City of New Bedford
Department of City Planning
133 William Street · Room 303 · New Bedford, Massachusetts 02740
Telephone: (508) 979.1488 · Facsimile: (508) 979.1576

MAYOR
JON MITCHELL

PLANNING DIRECTOR
JENNIFER CARLONI

PLANNING BOARD
SITE PLAN REVIEW APPLICATION

OVERVIEW
Thank you for your interest in applying for Site Plan Review. Upon obtaining your rejection packet from the Department of Inspectional Services, please review this application for guidance, instructions, and a list of required materials.

WHAT IS SITE PLAN REVIEW?
Site Plan Review is a review of land development plans that show the layout, design, and construction of buildings and structures on a site. The purpose of Site Plan Review is to promote development that will be beneficial to the community and limit any negative impacts of development (flooding, light glare, noise, traffic, aesthetics, etc.).

SUPPORT
Before you submit: Please call the Department of City Planning at *508-979-1488* to take advantage of a preliminary review, and learn about resources and support available related to the application process:

- ***Preliminary Review***
  The Department of City Planning encourages applicants to work with our staff during the development of their site plan application materials. Staff is available to review materials by appointment. This meeting consists of an informal review to ensure application materials are complete and all requirements are addressed prior to submittal.

- ***Guide to Permitting***
  Applicants are encouraged to review the City of New Bedford's Guide to Permitting. The guide serves as a user-friendly regulatory guide that outlines the City's streamlined, interdepartmental permitting process.
  The Guide to Permitting is available at the Department of City Planning Office or webpage:
  https://www.newbedford-ma.gov/planning/guide-to-permitting-2017/

- ***Permitting Task Force***
  Applicants are encouraged to engage with the City in the early stages of project development and may request a meeting with the City's Permitting Task Force for support. The purpose of the Permitting Task Force is to provide applicants with important information before they begin the application process. The Permitting Task Force will provide information regarding which permit(s) are required, when to apply, and which materials are required for a complete application(s). Applicants with complex development projects are strongly encouraged to request a meeting with the Permitting Task Force. ***To schedule a meeting with the Permitting Task Force, contact the Department of Inspectional Services (DIS): 508-979-1540.***

REGULATORY GUIDANCE: SITE PLAN REVIEW ORDINANCE
Applicants should reference the City of New Bedford Site Plan Review Ordinance: Chapter 9 Section 5400: Site Plan Review for an overview of the regulations applied by the City relative to the review process. The ordinance is available on the City website here:
https://library.municode.com/ma/new_bedford/codes/code_of_ordinances?nodeId=COOR_CH9COZO_S5000ADPR_5400SIPLRE

INCLUDED IN THIS PACKET:

INFORMATION & INSTRUCTIONS

Pages A through E are provided for your information. These pages are not part of the application and do not need to be copied with your submission.

Application Overview	Page A
Application FAQ's	Pages C & D
Application Submission Instructions	Page E

APPLICATION

Pages 1-12 are the Site Plan Review Application. All pages (1-12) are required to be copied and included in your submission.

Part A: Application Materials Checklist	Page 1
Part B: Plan Set Checklist	Pages 2-5
Part C: Waiver Request Form	Page 6
Part D: Application Forms	Pages 8-14
Part E: Fee Schedule	Page 16

FREQUENTLY ASKED QUESTIONS (FAQ'S)

- ***When will the Board review my application?***
  The Planning Board will hear all applications within 65 days of the application filing date (the date stamped on the application by the City Clerk's Office). Planning staff will advise you of the date, time and location of your public hearing based on your application submission date. The petitioner and any legal representative must attend the public hearing.

- ***What happens after the Planning Board decides my petition?***
  The written decision of the Planning Board will be filed with the City Clerk's Office within fourteen (14) days of the decision being rendered. Once the decision is filed and date stamped by the City Clerk's Office, a copy of the decision will be mailed to you.

  After the official decision is recorded with the City Clerk's Office, under MGL Ch. 40A §11 there is a twenty (20) day appeal period from the date the decision is stamped received by the City Clerk's Office. Pursuant to the City of New Bedford Code of Ordinances Chapter 9 § 5490B and M.G.L. c. 40A, § 8, any person aggrieved by a Site Plan decision of the Planning Board may appeal such decision to the Zoning Board of Appeals.

  If the decision is not appealed after 20 days, you are required to bring the decision back to the City Clerk's Office (City Hall, Room 118) so the Clerk may stamp the decision a second time certifying that no appeals have been made. Then you must record the decision (with two stamps from the City Clerk's Office) at the Bristol County Registry of Deeds Southern District (25 N. Sixth Street in New Bedford, MA 02740). Once the decision is recorded at the Registry of Deeds you must provide proof of recording to both the Department of City Planning and Inspectional Services. Provided all other requirements or conditions of the decision are met, you may apply for a building permit from the Department of Inspectional services, and you must act on it within one year from the date of approval by the Board.

