

Narrative

The Application should include a detailed narrative addressing how the project meets the standards in the Zoning Ordinance or identifying any requested exceptions. A complete Application shall include a completed checklist demonstrating that the project meets the Design Standards in the Lower Broadway Economic Development District, as applicable. If off-site improvements are part of the proposal, the narrative should detail such proposed improvements with supporting documentation.

Authorization

Must be Signed by the Owner of the Property

I am the owner of the property for which this application is being filed and as such, I am familiar with the work proposed to be carried out on my property.

I hereby give permission for this application to be filed with the full understanding that certain restrictions may be placed on the property relative to the approval of the proposed work.

I further certify that under the penalties of perjury, I am authorized to sign this application.

Name (please print): _____

Title: _____

Signature: _____

Date: _____

If representing a group, corporation, or other organization please attach a copy of the vote authorizing you to act on behalf of such organization for the purposes of this application.

Applicant's signature (if other than Owner): _

Date: _

An application will not be considered complete and will not be submitted to the Approving Authority for its action until all required documentation/information has been submitted to the Administrator of the Approving Authority and filed with the City Clerk by the correct deadline. Completed site plan and special permit applications are generally due by NOON on the Monday that is 4 weeks prior to the regularly scheduled meeting of the Approving Authority, as applicable. The Applicant is responsible to maintain communication with the Department of Planning and Development to ensure timely filing.

OFFICIAL USE ONLY

Received by Department of Planning and Development:

- Application Narrative
- Required number of copies of Application Required
- number of copies of Plan Sets (1 original + 10 copies at 24"x36" and 15 paper copies at
- Checklist demonstrating application is complete
- Certified Abutters List
- Application fee(s) Check #: _

City Clerk's Stamp:

Contents of an Application for Site Plan Review, Lower Broadway Economic Development District

City of Everett
484 Broadway
Everett MA 02149

Department of Planning and Development
(617) 394-2245



The application for Site Plan Review shall include the following information although the Approving Authority may, upon written request from the Applicant, modify any of the following provided such modification will not negatively impact the Approving Authority's ability to make an informed decision on the application, and the Approving Authority must state in writing their reasons for such modified requirements as part of their decision:

✓

Application Form

a) Completed Application form with all fees in accordance with a printed fee schedule as established by the Approving Authority, and as may be amended from time to time.

b) Complete list of abutters certified by the City Assessor, including printed address labels.

c) Development Plan Summary including proposed housing unit count and/or square footage of nonresidential development; proposed number, location, configuration and design of proposed off-street parking spaces; and proposed off-site improvements (if any).

Contents of Site Plan

d) Proposed Site Plan drawings at 1"=40' scale or greater stamped by a Massachusetts Registered Professional Engineer or other appropriate professional including one (1) original and ten (10) copies at 24" x 36" dimension; and fifteen (15) paper copies at 11" x 17". The Site Plan drawings shall contain the following information:

(i) Names and address of Applicant and project engineer.

(ii) Development Project name, boundaries, north arrow, date scale.

(iii) Existing conditions on the lot(s), including the location and purposes of existing easements, if any.

(iv) Assessors parcel numbers of lot(s) subject to the Application.

(v) Existing and proposed building footprints, parking areas, loading areas, pedestrian ways, driveway openings, driveways, access and egress points, service areas.

(vi) Existing and proposed topographic features on the lot and adjoining areas within 50 feet of said lot at two foot contours, including walks, fences, walls, planting areas, and greenbelts.

(vii) The amount(s) in sq. ft. of proposed building(s), impervious surface area and open space (natural and landscaped) of the lot.

(viii) Proposed names of new street(s), if any.

(ix) Data to determine location, direction, width and length of every street line, lot line, easement, zoning district and boundary line.

(x) A description of proposed ownership and maintenance of all traveled ways internal to the site, including vehicular ways and sidewalks.

(xi) Indication of purpose for proposed easements, if any.

(xii) Existing and proposed recreation areas and other open spaces, including dimensions.

(xiii) Water supply systems, storm drainage systems, utilities, sites for enclosed refuse containers.

(xiv) Stormwater management plan in the form required by the General Ordinance and/or the Zoning Ordinance.

Supplemental Submittals

(xv) Proposed landscaping plan which shall include the species, size, number, location and characteristics of proposed planting, landscaping, buffers, and screening.

