



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

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

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

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

3b. Existing Conditions Plan

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

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| | <ul style="list-style-type: none"><input type="checkbox"/> Existing Topography:<ul style="list-style-type: none"><input type="checkbox"/> Contours at 2' intervals (1' contours or additional spot grades if site is flat)<input 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 type="checkbox"/> Existing parking/paved areas including pavement type (parking, walkways, etc.)<input type="checkbox"/> All Existing Curbscuts<input type="checkbox"/> Listing of all existing utility owners and contact info located within the project limits<input 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 type="checkbox"/> Existing pavement markings within site and on connecting roads<input 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 |
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	<p>3c. <u>Demolition Plan</u></p>
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| | <ul style="list-style-type: none"><input type="checkbox"/> Existing Conditions Plan plus:<ul style="list-style-type: none"><input type="checkbox"/> Existing Buildings and Structures to be removed/demolished<input type="checkbox"/> Existing parking/paved areas to be removed/demolished<input type="checkbox"/> Existing utilities to be removed/demolished<input type="checkbox"/> Existing hydrants to be removed<input 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 type="checkbox"/> Dust Control Measures<input 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. |
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	<p>3d. <u>Construction/Layout Plan</u></p>
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| | <ul style="list-style-type: none"><input type="checkbox"/> Proposed Buildings and Structures |
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| <input type="checkbox"/> Area of building or additions | <input type="checkbox"/> Setback dimensions from property lines |
| <input type="checkbox"/> Number of stories | <input type="checkbox"/> Out-buildings, detached garages, temp. construction trailers, etc. |
| <input type="checkbox"/> Principal use | |
| <input type="checkbox"/> Floor elevations | |
| <input type="checkbox"/> Door locations with sill elevations | |
- ☐ Proposed Topography, including but not limited to:
- | | |
|---|--|
| <input type="checkbox"/> Proposed contours at 2' intervals | <input type="checkbox"/> Curb type(s) and limits |
| <input type="checkbox"/> Parking lot setbacks to property line | <input type="checkbox"/> Lighting / Poles / Guys |
| <input type="checkbox"/> Parking lot grades (not to exceed 5% or be less than 0.5%) | <input type="checkbox"/> Signs (include sign schedule) |
| <input type="checkbox"/> Walls | <input type="checkbox"/> Pavement markings |
| <input type="checkbox"/> Parking spaces (delineated and dimensioned) | <input type="checkbox"/> Loading areas / Loading Docks / Platforms |
| <input type="checkbox"/> Accessible parking spaces & aisles | <input type="checkbox"/> Fences |
| <input type="checkbox"/> Wheelchair ramps | <input type="checkbox"/> Landscape areas |
| <input type="checkbox"/> Sidewalks | <input type="checkbox"/> Dumpster(s), Compactor(s) & Pads |
| <input type="checkbox"/> Pavement type(s) | <input type="checkbox"/> Spot Grades at 4 Building Corners |
| | <input type="checkbox"/> Overall Plan Showing Areas of Cut & Fill |
- ☐ Critical dimensions including aisle widths, parking stall dimensions, curb radius, driveway openings, etc.
- ☐ Grading at entrance-show spot grades if required
- ☐ Emergency Vehicle Access
- ☐ Truck Access (WB-50 unless otherwise approved by City Engineer)
- ☐ Snow Storage Areas, with limits of any fence protection (if applicable)
- ☐ Construction notes, including the following notes:
- Any minor modifications (as determined by the City Engineer) to the information shown on the approved site plans shall be submitted to the City Engineer as a Minor Plan Revision for approval prior to the work being performed.
 - Any work and material within the City right-of-way shall conform to the City of New Bedford requirements
 - All handicap parking, ramps, and access shall conform to AAB & MAAB requirements
 - All erosion control measures shall be in place prior to construction. Erosion Control shall conform to the City of New Bedford Conservation Commission requirements as stated in the Order of Conditions. (Refer to Erosion Control Plan if part of submission)
 - All pavement markings and signs shall conform to MUTCD requirements