- ***What if I need to request a continuance?***
  If you need to postpone the date of the public hearing for any reason after it has been noticed, you must request a continuance in writing to the Board. Your request for a continuance will be considered on the originally scheduled hearing date. The appointed representative must be authorized to sign an extension of time limits of approximately 30-90 days. If the Board grants the continuance, an agreed upon hearing date will be set and announced at that time in order to meet noticing requirements. The Board will not need to re-advertise or re-notify abutters of the continued hearing date. The notice of continued hearing will be posted at the City Clerk's Office at City Hall.

- ***Can I withdraw my application?***
  You may withdraw your application without prejudice at any time prior to the publication of the notice of a public hearing in the newspaper via written notice to the Planning Board. Withdrawing "without prejudice" means that the you will not be subject to the two-year moratorium on repetitive petitions.

  If the public hearing notice has been published, the applicant may only withdraw the application without prejudice with the consent of the Planning Board. If the application is withdrawn with prejudice, the applicant cannot submit the same application for two years.

- ***What criteria will the Planning Board use to evaluate my application?***
  The Planning Board evaluates your application using the criteria outlined in the City of New Bedford Code of Ordinances, Chapter 9, Section 5470 as follows:
  1. *Adequate access to each structure for fire and service equipment and proper provision of utilities and stormwater drainage consistent with the functional requirements of Chapter 16, Article VIII of the City of New Bedford's Ordinances, the Department of Public Infrastructure's Stormwater Rules and Regulations, the Planning Board's Site Plan Approval Rules and Regulations and, if applicable, the Planning Board's Subdivision Rules and Regulations.*
  2. *Consideration of the qualities of the specific location, the proposed land use, the design of building form, grading, egress points, and other aspects of the development to:*
     a. *Minimize the volume of cut and fill, the number of removed trees six-inch caliper or larger, the length of removed stone walls, the area of wetland vegetation displaced, the extent of stormwater flow increase from the site, soil erosion, and the threat of air and water pollution;*
     b. *Maximize pedestrian and vehicular safety to and from the site;*
     c. *Minimize obstruction of scenic views from publicly accessible locations;*
     d. *Minimize visual intrusion by controlling the layout and visibility of parking, storage, or other outdoor service areas viewed from public ways or premises that are residentially used or zoned;*
     e. *Minimize glare from vehicle headlights and lighting fixtures;*
     f. *Minimize unreasonable departure from the character, materials, and scale of buildings in the vicinity as viewed from public ways and places.*
     g. *Minimize contamination of groundwater from on-site wastewater disposal systems or operations on the premises involving the use, storage, handling, or containment of solid and liquid wastes and hazardous substances;*
     h. *Comply with the provisions of this Zoning Ordinance.*
     i. *Minimize damage to existing adjacent public ways.*
     j. *Promote orderly and reasonable internal circulation within the site to protect public safety and not unreasonably interfere with access to a public way or circulation of traffic on a public way in general.*
     k. *Provide a building and landscape design that is considerate of the existing architectural context of the adjacent properties, other buildings visible from the site, and the surrounding neighborhood. Where feasible, the design of new or renovated buildings and extensions to existing buildings should complement the architectural qualities of the historic architectural characteristics of other buildings in the neighborhood.*

  As part of the Site Plan Review procedure, the Planning Board distributes application materials to relevant City departments and commissions for their review. The Planning Board may consider comments from these bodies in their decision.

- ***Waivers***
  In certain instances, after consulting with the Director of City Planning and/or Department of Public Infrastructure, the applicant may submit, in writing, a request for waiver(s) of any of the submittal or technical requirements of Section 5430 and/or 5440 where the project involves relatively simple development plans. Your waiver request must clearly describe why the request is justified. All waiver requests are subject to a vote of the Planning Board.

- ***What is a rejection packet?***
  *All applicants must first apply for a building permit with the Division of Inspectional Services (City Hall, Room 308). The Division of Inspectional Services reviews all applications for compliance with building codes and the New Bedford zoning ordinance. The Division of Inspectional Services will then issue a **rejection packet**, which includes information about required permitting, including Site Plan Review and any additional permits from other departments, or zoning relief your project may require. You must include all of the materials that Inspectional Services provides to you as part of your rejection packet with your application for site plan review.*

PLANNING BOARD
APPLICATION SUBMISSION INSTRUCTIONS

1

Application Deadline.

