format or the latest revision of AutoCAD Civil 3D<input checked="" type="checkbox"/> All project submissions shall include the following file types. All project related Drawing Files shall be provided in all 2 supported formats, listed below.<ul style="list-style-type: none">• AutoCAD Drawing format (.dwg)• Adobe Portable Document Format (.pdf)<input checked="" type="checkbox"/> PDF files shall be created from within the AutoCAD environment and contain Layer information.<input checked="" type="checkbox"/> 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.<input checked="" type="checkbox"/> <u>File Naming:</u><p>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.</p> |
|--|---|

Staff	Applicant
-------	-----------

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

X	11. <u>Application Fee</u> (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: _____



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: "The Caravela" Apartments, 278 Union Street, New Bedford, MA by: DHK Architects dated: July 14, 2021

1. Application Information

Street Address: 278 Union Street, New Bedford, MA 02740

Assessor's Map(s): 46 Lot(s) 18

Registry of Deeds Book: 7800 Page: 226

Zoning District: MUB & Downtown Business Overlay District

Applicant's Name (printed): Duane Jackson & Deborah C. Jackson

Mailing Address: 278 Union Street New Bedford MA 02740
(Street) (City) (State) (Zip)

Contact Information: Christopher T. Saunders, Esq., 508-938-1000 chris@chrissaunderslaw.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:

- 1) Site Plan
- 2) Plot Plan
- 3) Abutter's List
- 4) Rejection Packet
- 5) Owner Deed and Authorization
- 6) Stormwater Management Report
- 7) Photos

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.

7-14-2021
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: Vacant Commercial building

Proposed Use of Premises: 53 Residential Dwelling Units and 4,000 sq ft of Commercial Space.

Zoning Relief Previously Granted (Variances, Special Permits, with Dates Granted):
ZBA Special Permit application pending.

4. Briefly Describe the Proposed Project:

See Exhibit "A" attached.

5. Please complete the following:

	<u>Existing</u>	<u>Allowed/Required</u>	<u>Proposed</u>
Lot Area (sq ft)	16,071	15,000	16,071
Lot Width (ft)	107	0	107
Number of Dwelling Units	0	n/a	53
Total Gross Floor Area (sq ft)	3,882	n/a	82,000
Residential Gross Floor Area (sq ft)	0	n/a	62,500
Non-Residential Gross Floor Area (sq ft)	3,882	n/a	19,500
Building Height (ft)	21	100	65
Front Setback (ft)	0	20	0
Side Setback (ft)	0	10	0
Side Setback (ft)	0	12	0

Rear Setback (ft)	108	30	0
Lot Coverage by Buildings (% of Lot Area)	27%	30	100%
Permeable Open Space (% of Lot Area)	5%	35	0%
Green Space (% of Lot Area)	5%	35	0%
Off-Street Parking Spaces	25	130	19
Long-Term Bicycle Parking Spaces	0	n/a	2
Short-Term Bicycle Parking Spaces	0	n/a	0
Loading Bays	0	1	0

6. Please complete the following:

	Existing	Proposed
a) Number of customers per day:	<u>0</u>	<u>40</u>
b) Number of employees:	<u>0</u>	<u>4</u>
c) Hours of operation:	<u>0</u>	<u>9:00 am - 5:00 pm</u>
d) Days of operation:	<u>0</u>	<u>Mon-Fri</u>
e) Hours of deliveries:	<u>0</u>	<u>9:00 am - 5:00 pm</u>
f) Frequency of deliveries:	<input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input 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

4500-4572 Downtown Business Overlay District

2400-2432 non-conforming use and structure

☐ 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: Duane Jackson & Deborah C. Jackson

at the following address: 278 Union Street, New Bedford, MA 02740

to apply for: Site Plan Review

on premises located at: 278 Union Street, New Bedford, MA 02740

in current ownership since: October 4, 2005

whose address is: 278 Union Street, New Bedford, MA 02740

for which the record title stands in the name of: Duane Jackson & Deborah C. Jackson

whose address is: 278 Union Street, New Bedford, MA 02740

by a deed duly recorded in the:

Registry of Deeds of County: Bristol Book: 7800 Page: 226

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.