(xvi) Proposed lighting plan which shall show:

(a) The location and type of any outdoor lighting Luminaires, including the height of the Luminaire.

(b) The Luminaire manufacturer's specification data, including lumen output and photometric data showing cutoff angles.

(c) The type of lamp such as: metal halide, compact fluorescent, high-pressure sodium, etc.

(d) A photometric plan showing the intensity of illumination at ground level, expressed in footcandles.

(xvii) Where common open space and facilities are proposed as part of a Development Project, plans and any necessary supporting documents shall be submitted showing the proposed location, size and landscaping plan for such open space and facilities.

(xviii) Building elevation drawings at 1"=4'.

(xix) Renderings of the architectural design of the building(s) to be constructed and/or renovated, including identification of all major exterior materials, colors and finishes in sufficient detail for the Approving Authority to determine consistency with this Ordinance.

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✓

Additional Analyses, If Required

(xx)**Traffic Impact Study.** When a proposed Development Project is projected to generate more than one hundred (100) Peak Hour Trips based on ITE standards or more than seven hundred and fifty (750) Average Daily Trips, a traffic impact study shall be required, to include:

(a) A report on existing traffic conditions, including estimated average daily and peak hour traffic volumes, average and peak speeds, sight distances, motor vehicle accident data for the previous three years, and levels of service (LOS) of intersections and streets likely to be impacted by the proposed Development Project. Generally, such data shall be presented for all major streets and intersections within 1,000 linear feet of the project boundaries.

(b) Projected traffic conditions for design year of occupancy, including statement of design year of occupancy, average annual background traffic growth, impacts of proposed developments which have already been approved or are pending before City boards.

(c) Projected peak hour and daily levels and directional flows resulting from the proposed Development Project; sight lines at the intersections of the proposed driveways and streets; existing and proposed traffic controls in the vicinity of the proposed development; and projected post development traffic volumes and levels of service of intersections and streets likely to be affected by the proposed Development Project.

(d) Proposed methods as necessary to mitigate the estimated traffic impact and methodology and sources used to derive existing data and estimations. The Approving Authority may accept the Applicant's proposal to substitute a contribution of funds for the purpose of partial design and/or construction of off-site traffic improvements provided the funding is proportional to the impacts of the traffic impacts resulting from the proposed Development Project.

The Applicant may satisfy this requirement by submittal of a traffic study completed in compliance with the Massachusetts Environmental Policy Act (MEPA) if the Development Project is subject to MEPA.

(xxi) **Sewage Impact Report.** Any application for Site Plan Approval for any use which produces more than five hundred (500) gallons per day of sewage flow when calculated in accordance with the flow estimates of CMR (Mass. Sewer System Extension and Connection Permit Program) Section 7.15 shall require an impact report to be filed with and approved by the Building Commissioner, the City Services Department and the City Engineer, which report shall indicate the total flow; the size, material and slope of all pipes; the ability of the system to carry the flow; locations of manholes and other appurtenances, and invert elevations.

Must be Signed by the Applicant

I further certify that to the best of my knowledge this Application is complete.

Name (please print):

Title:


Signature:


Date:


If representing a group, corporation, or other organization please attach a copy of the vote authorizing you to act on behalf of such organization for the purposes of this application.


Applicant's signature (if other than Owner): _

Date: _

Administrative Form, Table of Allowable Uses						
Lower Broadway Economic Development District		Required Permit(s)				
 <p>City of Everett 484 Broadway Everett MA 02149</p> <p>Department of Planning and Development (617) 394-2245 Department of Inspectional Services</p>	<p>CAT. Allowable Use</p>	<p>Site Plan Review</p>	Site Plan Review	Administrative Site Plan Review	Special Permit	Variance
			Renovation			
REN	Adaptive reuse of existing building to permitted use	R				
Residential						
R1	Single Family Dwelling	NR				
R2	Two-Family Dwelling	NR				
R3	Three-Family Dwelling	R				
R4	Attached Dwelling Development	R				
R5	Multi-Family Residential	R				
Commercial						
C1	Active boating, water taxi, recreational boating	R				
C2	Amusement, including indoor entertainment facilities	R				
C3	Arts Center	R				
C4	Auto showrooms for the sale of automobiles and light trucks, and service facilities which are associated with the sales facilities in the same building	R				
C5	Bank	NR				
C6	Bank with drive-through window(s)	R				
C7	Bar, Pub, Tavern, Cocktail Lounge	R				
C8	Business, Finance or other Professional Office Use	R				
C9	Car wash	R				
C10	Convenience Store	R				
C11	Dance club / night club	R				
C12	Entertainment facilities including Concert Venue	R				
C13	Fast Order Food Establishment	R				
C14	Gaming Establishment	R				
C15	Gasoline Station	R				
C16	Gazebo, outdoor performance space	R				
C17	Hotel	R				
C18	Kennel, pet day care establishment	R				
C19	Marina	R				
C20	Medical Services	R				
C21	Membership Club	R				
C22	Motel	R				
C23	Movie theater or cinema	R				
C24	Neighborhood Market	R				