Check the Planning Board Meeting Schedule for meeting dates and the application filing deadline for the meeting you wish to file for. The meeting schedule is available online: www.newbedford-ma.gov/planning/planning-board. Applications are considered on a first come, first serve basis. You are encouraged to file prior to the filing deadline. ***Please note: Applications are due by NOON on the application deadline day.***

2

Preliminary Review

Applicants are encouraged to work with Department of City Planning staff during the development of their site plan application materials. Staff is available to review materials by appointment. This meeting consists of an informal review to ensure application materials are complete and all requirements are addressed prior to submittal.

3

Permitting Task Force

Applicants are urged to engage with the City in the early stages of project development and to request a meeting with the City's Permitting Task Force for support. The purpose of the Permitting Task Force is to provide applicants with important information prior to beginning the application process. The Permitting Task Force will determine which permit(s) are required, when to apply, and which materials are required for a complete application(s). Applicants with complex development projects are strongly encouraged to request a meeting with the Permitting Task Force.

How to schedule a Permitting Task Force Meeting*: Contact the Department of Inspectional Services at 508-979-1540.*

4

Submission Review.

Once you complete the required application and supplemental materials, submit your complete application to Planning staff ***digitally*** *via email for review. After receiving approval, bring the requisite number of copies of your completed packet, as listed on the checklist, to the Department of City Planning (City Hall, Room 303) along with the required filing fee. Your application materials will be reviewed by Planning Staff for completeness. If the application is deemed incomplete, you will be informed of what is missing and directed to return with the required materials or revisions. If the application is complete, Planning Staff will accept your application fee and advise you to formally submit the application packet at the City Clerk's Office.*

5

Official Submission.

After reviewing, Planning Staff will advise you which materials and the number of copies to submit to the City Clerk's Office. The complete application and plan set must be hand delivered to the City Clerk's Office (City Hall, Room 118) to be time stamped and formally submitted. One original copy will be kept on file with the City Clerk. ***You may submit an application to the City Clerk's Office without first having it approved by Planning Staff.***

6

Return Stamped Copies

Bring the remaining stamped copies of the application and plan set back to the Department of City Planning (City Hall, Room 303). This will complete your application process.

Part A: Application Materials Checklist

Please use the following checklist to ensure that your application is complete and includes the correct number of copies. Incomplete submissions will be denied.

FOR STAFF USE ONLY	CHECK ITEMS INCLUDED		
☐	☐	(7)	**Application Materials Checklist**
☐	☐	(7)	**Plan Set Checklist** (see Part B on page 2)
☐	☐	(7)	**Completed and Signed Application** (see Part D on page 8)
☐	☐	(7)	**Project Narrative**
☐	☐	(7)	**Waiver Request Form**, if applicable (see Part C on page 6)
☐	☐	(7)	**Owner's Verification**, including property owner's signature and deed(s) for all involved parcels
☐	☐	(7)	**Documented Right to Use Site**: if applicant is not the property owner, a copy of the deed(s) for the property(ies) and one of the following: a.) Lease agreement with notarized statement from property owner attesting validity of lease; or b.) Notarized letter of intent by property owner indicating intent to lease the premises to the applicant upon successful licensing and permitting; or c.) Real estate contract contingent upon successful licensing and permitting
☐	☐	(7)	**Completed Project Team List** (see page 10)
☐	☐	(7)	**Certified Abutter's List** Applicants must complete the ***Certified Abutters List Request Form***, included at the end of this packet, **prior to filling out an application**, and return it to the Department of City Planning (City Hall, Room 303) to obtain a certified list of abutters, which must be included in the application materials.
☐	☐	(7)	**Stormwater Management Report** The City of New Bedford Storm Water Management Rules and Regulations are available from the Department of Public Infrastructure online here: www.newbedford-ma.gov/public-infrastructure/wastewater/
☐	☐	(7)	**Copy of Building Rejection Packet** A building permit rejection is required as part of your application.
☐	☐	(7)	**Development Impact Statement (DIS)** A development Impact Statement is required as described in the New Bedford Code of Ordinances, Chapter 9, Section 5350, which is available online here: https://library.municode.com/ma/new_bedford/codes/code_of_ordinances
☐	☐	(7)	**Traffic Impact and Access Study** *Depending on your project, a traffic impact & access study may be required.* It should provide trip generation figures using Institute of Traffic Engineers (ITE) and/or reliable local data; detail mode split, discuss transportation demand management, trip distribution, impact on surrounding street network, and any parking for vehicles and bicycles.
☐	☐	(7)	**Photo Depicting Existing Conditions** *(3 Minimum, 1 Aerial + 2 other views, in Color)*
☐	☐	(7)	**Plan Sets**, prepared per attached plan set checklist (see Part B on page 2) • **4 Full Size (24" x 36") – Stapled & folded** (¼ & then ½ fold so the title block is visible without unfolding). Staff reserves the right to require additional copies. • **3 Reduced Size (11" x 17") – Stapled & folded** *Staff reserves the right to require additional copies.*
☐	☐	(1)	**Electronic Copy (PDF & CAD)** of all proposed activity plans shall be submitted on a **CD or Flash Drive**,
☐	☐	(1)	**Application Fee**, in the form of a check made payable to: City of New Bedford (see **Planning Board Fee Schedule** on Page 16).