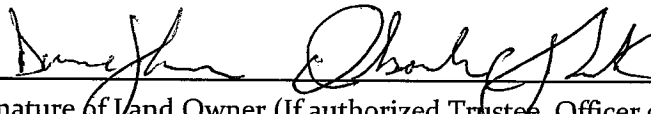
7-12-2021 
Date Signature of Land Owner (If authorized Trustee, Officer or Agent, so identify)

EXHIBIT “A”
TO SITE PLAN REVIEW APPLICATION

Duane Jackson and Deborah C. Jackson (hereinafter referred to as “Applicant”), are the owners of property located at 278 Union Street, New Bedford, Massachusetts 02740 (hereinafter referred to as “Premises”) and more particularly identified on the City of New Bedford Assessor’s Map 46, Lot 18. The premises contains one story and 3,882 square feet. The property is currently vacant and was formerly used by the Commonwealth of Massachusetts Registry of Motor Vehicles.

The Applicant intends to demolish the existing structure to create 53 residential dwelling units, along with a 4,000 square foot commercial unit on the first-floor abutting Union Street. The dwelling units will consist of 1 studio unit, 22 one-bedroom units, 26 two-bedroom units and 4 three-bedroom units. The Applicant intends to construct a new modern five (5) story building. A new elevator will be constructed in the interior of the proposed structure to service the residential dwelling units.

The premises is currently serviced by a parking lot containing 25 parking spaces with two (2) curb cuts along Spring Street. The Applicant intends to close one (1) curb cut along Spring Street and construct an underground garage to create nineteen (19) parking spaces in the basement level. With the availability of the municipal parking facilities in the downtown area and the availability of on-street parking, the Applicant believes nineteen (19) off-street parking spaces will be sufficient for the proposed project. The parking layout provides a safe and orderly plan.

The project will be serviced by existing utilities presently servicing the premises. No additional on-site or off-site utility work will be required. The interior buildout will not create noise or disruption to the downtown area, nor will it create any adverse environmental impacts. The proposed project is in harmony with other residential conversion projects in the Downtown Business Overlay District.

In addition to the Applicant seeking a Special Permit from the Zoning Board of Appeals to allow for dwelling units in the Downtown Business Overlay District and reduction of parking requirements, the Applicant is currently seeking a Special Permit from the City of New Bedford Zoning Board of Appeals to allow for a conversion of a structure under the pre-existing non-conforming uses and structures zoning bylaw.

When considering the proposed project in relation to the criteria as outlined in §5400, the proposed project will provide safe, adequate housing for the citizenry of the City of New Bedford, which promotes social, economic and community needs. The proposed project will create much need quality housing opportunities for the residents of New Bedford. With the anticipate arrival of the commuter rail station located nearby, the project will provide exceptional housing opportunities to individuals utilizing the commuter rail. The project will be using newly installed utilities and no additional public services will be required. This project will fit into the character and social structure of the neighborhood. The proposed project will revitalize and covert a vacant structure into vibrant dwelling units with an accompanying commercial use. There will be no adverse impacts on the natural environment as this project will consist of construction of a five-

story building to create 53 residential dwelling units, along with 1 commercial unit. Lastly, there will be minimal impact to city services while at the same time increasing the city's tax base by increasing the property value of the structure and providing gainful employment opportunities for the construction.

The Applicant respectfully requests the City of New Bedford Planning Board to approve the Site Plan as submitted.

City of New Bedford Zoning Board of Appeals
133 William Street
New Bedford, MA 02740

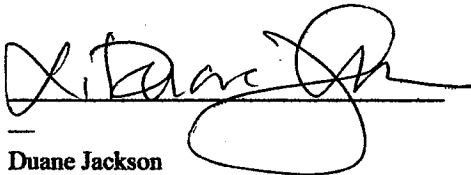
City of New Bedford Planning Board
133 William Street
New Bedford, MA 02740

RE: 278 Union Street, New Bedford, MA
Map 46, Lot 18

To Whom It May Concern:

We, Duane Jackson and Deborah Jackson, herby authorize Christopher T. Saunders, Esq. and the Law Office of Christopher T. Saunders, P.C. to file a Special Permit application with the City of New Bedford Zoning Board of Appeals and a Special Permit and Site Plan Review application with the City of New Bedford Planning Board regarding property located at 278 Union Street, New Bedford, MA (Map 46, Lot 18). I further authorized Christopher T. Saunders, Esq. to represent me and Alinea Capital Partners, LLC at all public hearings.