2e. Grading and Drainage Plan

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

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

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

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

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	<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<input type="checkbox"/> Detention basin, retention basin or other stormwater mechanisms (such as infiltration devices), if proposed.
	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
	3h. Erosion Control Plan (show appropriate information from Existing Conditions and Construction/Layout Plans) <ul style="list-style-type: none"><input type="checkbox"/> Straw bales or straw bale/silt fence combination and compost filter tubes<input type="checkbox"/> Anti-tracking BMP area at all construction entrances<input type="checkbox"/> Dust Control (Methods of)<input type="checkbox"/> Protection of existing and proposed drainage structures with straw bales and/or silt sacks<input type="checkbox"/> Delineation of all temporary stockpile areas<input type="checkbox"/> Safety fencing around stockpiles over 10' in height or otherwise restricted site access<input type="checkbox"/> Straw bales or straw bale/silt fence combination around all stockpiles<input 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.
	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

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

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
- ☐ Existing and proposed sign locations on site plan
- ☐ Existing and proposed materials and methods of lighting for all signs

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

3m. Detail Sheets (Typical Details)

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

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

TW **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
- MA • 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

TW **5. Certified Abutters List** (16 copies)

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

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

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

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

10. Electronic PDF and AutoCAD Files

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

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

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

Example 1.

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

12-34_Existing Conditions1.dwg

12-34_Existing Conditions2.dwg

12-34_General1.dwg

12-34_Generale.dwg

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



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: Residential Fit-out by: Dennis Colwell Architects dated: 08/18/2021

1. Application Information

Street Address: 105 William Street, New Bedford, MA 02740

Assessor's Map(s): 52 Lot(s) 345

Registry of Deeds Book: 10094 Page: 175

Zoning District: MUB - Mixed Use Business

Applicant's Name (printed): Denis Keohane, Trustee of 105 William Street Realty Trust

Mailing Address: 469 Neponset Avenue, Boston MA 02122
(Street) (City) (State) (Zip)

Contact Information: (508) 993-9711 denis@keohanecompany.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:

105 William Street - Residential Fit-out Architectural Plans

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.

8/20/21
Date


Signature of Applicant

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

Category	Construction	Scale
<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> New Construction	<input type="checkbox"/> < 2,000 gross sq feet
<input type="checkbox"/> Commercial	<input type="checkbox"/> Expansion of Existing	<input type="checkbox"/> > 2,000 gross sq feet
<input type="checkbox"/> Industrial	<input checked="" type="checkbox"/> Conversion	<input checked="" type="checkbox"/> 3 or more new residential units
<input checked="" type="checkbox"/> Mixed (Check all categories that apply)	<input checked="" type="checkbox"/> Rehabilitation	<input type="checkbox"/> 1 or more new units in existing res. multi-unit
		<input type="checkbox"/> Drive Thru Proposed
		<input type="checkbox"/> Ground Sign Proposed
		<input type="checkbox"/> Residential Driveway With > 1 curbcut

3. Zoning Classifications

Present Use of Premises: 1st Floor Secretary of State office space; upper floors office space/ recently closed charter school

Proposed Use of Premises: No change on first floor office space, upper three floors will be turned from office space/former charter school space into new apartments.

Zoning Relief Previously Granted (Variances, Special Permits, with Dates Granted):
None.

4. Briefly Describe the Proposed Project:

Convert upper three floors of building into residential apartments.

5. Please complete the following:

	Existing	Allowed/Required	Proposed
Lot Area (sq ft)	10,223	10,223	10,223
Lot Width (ft)	80'	80'	80'
Number of Dwelling Units	0	unknown	21
Total Gross Floor Area (sq ft)	24,960	unknown	24,960
Residential Gross Floor Area (sq ft)	0	unknown	18,720
Non-Residential Gross Floor Area (sq ft)	24,960	unknown	6,240
Building Height (ft)	N/A	N/A	N/A
Front Setback (ft)	N/A	N/A	N/A
Side Setback (ft)	N/A	N/A	N/A
Side Setback (ft)	N/A	N/A	N/A