Part B: Plan Set Checklist

Please use the following checklist to ensure that your plan set includes all sheets and specifics as required. Contact Planning Staff prior to submitting to discuss any proposed waiver requests.

FOR STAFF USE ONLY	CHECK ITEMS INCLUDED	PLAN SHEETS

☐	☐	**General Plan Elements**
		• Plans sheets shall be prepared and stamped by a Registered Professional Engineer, Registered Land Surveyor, Architect, or Landscape Architect, as appropriate.
		• Plans shall be drawn at a minimum scale of 1" = 40' or other scales as may be approved by the Planning Board.
		• **All sheets** shall have:
		  ○ Title Block: Project Title, Plan Issue Date, Revision Block, site address, Assessor's Map & Lot, Registry of Deeds Book & Page, name & address of owner, name & address of developer, name & address of Registered Engineer/ Land Surveyor/ Landscape Architect/Architect
		  ○ Sheet Title and number
		  ○ North Arrow
		  ○ Written and graphical scale
		  ○ Registrant seal
		  ○ Appropriate legend, notes, labels, line weights, and distinct symbology

☐	☐	**Cover Sheet** • Title Block: Project Title, Plan Issue Date, Revision Block, site address, Assessor's Map & Lot, Registry of Deeds Book & Page, name & address of owner, name & address of developer, name & address of Registered Engineer/ Land Surveyor/ Landscape Architect/Architect • Zoning Requirements Table (zoning district, lot size, frontage, building height, setbacks, etc.) • Parking Requirements Table (# of off-street parking spaces, handicapped spaces, loading spaces, bicycle spaces, etc.) • Locus Map, 1" = 100' • Plan Index • Registrant Stamp(s) • Sheet title and number • Waivers requested from technical requirements shall be listed

☐	☐	**Existing Conditions**
		• All existing site features, such as:
		  ○ Property lines with bearings and distances
		  ○ Easements and/or deed restrictions
		  ○ Benchmarks (based on USGS NGVD-shown year)
		  ○ Total site area in square feet
		  ○ Buildings and other structures (dimensioned) and their property line setbacks
		  ○ Parking/Paved areas (include pavement types/markings)
		  ○ Utilities (above and below ground)
		  ○ Existing vegetation (types and sizes)
		  ○ Features: walls, curbing, curb cuts, walkways, fences, lighting, poles, guys, signs, fire hydrants, fire alarm boxes, waste receptacles, known buried slab, etc.
		  ○ Boring Test Pit locations and cross reference to log
		  ○ Street names
		  ○ Names of abutters
		  ○ Wetlands, flood zones, containment zones, if applicable

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FOR STAFF USE ONLY	CHECK ITEMS INCLUDED	PLAN SHEETS

☐	☐	**Proposed Site Layout**
		• All proposed site features and all existing elements that shall remain, such as:
		  ○ Property lines with bearings & distances
		  ○ Easements, deed restrictions
		  ○ Benchmarks (based on USGS NGVD-shown year)
		  ○ Buildings and other structures (area, number of stories, and dimensions) and setbacks from property lines
		  ○ Parking/Paved areas (include pavement types, markings, and critical dimensions such as aisle width/parking space dimensions)
		  ○ Utilities (above & below ground)
		  ○ Landscaped areas
		  ○ Waste receptacle storage areas
		  ○ Features: walls, curbing, curb cuts, walkways, fences, lighting, poles, guys, signs, fire hydrants, fire alarm boxes, waste receptacles, known buried slab, etc.
		  ○ Show grading as appropriate
		  ○ General circulation plan for vehicles and pedestrians, including all pavement markings and directional signage
		• **Include the following notes:**
		  ○ *Any minor modifications (as determined by the City Planner and City Engineer) to the information shown on the approved site plan shall be submitted to the City Planner and City Engineer as a minor plan revision for approval prior to the work being performed.*
		  ○ *Any work and material within the City of New Bedford right-of-way shall conform to the City of New Bedford requirements.*
		  ○ *All handicapped 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 Condition dated _____.* (If applicable)
		  ○ *All pavement markings shall conform to MUTCD requirements*
		  ○ *Driveway permits are subject to Traffic Commission Approval.*
		  ○ *Permits for Sidewalks, Driveways, Water & Sewer must be obtained from the Department of Public Infrastructure Engineering Division.*
		  ○ *The developer and site contractor must schedule a pre-construction meeting with the Department of Public Infrastructure prior to the start of construction.*