Signed this 12th day of July 2021.



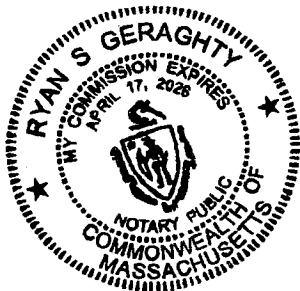
Duane Jackson

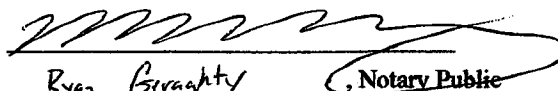
Deborah Jackson

COMMONWEALTH OF MASSACHUSETTS

Bristol, ss.

On this 12th day of July, 2021, before me, the undersigned notary public, personally appeared Duane Jackson, proved to me through satisfactory evidence of identification, which was MA Driver's License, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.





Ryan Geraghty, Notary Public
My commission expires: 4/17/2026

City of New Bedford Zoning Board of Appeals
133 William Street
New Bedford, MA 02740

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

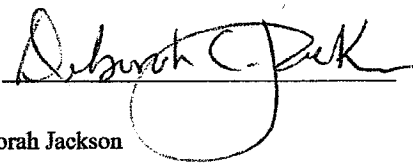
RE: 278 Union Street, New Bedford, MA
Map 46, Lot 18

To Whom It May Concern:

We, Duane Jackson and Deborah Jackson, hereby authorize Christopher T. Saunders, Esq. and the Law Office of Christopher T. Saunders, P.C. to file a Special Permit application with the City of New Bedford Zoning Board of Appeals and a Special Permit and Site Plan Review application with the City of New Bedford Planning Board regarding property located at 278 Union Street, New Bedford, MA (Map 46, Lot 18). I further authorized Christopher T. Saunders, Esq. to represent me and Alinea Capital Partners, LLC at all public hearings.

Signed this ____ day of July 2021.

Duane Jackson


Deborah Jackson

COMMONWEALTH OF MASSACHUSETTS

Bristol, ss.

On this 10th day of July, 2021, before me, the undersigned notary public, personally appeared Duane Jackson, proved to me through satisfactory evidence of identification, which was MADL, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.

, Notary Public

My commission expires:

COMMONWEALTH OF MASSACHUSETTS

Bristol, ss.

On this ^{4th} 10 day of July, 2021, before me, the undersigned notary public, personally appeared Deborah Jackson, proved to me through satisfactory evidence of identification, which was MAD R 204313039, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose.

Patrice M Parchment

, Notary Public

My commission expires: 08/12/2027



DEED

BK 7800 PG 226
10/04/05 01:33 DOC. 33680
Bristol Co. S.D.

Property Address: 278 Union Street, New Bedford, MA

Webster Bank, National Association, a federally chartered bank doing business in Massachusetts, successor by merger to First Federal Savings Bank of America, in consideration of Five Hundred Twenty-Five Thousand Dollars, grants the following described premises, with quitclaim covenants, to Lewis Duane Jackson and Deborah C. Jackson, husband and wife, of 475 Brush Hill Road, Milton, Massachusetts, as tenants by the entirety:

PARCEL 1

The land in New Bedford, Massachusetts, with the buildings thereon, bounded and described as follows:

Beginning at the northwest corner thereof at a point in the new south line of Union Street distant fifty-five and 1/100 (55.01 feet from the east line of Eighth Street; thence running southerly in line of land now or formerly of Barnard Lumiansky ninety and 50/100 (90.50) feet to land now or formerly of Phebe and Anna Brawley; thence easterly in line of last-named land fifty (50) feet to land now or formerly of Jacob and Nathan Liss; thence northerly in line of last-named land ninety and 50/100 (90.50) feet to the south line of Union Street; and thence westerly in line of Union Street fifty (50) feet to the point of beginning. Containing sixteen and 62/100 (16.62) square rods more or less.