Rear Setback (ft)	N/A	N/A	N/A
Lot Coverage by Buildings (% of Lot Area)	65-70%	65-70%	65-70%
Permeable Open Space (% of Lot Area)	N/A	N/A	N/A
Green Space (% of Lot Area)	1-2%	1-2%	1-2%
Off-Street Parking Spaces	12	74	12
Long-Term Bicycle Parking Spaces	0	unknown	TBD
Short-Term Bicycle Parking Spaces	0	unknown	TBD
Loading Bays	0	unknown	0

6. Please complete the following:

	Existing	Proposed
a) Number of customers per day:	<u>0-10</u>	<u>0-10</u>
b) Number of employees:	<u>0-5</u>	<u>0-5</u>
c) Hours of operation:	<u>9-5</u>	<u>9-5</u>
d) Days of operation:	<u>M-F</u>	<u>M-F</u>
e) Hours of deliveries:	<u>N/A</u>	<u>N/A</u>
f) Frequency of deliveries: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input 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

2400 Non-Conforming Uses and Structures

4500 Downtown Business Overlay District

5300 Special Permit

☐ 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: Timothy P. Walsh, Esq., as agent for property owner

at the following address: 50 Homers Wharf, New Bedford, MA 02740

to apply for: Site Plan Review

on premises located at: 105 William Street, New Bedford, MA

in current ownership since: June 30, 2011

whose address is: _____

for which the record title stands in the name of: Denis Keohane, Trustee of 105 William Street Realty Trust

whose address is: 469 Neponset Avenue, Boston, MA 02122

by a deed duly recorded in the:

Registry of Deeds of County: Bristol Book: 10094 Page: 175

~~OR Registry Division of the Land Court, Certificate No. xxxxxxxxxx Book xxxxxxxx Page xxxxxxxx~~

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

Timothy P. Walsh as Agent for Denis Keohane, Trustee
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.

RESIDENTIAL FIT-OUT
105 WILLIAM STREET

Assessor's Map 52, Lot 345

Bristol County (S.D.) Registry of Deeds Book 10094, Page 175

Owner: Denis Keohane, Trustee
105 William Street Realty Trust
469 Neponset Avenue
Boston, MA 02122

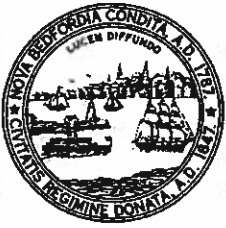
Dennis Coldwell Architects
132 Central Street, Suite 203
Foxborough, MA 02035

Developer: Keohane Company, Ltd.
469 Neponset Avenue
Boston, MA 02122

Revisions

Mrk.	Date/Description
Scale:	
Date: 02/14/2017	
Job No. 1704	

105 William Street
New Bedford, MA



City of New Bedford

REQUEST for a CERTIFIED ABUTTERS LIST

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

SUBJECT PROPERTY			
MAP #	52	LOT(S)#	345
ADDRESS: 105 William Street, New Bedford, MA 02740			
OWNER INFORMATION			
NAME: Denis Keohane, Trustee, 105 William Street Reality Trust			
MAILING ADDRESS: 469 Neponset Avenue, Boston, MA 02122			
APPLICANT/CONTACT PERSON INFORMATION			
NAME (IF DIFFERENT): Timothy P Walsh, Esq. Markey & Walsh			
MAILING ADDRESS (IF DIFFERENT): 50 Homes Wharf, New Bedford, MA 02740			
TELEPHONE #	508 993-9711		
EMAIL ADDRESS:	twalsh@msmw-law.com		
REASON FOR THIS REQUEST: <i>Check appropriate</i>			
<input checked="" type="checkbox"/>	ZONING BOARD OF APPEALS APPLICATION		
<input type="checkbox"/>	PLANNING BOARD APPLICATION		
<input type="checkbox"/>	CONSERVATION COMMISSION APPLICATION		
<input type="checkbox"/>	LICENSING BOARD APPLICATION		
<input type="checkbox"/>	OTHER (Please explain):		