☐	☐	**Demolition & Erosion Control Plan**
		• Show appropriate elements from existing conditions plan
		• Indicate all items to be demolished, removed, relocated, transplanted, or protected on site
		• Proposed erosion control measures during construction (anti-tracking BMP areas at all construction entrance, straw bales, silt fencing, fencing around stockpiles over 10', etc.)
		• **Include the following notes:**
		  ○ *All 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.*

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FOR STAFF USE ONLY	CHECK ITEMS INCLUDED	PLAN SHEETS
☐	☐	**Grading & Drainage** • Show appropriate information from Proposed Layout Plan • Existing & Proposed Topography at 2' intervals • Drainage infrastructure, utility connections, detention/retention Systems, Title V septic systems • Cut and fill calculations (or on separate sheet) • Applicants are encouraged to review the City Stormwater Regulations and Massachusetts DEP Stormwater Handbook & Checklist • Applicants are encouraged to utilize Low Impact Development (LID) elements to the extent practicable
☐	☐	**Utility Plan** • Show appropriate elements from existing conditions plan • All existing and proposed utilities, including, but not limited to, water, sewer, drainage, electric, telephone, cable, gas, fuel, lighting • Adequate utility information outside the site to verify proposed connections • All utility pipe types, sizes, lengths, slopes, rim and invert elevations, access vaults, handholes, hydrants, gates, shutoffs, tees, transformer locations • Utility easements with dimensional bearings & distances • **Include the following notes:** o *The contractor shall obtain a street disturbance and obstruction permit prior to any construction within the right-of-way.* o *All water and sewer materials and construction shall conform to the City of New Bedford requirements.* o *All water and sewer construction shall be inspected by the City of New Bedford before being backfilled.* o *The City shall be notified at least one full workday prior to required inspections.*
☐	☐	**Landscape Plan** • Show appropriate information from Proposed Site Layout Plan • Existing & Proposed Landscaping and Screening (location, species, sizes) • Plant & Tree legend (including quantities, types, and sizes) • Species clearly differentiated in symbology • Areas to be loamed & seeded (if any) • Snow Storage Areas • Proposed Irrigation methods (if any) • Verify sight distances at site entrances/exits • Colored plans are recommended • Applicants are encouraged to utilize Low Impact Development (LID) elements and low water landscaping to the extent practicable
☐	☐	**Lighting/ Photometric Plan** • Location & orientation of all existing and proposed exterior lighting (ex. building, ground, emergency spot lighting) • Height & initial foot-candle readings on the ground and type of fixtures to be used • Plan must show illumination patterns on-site and areas off-site. Lighting should not bleed off-site, the foot candles at the property line should be zero. • New Bedford specific fixtures to be used for pole lights in the historic district and other districts, where applicable. Please consult with Planning Staff for appropriate materials. • Provide cut sheets for all lighting fixtures

Continues next page

FOR STAFF USE ONLY	CHECK ITEMS INCLUDED	PLAN SHEETS
☐	☐	**Architectural Plan – Building Elevations** • All structural building elevations (front, sides, rear facades) affected by proposal, clearly labelled • <u>For additions/alterations</u>: label existing & new construction, and any items to be removed • Identify all existing & proposed exterior materials, treatments, colors – including roofing, roof eaves, eave brackets, siding, doors, trim, sills, windows, fences, and railings. Show details of proposed new exterior elevations • Show any exterior mechanical, duct work, and/or utility boxes • Include dimensions for building height, wall length, and identify existing and proposed floor elevations
☐	☐	**Architectural Plan – Floor Plans** • Include floor plan of all floors, including existing & proposed work • All rooms shall be labeled & dimensioned • Show location of all doors, windows, and walls • Non-residential/ mixed-use projects: show all seating areas, mechanical/kitchen equipment, backup generators and/or major functional components of the proposed project via a color-coded program diagram • Identify waste storage and disposal area(s)
☐	☐	**Truck & Emergency Vehicle Access Plan** Provide a turning and access plan exhibit for a size WB-50 truck, unless otherwise approved by City Engineer
☐	☐	**Details** • Detail Sheets shall conform to the City of New Bedford Construction Standards and Specifications, where applicable. ***The City of New Bedford Construction Standards and Specifications Manual is available for purchase from the Department of Public Infrastructure (1105 Shawmut Avenue New Bedford, MA; 508-979-1550).*** • Drawings shall include, but not be limited to the following, as applicable: pavement section detail, detention/retention basin sections and outlet structure detail, infiltration device details, stormwater BMPs (i.e., water quality structure details), straw bales/silt fence details, light pole foundation detail, retaining wall detail, sign details, fencing/screening details, etc.