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Lower Broadway Economic Development District		Required Permit(s)				
CAT.	Allowable Use	Site Plan Review	Site Plan Review	Administrative Site Plan Review	Special Permit	Variance
	 <p>City of Everett 484 Broadway Everett MA 02149</p> <p>Department of Planning and Development (617) 394-2245 Department of Inspectional Services</p>					
C25	Parking garage (including sub-surface) provided there shall be no door or driveway for vehicles in connection with any public garage within fifty (50) feet of any Residential subdistrict boundary line	R				
C26	Recreational use such as bowling alley, arcade, billiards/pool hall, roller rink, tennis courts, swimming, theater, etc.	R				
C27	Research and development facilities except those associated with the emission of noxious odors, smoke, steam or produce excessive noise.	R				
C28	Resort Casino	R				
C29	Restaurants, not including Fast Order Food Establishments, and provided that there are no drive through facilities.	R				
C30	Retail sales and services which are not the principal uses of the building in which they are located to a maximum of 20% of the Gross Floor Area of the building.	R				
C31	Retail sales & service, w/outside storage	R				
C32	Retail sales & service, w/no outside storage	R				
C33	Service and repair stations for automobile or light truck, but not including gasoline stations	R				
C34	Sports/Fitness Facilities; Health Club and Spa	R				
C35	Taxicab business	R				
C36	Transportation related uses including railroad or street railroad passenger stations including customary accessory services therein; not including switching, storage, or freight yards or sidings.	R				
C37	Veterinary or pet grooming establishment	R				
Industrial						
11	Assembly Related Uses	R				
12	Automotive Supply and Repair	R				
13	Electric Generation Plants / Substation	R				
14	Heavy manufacturing providing there is no outside storage work and there is no emissions of noxious odors, smoke or noise, and no vibration discernible on the exterior of the building.	R				
15	Light manufacturing (excluding scrap metal), producing, processing, fabricating, printing, converting, altering, finishing or assembling, entirely contained within the structure with no associated emissions of noxious odors or noise, on a scale requiring not more than a total of five (5) horsepower or steam pressure in excess of fifteen (15) pounds gauge pressure.	R				

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		CAT. Allowable Use	Site Plan Review	Administrative Site Plan Review	Special Permit
I6	Manufacture, assembly, processing, packing or other industrial operations associated with medium to heavy industry which involves machining, welding, shearing, forging, stamping or similar operations.	R			
I7	Storage and sale of building materials or machinery.	R			
I8	Storage of goods in containers where all storage is contained within the building, not including storage of any raw or natural materials	R			
I9	Warehouse, Distribution	R			
I10	Wholesale	R			
Accessory uses					
A1	Central heating or cooling plant	R			
A2	Electric car charging station	NR			
A3	Home Occupation	NR			
A4	Hospitality uses customarily accessory to Hotel, including restaurant, bar, spa, etc.	R			
A5	Limo service / driving service	R			
A6	Meeting and conference space	R			
A7	Offices of a doctor, dentist or other member of a recognized profession, teacher or musician residing on the premises; provided there is no display or advertising except for a small professional name plate.	NR			
A8	Parking (surface lot) accessory to any permitted Principal Use (ten or fewer spaces)	NR			
A9	Parking (surface lot) accessory to any permitted Principal Use (greater than ten spaces)	R			
A10	Parking garage (including sub-surface) provided there shall be no door or driveway for vehicles in connection with any public garage within fifty (50) feet of any Residential subdistrict boundary line	R			
A11	Sale of used household goods by residential occupants on their premises, normally referred to as garage sales, for a period of more than seven (7) days in any year.	R			
A12	Sale of used household goods by residential occupants on their premises, normally referred to as garage sales, providing that such sale not continue for a period of more than seven (7) days in any year.	NR			
A13	Uses accessory to activities permitted as a matter of right, which activities are necessary in connection with scientific research or scientific development or related production.	R			