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

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

Official Use Only:

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

Michael J. Motta

Printed Name

Michael Motta

Signature

Digitally signed by Michael Motta
Date: 2021.07.23 13:44:24 -04'00'

07/22/2021

Date

Amount Due

\$5.00

Date Paid

07/23/2021

Confirmation Number

8212305

Schedule of Departmental Payments to Treasurer
Single Charge Code

Charge Code	ASSFEE
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Title: PRINCIPAL CLERK

Schedule of Departmental Payments to Treasurer
Single Charge Code

Charge Code	75001 EE
-------------	----------

By

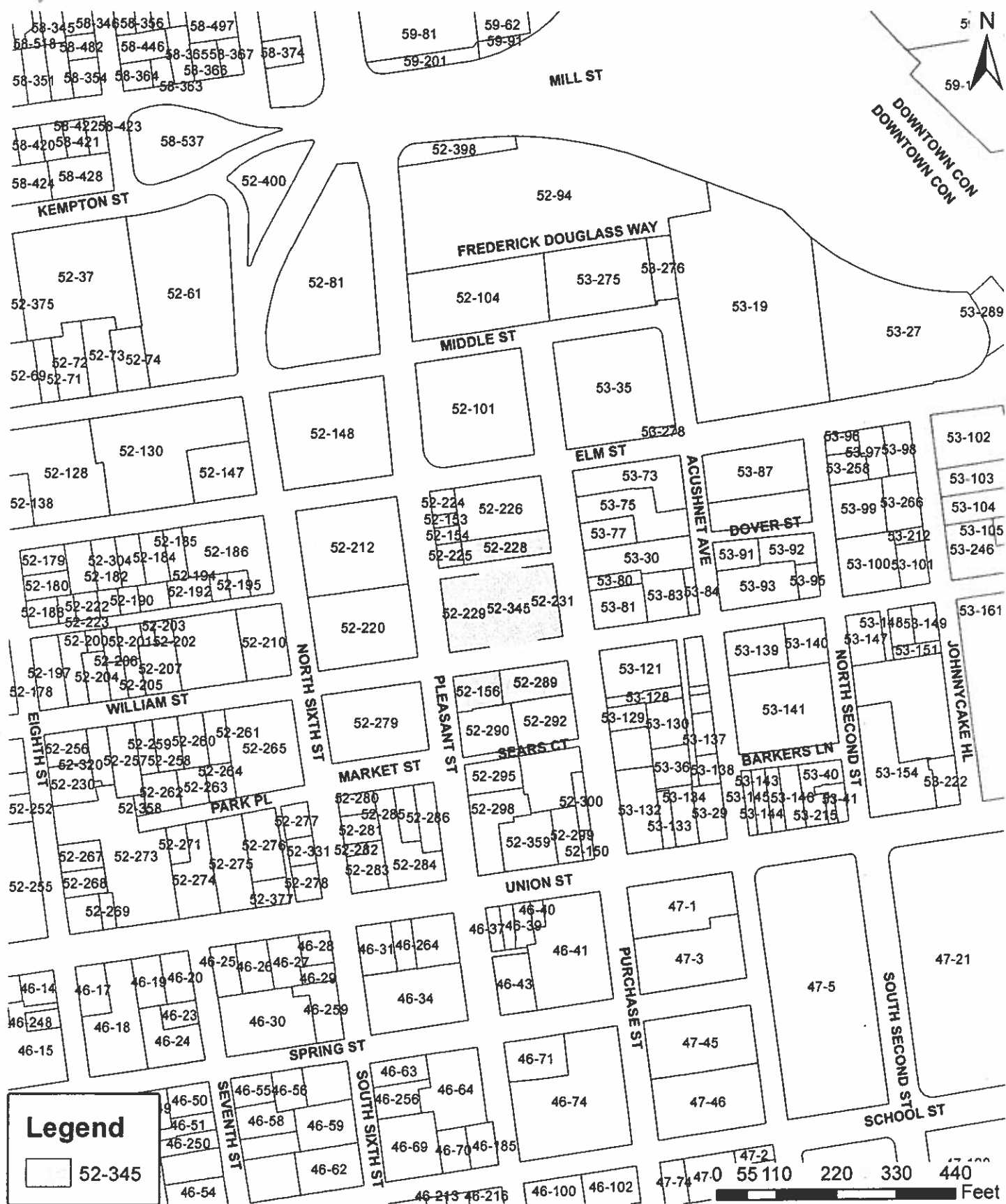
July 23, 2021
Dear Applicant,

Please find below the List of Abutters within 300 feet of the property known as 105 William Street (Map: 52, Lot: 345). The current ownership listed herein must be checked and verified by the City of New Bedford Assessor's Office. Following said verification, the list shall be considered a Certified List of Abutters.

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

Parcel	Location	Owner and Mailing Address
52-345	105 WILLIAM ST	KEOHANE DENIS "TRUSTEE", 105 WILLIAM STREET REALTY TRUST 469 NEPONSET AVENUE BOSTON, MA 02122
52-156	600 PLEASANT ST	HOUSING 70 CORP, 133 WILLIAM STREET NEW BEDFORD, MA 02740
52-228	849 PURCHASE ST	BERKMAN BERNARD G "TRUSTEE", PILGRIM CAPITAL TRUST 842A BEACON STREET BOSTON, MA 02215
52-229	628-640 PLEASANT ST	MAIDEN COMPANY INC (THE), 545 PLEASANT STREET - MEZZANINE NEW BEDFORD, MA 02740
52-231	95 WILLIAM ST	BERKMAN BERNARD G "TRUSTEE", PILGRIM CAPITAL TRUST 842A BEACON STREET BOSTON, MA 02215
52-225	650 PLEASANT ST	KRISA, LLC 650 PLEASANT STREET NEW BEDFORD, MA 02740
52-289	801-813 PURCHASE ST	813 REAL ESTATE LLC, 813 PURCHASE STREET NEW BEDFORD, MA 02740