-End of Checklist-

Part C: Waiver Request Form

In certain instances, after consulting with the Director of City Planning and/or Department of Public Infrastructure, the applicant may submit, in writing, a request for waiver(s) of any of the submittal or technical requirements of the City of New Bedford Zoning Ordinance, Section 5430 and 5440, where the project involves relatively simple development plans. **List and describe the waivers requested in the chart below:**

Please note: All waivers must be disclosed and listed on the site plan cover sheet.

	Ordinance Section	Reason for Request
	EXAMPLE 5451. b. Topography and Drainage	**EXAMPLE** There currently exists a structure and pavement on the site. No excavation of the site is being proposed, therefore topography and drainage will not be altered.
1		
2		
3		
4		
5		
6		

SIGNATURES

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 revocation of approval(s). If the petition is granted, I/we understand the approvals are specific to the plans submitted, unless the Board states otherwise, and that if granted, any waiver(s) must be noted on the Site Plan, and that the plan must be acted upon within one year or the approval shall lapse.

NAME (printed):	OWNER SIGNATURE:	DATE:
NAME (printed):	APPLICANT SIGNATURE:	DATE:
NAME (printed):	AGENT SIGNATURE (if applicable):	DATE:

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Part D: Application

I/we, the undersigned, petition the City of New Bedford Planning Board for Site Plan Approval under the City of New Bedford Zoning Ordinance for the reasons as detailed in this application and as shown on the plans submitted for the following premises:

1. APPLICATION SUMMARY (*PLEASE PRINT*)

SUBJECT PROPERTY	
ASSESSOR'S MAP PLOT#	LOT(S) #
REGISTRY OF DEEDS BOOK #	PAGE #
PROPERTY ADDRESS:	
ZONING DISTRICT:	

PLAN SET	
TITLE:	
DATE:	LATEST REVISION DATE:

PROPERTY OWNER INFORMATION	
NAME:	TELEPHONE #:
MAILING ADDRESS:	EMAIL:

APPLICANT (DEVELOPER/TENANT/LESSEE/PURCHASER), *if different from property owner*	
BUSINESS NAME:	TELEPHONE #:
CONTACT NAME:	
MAILING ADDRESS:	EMAIL:

APPLICANT'S AGENT /CONTACT PERSON, *if different from applicant/property owner*	
BUSINESS NAME:	TELEPHONE #:
CONTACT NAME:	
MAILING ADDRESS:	EMAIL:

SIGNATURES

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 Department of City Planning 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. Furthermore, by signing this application I/we acknowledge having read and understood the application and the accompanying instructions and information. If the petition is granted, I/we understand the approvals are specific to the plans submitted, unless the Board states otherwise, and that if granted, that the plans must be acted upon within one year, or the approval shall lapse.

NAME (printed):	OWNER SIGNATURE:	DATE:
NAME (printed):	APPLICANT SIGNATURE:	DATE:
NAME (printed):	AGENT SIGNATURE:	DATE:

2. OWNERSHIP VERIFICATION & DOCUMENTED RIGHT TO USE SITE

The applicant must provide evidence of site control. A copy of the Deed and or Land Court Certificate of Title must be submitted with the application as evidence of ownership. If the applicant is not the owner, then the authorization from the owner must be provided.

Ownership Verification

Deed	
REGISTRY OF DEEDS BOOK #:	PAGE #:
OWNER (as listed on the Deed):	

or

Land Court Certificate of Title
Certificate #:
OWNER (as listed on the Deed):

Authorization

A. Is the applicant the owner of the land?
☐ Yes
☐ No, a letter of authorization from owners of each property associated with this project is required

Letter of Authorization

☐ **Is the applicant a lessee?**

If yes, then you must provide:

- ☐ Notarized letter from the property owner, which includes language indicating the following:
  - The property owner is familiar with the project proposal and allows the applicant to apply for licensing and permitting of the proposed project on their property;
  - The intent to lease the premises to the applicant upon successful licensing and permitting; or
  - Attestation to validity of a lease;
- ☐ Attached copy of lease agreement

☐ **Is the applicant a prospective buyer?**

If yes, then you must provide:

- ☐ Notarized letter from the property owner, which includes language indicating the following:
  - The property owner is familiar with the project proposal and allows the applicant to apply for licensing and permitting of the proposed project on their property; or
  - An intent to sell the property to the applicant upon successful licensing and permitting.
- ☐ Real estate contract (i.e., Purchase & Sales Agreement)

Authorization to Sign

B. Is the applicant a corporation?
☐ Yes, the corporation must provide its' articles of organization and most recent annual report. The application must be signed by the President and Treasurer, or include a Clerk's certification showing the vote to authorize signatory.
☐ No

C. Is the applicant a Limited Liability Corporation (LLC)?
☐ Yes, the LLC must provide a certificate of organization, any certificate of amendment and most recent annual report.
☐ No

3. AGENT AUTHORIZATION

Any agent representing the project on behalf of the applicant must provide authorization from the applicant in the form of a notarized letter. The notarized letter should include the following:

a. Project Name & Property Address
b. Name of Applicant
c. Name of Agent(s)/ Representative (s)
d. Note the agent(s)/representative (s) is/are authorized to represent the applicant and act on their behalf.
e. Signed notary block

Project Team List. Provide any of the following who are permitted to represent the project.