Being the same premises conveyed by deed of Bristol Acceptance Trust, Inc. to First Federal Savings and Loan Association of Attleboro (now Webster Bank, National Association) by deed dated April 17, 1964 recorded at the Bristol County South District Registry of Deeds in Book 1442, Page 276.

PARCEL 2

The land in New Bedford, Massachusetts bounded and described as follows:

Beginning at the point of intersection of the east line of Eighth Street with the north line of Spring Street; thence northerly in said easterly line of Eighth Street, One Hundred Eight and 31/100 (108.31) feet to land formerly of Paul Howland; thence easterly in line of last-named land, One Hundred Five and 35/100 (105.35) feet to the northwest corner of land formerly Joseph Bourne; thence southerly in line of last-named land One Hundred Eight and 50/100 (108.50) feet to the northerly line of Spring Street; thence westerly in the northerly line of Spring Street, One Hundred Seven and 70/100 (107.70) feet to the point of beginning. Containing 42.41 square rods, more or less.

Being the same premises conveyed by Rita D. Hennen to the First Federal Savings and Loan Association of Attleboro (now Webster Bank, National Association) by

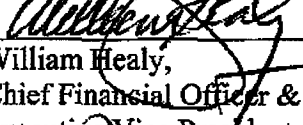
deed dated April 17, 1964 recorded at the Bristol County South District Registry of Deeds in Book 1442, Page 269.

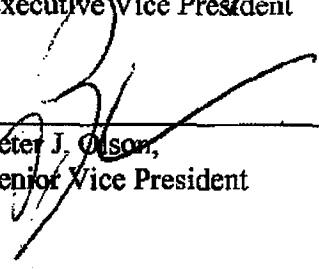
The premises conveyed by this deed are subject to a restriction against use in any manner which competes against the business interests of the grantor, including use as a financial institution, for a period of fifteen years from the date of this deed. The term "financial institution" as used herein shall include every type of generally recognized financial institution including, without limitation, state and federal savings banks, commercial banks, co-operative banks, trust companies, savings and loan associations, credit unions, mortgage brokerage firms, automatic teller machines and insurance agencies. Notwithstanding the foregoing, it shall not be a violation of this restriction for the grantees* (but not including their successors or assigns) to engage in the business of mortgage brokering on the premises. In addition, it shall not be a violation of this restriction for any insurance agency to conduct an insurance agency on the premises if such agency (but not including its successors or assigns) was operating an insurance agency within three miles of the premises on July 1, 2005.

The property conveyed by this deed does not constitute all or substantially all of the assets of Webster Bank, National Association in the Commonwealth of Massachusetts.

Executed as a sealed instrument this ~~29~~²⁷ day of September, 2005.

Webster Bank, National Association

By 
William Healy,
Chief Financial Officer &
Executive Vice President

By 
Peter J. Olson,
Senior Vice President

*or an entity wholly owned by both or either of the grantees

REG OF DEEDS
REG #07
BRISTOL S

10/04/05 11:37PM 01
000000 #5094

FEE \$2394.00

CASH \$2394.00

State of Connecticut

County of New Haven

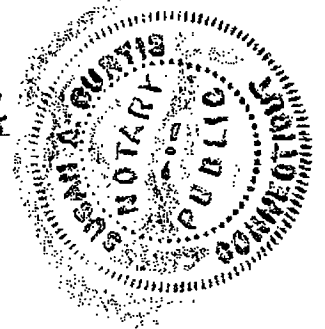
On this 29th day of September, 2005, before me,

Susan A. Curtis, the undersigned officer, personally appeared William Healey who acknowledged himself to be Chief Financial Officer and Executive Vice President of Webster Bank, National Association, and that he, as Chief Financial Officer and Executive Vice President of Webster Bank, National Association, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of Webster Bank, National Association by the said William Healy.

In witness whereof I hereunto set my hand and official seal.

Susan A. Curtis

Notary Public
My Commission Expires:
12-31-09



State of Connecticut

County of New Haven

On this 29th day of September, 2005, before me,

Susan A. Curtis, the undersigned officer, personally appeared Peter J. Olson who acknowledged himself to be Senior Vice President of Webster Bank, National Association, and that he, as Senior Vice President of Webster Bank, National Association, being authorized so to do, executed the foregoing instrument for the

purposes therein contained, by signing the name of Webster Bank, National Association
by the said Peter J. Olson.