Note: This map was developed using the best available data and serves as a guide rather than a determination. Data should be confirmed in the field to ensure accuracy.



City of New Bedford, Massachusetts
Department of City Planning

Parcel within 300FT



July 2021

BK 10094 PG 175

06/30/11 01:13 DOC. 13434

Bristol Co. S.D.

QUITCLAIM DEED

UNITED WAY OF GREATER NEW BEDFORD, INC., a Massachusetts Nonprofit Corporation with a principal office located at 105 William Street, New Bedford, Massachusetts 02740

for consideration paid, and in full consideration of Five Hundred and Forty Thousand Dollars (\$540,000.00)

grants to DENIS J. KEOHANE, TRUSTEE of the 105 WILLIAM STREET REALTY TRUST, under Declaration of Trust dated *June 30*, 2011, of 18 Wolcott Street, Hyde Park, Massachusetts 02136 *recorded herewith*

with QUITCLAIM COVENANTS

the land, with any building(s) thereon, located in New Bedford, Bristol County, Massachusetts, more particularly bounded and described as follows:

BEGINNING at a point in the northerly line of William Street, which point is seventy-three and 09/100 (73.09) feet easterly from the easterly line of Pleasant Street;
Thence, N 8° 03' 02" E in line with land now or formerly of The Claremont Company, Inc., one hundred thirty-four and 19/100 (134.19) feet to the southerly line of Mechanics Lane;
Thence, S 82° 06' 58" E in said southerly line of Mechanics Lane, seventy and 18/100 (70.18) feet to Parcel B on plan of land hereinafter referred to;
Thence, S 7° 53' 02" W in line of said Parcel B, fifty-five and 86/100 (55.86) feet;
Thence, S 82° 06' 58" E in line with said Parcel B, Ten (10) feet;
Thence, S 7° 53' 02" W in line with said Parcel B, seventy-eight and 33/100 (78.33) feet to the northerly line of William Street; and
Thence, N 82° 06' 58" W in said northerly line of William Street, eighty and 57/100 (80.57) feet to the point of beginning.