CONTACT PERSON (main point of contact for Planning Board submission)	
BUSINESS NAME:	TELEPHONE #:
CONTACT NAME:	
MAILING ADDRESS:	EMAIL:
AFFILIATION TO PROJECT:	

ATTORNEY	
BUSINESS NAME:	TELEPHONE #:
CONTACT NAME:	
MAILING ADDRESS:	EMAIL:
PROFESSIONAL AFFILIATION:	

ENGINEER	
BUSINESS NAME:	TELEPHONE #:
CONTACT NAME:	
MAILING ADDRESS:	EMAIL:

ARCHITECT	
BUSINESS NAME:	TELEPHONE #:
CONTACT NAME:	
MAILING ADDRESS:	EMAIL:

LANDSCAPE ARCHITECT	
BUSINESS NAME:	TELEPHONE #:
CONTACT NAME:	
MAILING ADDRESS:	EMAIL:

OTHER	
BUSINESS NAME:	TELEPHONE #:
CONTACT NAME:	
MAILING ADDRESS:	EMAIL:
AFFILIATION TO PROJECT:	

4. APPLICATION SPECIFICS

REVIEW APPLICABILITY Please check all that apply to your application					
	CATEGORY		**CONSTRUCTION**		**SCALE**
☐	Residential	☐	New Construction	☐	< 2,000 gross sq. feet
☐	Commercial	☐	Expansion of Existing	☐	> 2,000 gross sq. feet
☐	Industrial	☐	Conversion	☐	3 or more new residential units
☐	Mixed (check all that apply)	☐	Rehabilitation	☐	1 or more new units in existing residential multi-unit
				☐	Drive-thru proposed
				☐	Ground Sign *(please see separate application)*
				☐	Residential driveway with more than 1 curb cut

Property Characteristics			
☐	Occupied	☐	Vacant/Undeveloped Land
☐	Partially Occupied	☐	Wetlands
☐	Vacant	☐	Flood Plain
☐	Environmental Restrictions on site	☐	Historic

EXISTING USE(S) OF PREMISES:	
USE(S) OF PREMISES TO REMAIN, *if any*:	
PROPOSED NEW USE(S) OF PREMISES:	

If there is a commercial use existing and/or proposed, please complete the following:

	EXISTING	**PROPOSED**
NUMBER OF CUSTOMERS PER DAY		
NUMBER OF EMPLOYEES		
HOURS OF OPERATION		
DAYS OF OPERATION		
HOURS OF DELIVERIES		
FREQUENCY OF DELIVERIES *(Check frequency)*	☐ DAILY ☐ WEEKLY ☐ MONTHLY ☐ OTHER	☐ DAILY ☐ WEEKLY ☐ MONTHLY ☐ OTHER

Describe site operations: Shift times, employees per shift, hours of deliveries, any unique site operations that may be pertinent to understand site activity.

Dimensional Requirements

	Existing	Allowed/Required	Proposed
Lot Area (sq ft)			
Lot Width (ft)			
Number of Dwelling Units			
Total Gross Floor Area (sq ft)			
Residential Gross Floor Area (sq ft)			
Non-Residential Gross Floor Area (sq ft)			
Building Height (ft)			
Number of Stories			
Front Setback (ft)			
Side Setback (ft)			
Side Setback (ft)			
Rear Setback (ft)			
Lot Coverage by Buildings (% of Lot Area)			
Green Space (% of Lot Area)			
Off-Street Parking Spaces			
Handicap Parking Spaces			
Bicycle Parking Spaces			
Loading Spaces			
Loading Bays			
Maximum seating/occupancy capacity			

Additional Approvals

The applicant is also requesting other approvals from:

Notice: Checking below does not constitute an application for the permits/approvals listed. The applicant must also file the proper application and fee for these permits/approvals.

Planning Board:	
☐	Ground Sign Site Plan Review *(please see separate application for ground signs)*
☐	Special Permit, please specify:
☐	Has the property received prior approvals from the Planning Board? Please list below:
Zoning Board:	
☐	Variance, please specify:
☐	Special Permit, please specify:
Other:	
☐	Conservation Commission, please specify:
☐	Historical Commission, please specify:
☐	Traffic Commission, please specify:
☐	Any other local, state, or federal permitting (such as MEPA) the board should be aware of, please list below:

5. Project Narrative

The Planning Board uses the Project Narrative to better understand the site plan elements as they relate to the requirements of the City ordinance, the proposed activity/operation on the site, and the surrounding area. The project narrative provides a description of the project that may not otherwise be understood from the site plan drawings.