In witness whereof I hereunto set my hand and official seal.

Susan A. Curtis

Notary Public
My Commission Expires:
12-31-09



WEBSTER BANK, NATIONAL ASSOCIATION**ASSISTANT SECRETARY'S CERTIFICATE**

I, Patricia Mellitt, the duly elected, qualified and acting Assistant Secretary of Webster Bank, National Association, (the "Bank") on the date hereof, do hereby certify that at the annual organization meeting of the Board of Directors of the Bank, which meeting was duly held on April 21, 2005, the following resolution was approved:

WHEREAS the Bank may from time to time dispose of Bank owned premises by sale, transfer or assignment, and

WHEREAS the Board of Directors delegates to certain officers the authority to sell, transfer or assign Bank owned premises and to sign deeds and other documents necessary to consummate the sale, transfer or assignment of such property for the Bank,

NOW, THEREFORE, BE IT RESOLVED that the Chairman and Chief Executive Officer, be authorized to sell Bank owned premises with book value of up to \$2 million, and

FURTHER RESOLVED, that the President and Chief Operating Officer be authorized to sell Bank owned premises with book value of up to \$1 million, and

FURTHER RESOLVED that any Executive Vice President be, and each of them is, authorized to sell Bank owned premises with book value of up to \$500,000, and

FURTHER RESOLVED that the Chairman and Chief Executive Officer, the President and Chief Operating Officer, and any Executive Vice President, any two, are authorized to sell Bank owned premises with book value of up to \$5 million, and

FURTHER RESOLVED that Peter Olson, Senior Vice President, be, and each of them is, authorized to sell Bank owned premises with book value of up to \$250,000, and

FURTHER RESOLVED, that the Executive Vice President and Chief Financial Officer, and Peter Olson, Senior Vice President, together, are authorized to sell Bank owned premises with book value of up to \$1 million, and

FURTHER RESOLVED that the Chairman and Chief Executive Officer, the President and Chief Operating Officer, any Executive Vice President, and Peter Olson, Senior Vice President, be, and each of them is, authorized to sign deeds and other documents necessary to consummate the sale, assignment or transfer of Bank owned premises for the Bank.

FURTHER RESOLVED that the Chairman and Chief Executive Officer, be authorized to sell Bank owned equipment with book value of up to \$2 million, and to sign bills of sale and other documents necessary to consummate the sale, assignment or transfer of Bank owned equipment for the Bank, and

FURTHER RESOLVED, that the President and Chief Operating Officer be authorized to sell Bank owned equipment with book value of up to \$1 million, and to sign bills of sale and other documents necessary to consummate the sale, assignment or transfer of Bank owned equipment for the Bank, and

FURTHER RESOLVED, that the Chairman and Chief Executive Officer, and the President and Chief Operating Officer, together, are authorized to sell Bank owned equipment with book value of up to \$5 million, and to sign bills of sale and other documents necessary to consummate the sale, assignment or transfer of Bank owned equipment for the Bank, and

FURTHER RESOLVED that any Executive Vice President be, and each of them is, authorized to sell Bank owned equipment with book value of up to \$500,000, and to sign bills of sale and other documents necessary to consummate the sale, assignment or transfer of Bank owned equipment for the Bank, and

FURTHER RESOLVED that Kenneth A. Koval, Senior Vice President, and Peter Olson, Senior Vice President, be, and each of them is, authorized to sell Bank owned equipment with book value of up to \$25,000, and to sign bills of sale and other documents necessary to consummate the sale, assignment or transfer of Bank owned equipment for the Bank, and

FURTHER RESOLVED that Michael H. Rennhard, Assistant Vice President and Assistant Security Officer, is authorized to sell Bank owned equipment with book value of up to \$10,000, and to sign bills of sale and other documents necessary to consummate the sale, assignment or transfer of Bank owned equipment for the Bank.

I further certify that the actions reflected above have not been altered, modified, or rescinded, and remain in full force and effect on the date hereof.

Dated at Waterbury, Connecticut, this 18th day of May, 2005.


Patricia Mellitt, Assistant Secretary

6420097





fast

quality

cheap

*We Repair
Anywhere
NO Extra
CHARGE*

*283 Union St.
Downtown
New Bedford*