Said land is shown as Parcel A on Plan of Land in New Bedford, Mass. Surveyed for BayBank Merchants, N.A., dated August 31, 1983, revised September 9, 1983, made by Arthur C. Thompson, Inc., and recorded at the Bristol County (S.D.) Registry of Deeds in Plan Book 109, Page 58.

This conveyance does not constitute a sale of all or substantially all of the assets of the Grantor located within the Commonwealth of Massachusetts.

Property Address: 105 William Street, New Bedford, Massachusetts 02740.

Being the same premises conveyed to the Grantor herein by deed of 105 William Street, Inc. dated December 13, 1994, and recorded at the Bristol County (S.D.) Registry of Deeds in Book 3402, Page 204.

IN WITNESS WHEREOF, the said UNITED WAY OF GREATER NEW BEDFORD, INC. has caused its corporate seal to be hereto affixed and these presents to be signed, acknowledged, and delivered in its name and behalf by Michelle Hantman, its President this 30th day of June, 2011.

UNITED WAY OF GREATER NEW BEDFORD, INC.

Sara B. O'Leary Michelle K. Hantman, President
Witness By: Michelle Hantman, President

THE COMMONWEALTH OF MASSACHUSETTS

BRISTOL, ss.

June 30, 2011

Then personally appeared the above-named Michelle Hantman, President of UNITED WAY OF GREATER NEW BEDFORD, INC., who proved to me through satisfactory evidence of identification which was AMA Drivers License to be the person whose name is signed on this document, and acknowledged to me that said instrument was signed and sealed on behalf of said corporation and that she signed it voluntarily for its stated purpose before me,

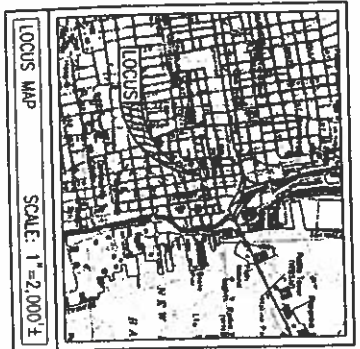
Sara B. O'Leary
Sara B. O'Leary, Notary Public
My commission expires: 11/16/2012



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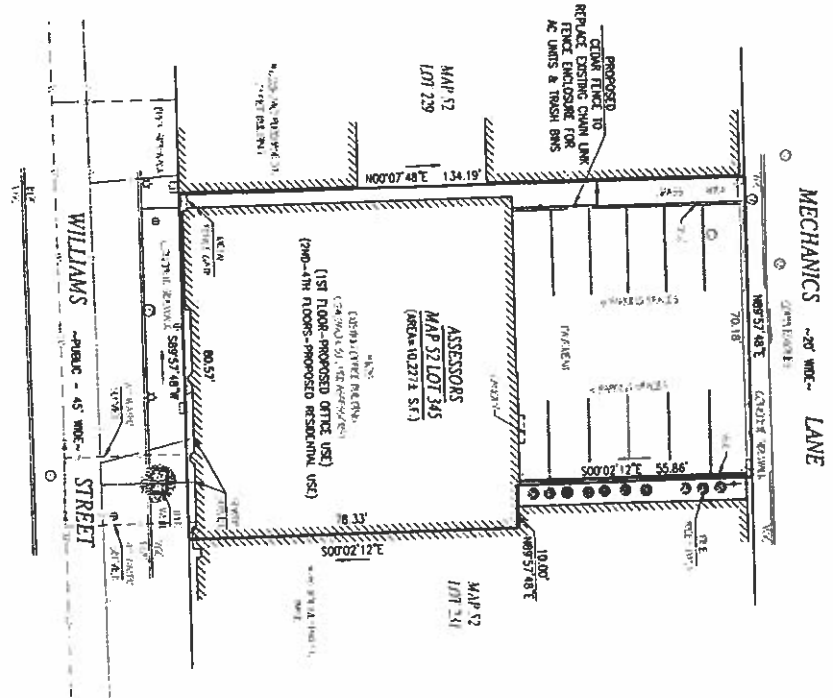
RECORD OWNER:
 ASSASSORS MAP 52 LOT 345
 105 WILLIAMS STREET TRUST
 489 NEPONSET AVENUE
 BOSTON, MA 02122
 DEED BOOK 10094 PAGE 175