The project narrative should be provided on a separate sheet as outlined below:

- **Overview**
  - Description of the project and/or project statement
  - Existing and/or contemplated ownership, any maintenance agreements, deed restrictions, etc.
  - Description of the proposed uses at the site (including the number of units and their use: residential, commercial, retail, industrial, office, restaurant, etc.)

- **Existing Conditions**
  - Describe the existing site conditions
  - Include any unique site conditions such as: wetlands, slopes, site restrictions, easements, etc.

- **Proposed Conditions**
  - Describe the proposed site conditions

- **Compliance with Zoning Requirements**
  - Explain how the site meets or does not meet the zoning requirements
    - Parking & loading
    - Dimensional
    - Landscaping/screening
  - Explain any variances or special permits to be sought from the Zoning Board of Appeal

- **Alignment with New Bedford's Master Plan**
  - Review the City's Master Plan here: https://www.newbedford-ma.gov/planning/strategic-plans-initiatives/newbedford2020_acitymasterplan_2010
  - Explain how the proposal aligns with the goals and objectives of the Master Plan

- **Project Timeline**
  - Estimated completion date
  - Phasing and cost estimate

- **Additional Information**
  - Provide any information that may be helpful for the Planning Board to understand the project
    - Project statement, business plan, or market study
    - Unique site features or operations
    - Information about any other federal, state, or local permitting that may impact the site design

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 #		LOT(S)#	
ADDRESS:			
OWNER INFORMATION			
NAME:			
MAILING ADDRESS:			
APPLICANT/CONTACT PERSON INFORMATION			
NAME (IF DIFFERENT):			
MAILING ADDRESS (IF DIFFERENT):			
TELEPHONE #			
EMAIL ADDRESS:			

REASON FOR THIS REQUEST: *Check appropriate*	
☐	ZONING BOARD OF APPEALS APPLICATION
☐	PLANNING BOARD APPLICATION
☐	CONSERVATION COMMISSION APPLICATION
☐	LICENSING BOARD APPLICATION
☐	OTHER (*Please explain*):

Once obtained, the Certified List of Abutters must be attached to this Certification Letter. Submit this form to the Assessor's Office Room 109 in City Hall, 133 William Street, or Email to Assessors@newbedford-ma.gov

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.

Printed Name	Signature	Date

Amount Due	
Date Paid	
Confirmation Number	

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Part E: Planning Board Fee Schedule

City of New Bedford
Department of City Planning
133 William Street · Room 303 · New Bedford, Massachusetts 02740
Telephone: (508) 979.1488 · Facsimile: (508) 979.1576

MAYOR
JON MITCHELL
PLANNING DIRECTOR
JENNIFER CARLONI

PLANNING BOARD

Planning Board Application Fee Schedule	
Site Plan Review	**$700** ($450 application fee + $250 legal ad fee)
Special Permit	**$700** ($450 application fee + $250 legal ad fee)
Ground Sign	**$ 25** per sign **+ $250 legal ad fee**
Form A – Approval Not Required (ANR)*	**$ 100** **+ $ 100** per lot
Form B – Preliminary Subdivision Plan*	**$ 335** Filing fee **+ $ 100** per lot + **$ 2** per linear foot of roadway **+$250 legal ad fee**
Form C – Definitive Subdivision Plan* or Form C - Amendment of Subdivision Plan*	**$ 350** Filing fee **+ $ 250** per lot **+ $ 5** per linear foot of roadway **+$250 legal ad fee**
Change/Reduction of Performance Guarantee	**$100 +$250 legal ad fee**
Final Release of Performance Guarantee: Cash or Bond	**$ 200 + $250 legal ad fee**
Final Release of Performance Guarantee: Covenant	$ **200** (for up to five lots) Or **$ 400** (for over five lots) **+ $250 legal ad fee**
Filing fees for matters other than those listed above	**$ 100** **+ $250 legal ad fee** *(if applicable)*
Abutters List fee**	**$ 5** for the first page **+ $2** per page beyond the first page
Legal Ad fee	**$250**
Consultancy fee	***The applicant will be required to pay a consultancy fee when it may be required for peer review.***

Notes:
*fee to be collected by City Clerk's Office
**fee to be collected by the Assessor's Office after the list is certified
***All fees for certified 501 (c) (3) non-profits to be reduced by 5%.
****A project requiring Site Plan Review and a Special Permit are only required to pay one fee, if filed simultaneously.