NOTES:
 1. PROPERTY LINE AND DATA SURVEY PERFORMED BY FARLAND CORP. IN JUNE 2021.
 2. THE PROPERTY SHOWN IS ZONED M2C USE BUSINESS (M2C).
 3. THE PURPOSE OF THIS PLAN IS TO CHANGE THE USE OF THE EXISTING BUILDING FROM OFFICE USE TO OFFICE AND RESIDENTIAL USE.
 4. SEE ARCHITECTURAL PLANS FOR PROPOSED INTERIOR DESIGN.



LEGEND

SYMBOL	DESCRIPTION
---	PROPERTY LINE
---	CODE OF PARALLEL
---	VERTICAL GRANITE CURB
---	VERTICAL CONCRETE CURB
---	FENCE
---	WATER DATE
---	GAS DATE
---	SEWER
---	BOLLARD
---	LIGHT
---	DOWN MANHOLE
---	UPHOLE
---	ELECTRIC MANHOLE
---	PARKING METER
---	FIRE SUPPRESSION HOOD UP
---	ELECTRIC WARD HOLE



VARIANCE PLAN
 105 WILLIAMS STREET
 ASSESSORS MAP 52 LOT 345
 NEW BEDFORD, MASSACHUSETTS

PREPARED FOR: KODANE COMPANY
 489 NEPONSET AVENUE
 BOSTON, MA 02122

DATE: AUGUST 19, 2021
 SCALE: 1"=20'
 JOB NO. 21-410
 LATEST REVISION:

www.farlandcorp.com

21 VENTURA DRIVE
 DARTMOUTH, MA 01747
 P. 508.717.3479

• ENGINEERING
 • SITEWORK
 • LAND SURVEYING
 • DEVELOPMENT

FARLAND CORP.

REGISTERED PROFESSIONAL ENGINEER
 MASSACHUSETTS
 No. 25833

REVISIONS

NO.	DATE	DESCRIPTION
1	08/19/21	ISSUED FOR PERMIT

105 William Street – Project Narrative

The proposed interior Re-fit at 105 William Street, in downtown New Bedford will convert floors #2-4 of the building from office space to residential apartment units. The project is an interior re-fit, the exterior of the building will not change. The second-floor office spaces will be converted to seven (7) residential units with a total of eight bedrooms (six (6) one-bedroom apartments and one (1) two-bedroom apartment). The third-floor office spaces will be converted to seven (7) residential units with a total of seven bedrooms (five (5) one-bedroom apartments; one (1) two-bedroom apartment; and one (1) studio apartment). The fourth-floor office spaces will be converted to seven (7) residential units with a total of seven (8) bedrooms (six (6) one-bedroom apartments and one (1) two-bedroom apartment).

The project will need a variance for parking as the building contains a twelve (12) car parking lot. Tenants will be encouraged to acquire monthly parking passes from the Elm Street Garage and/or the Zeiterion Parking Garage. There are no foreseeable issues with off street loading requirements.

The property will continue to be owned and operated by the 105 William Street Realty Trust, Denis Keohane, Trustee. The property will continue to be maintained by the 105 William Street Realty Trust. All residents will be tenants of the building. There are not current plans to sell the units as condominiums.

No land will become common or public as part of this proposal.

The property owner is prepared to begin work as soon as approved by necessary City Departments and Boards. As this is an interior project the work should go on uninterrupted until complete. Petitioner will supplement this answer as it relates to timing and project costs. Petitioner has the ability, experience, and expertise to complete this project in a timely manner, comply with the requirements of the City of New Bedford Planning Department and pay for all costs of improvement.