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			A14 Wholesale merchandising incidental and subordinate to a primary retail business	R		
Exempt						
E1	Agriculture, horticulture or floriculture and the expansion or reconstruction of existing structures thereon for the primary purpose of agriculture, horticulture or floriculture.	R				
E2	Art museum, membership club and social and recreational building and premises, except those chief activity of which is one customarily carried on as a gainful business.	R				
E3	Municipal use such as library, fire station, park, and soldiers' and sailors' memorial building.	R				
E4	Public or charitable institutional building not of a correctional nature	R				
E5	Religious use including church, synagogue, mosque, parish house and Sunday School building.	R				
E6	School, except private vocational school	R				
E7	Temporary mobile home placed on the site of a residence destroyed by fire or other holocaust, for the purpose of providing temporary shelter while the residence is being rebuilt, but not to exceed twelve (12) months.	NR				
Notes to Use Regulations						
¹ Multi-Family Residential Use may be permitted by special permit in the LB-C and LB-E Subdistricts only if it is located within a Mixed-Use Development Project, and provided that the first story of any such Development Project shall, with the exception of access to such Multi-Family Use, be comprised entirely of one or more non-						
² As defined in the Everett Zoning Ordinance.						

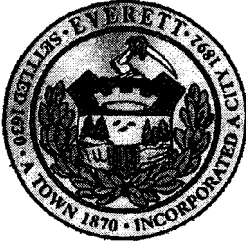


Department of Planning
and Development

PROHIBITED USES

1. Adult Bookstore
2. Adult Club
3. Adult Theater
4. Adult Video Store
5. Body Art / Tattoo Studio
6. Body Piercing Studio
7. Bulk storage or processing plants involving the use of flammable or combustible liquids, gases or solids.
8. Check-Cashing Establishment
9. Expansion of existing bulk storage or processing plants involving the use of flammable liquids, gases or solids.
10. Fortune Teller
11. Freight or Trucking Terminal
12. Gas stored in quantities exceeding five hundred (500) cubic feet; or in quantities exceeding fifty (50) cubic feet if the pressure is greater than one hundred (100) pounds per square inch; or within ten (10) feet of any street line or party lot line, except in the case of gas contained or generated in fire extinguishers.
13. Gun Shop
14. Industrial operations, either outside or inside the building, which produce outside noxious odors, smoke, steam, or other emissions, or which produce industrial noise or require excessive use of large trucks or trailers or transfer of large amounts of industrial materials.
15. Industrial plants for the generation of power, steam or any other type of energy involving the use of solid fuel.
16. Open lot or enclosed storage of coal, coke, sand or similar materials.
17. Open lot storage, handling or hauling of used materials including, but not limited to building materials, metal junk, scrap, paper, rags or motor vehicles.
18. Parking (surface lot) as a principal use.
19. Pawn Shop
20. Power, gas or fuel generating facilities.
21. Salvage operations or junk yard.
22. Storage and sale of building materials or machinery.
23. Trucking terminals and free standing product distribution centers.
24. Uses which produce offensive odors, emissions, fumes, gases, or smoke, which produce noise or vibrations which are discernible beyond the limits of the property lines or which produce dust or waste on the exterior of the building.

Source: City of Everett, Zoning Ordinance Section 28A, The Lower Broadway Economic Development District. Effective date November 26, 2013.



CITY OF EVERETT
Inspectional Services Department
484 BROADWAY, ROOM 26
EVERETT, MASSACHUSETTS 02149

PHONE 617-394-2220 FAX 617-394-2433

To: James Soper -Director of Inspectional Services

From: Frank Nuzzo - Director of Code Enforcement

CERTIFICATE OF GOOD STANDING

MAP NUMBER: _____ LOT NUMBER: _____

STREET NAME & NUMBER: _____

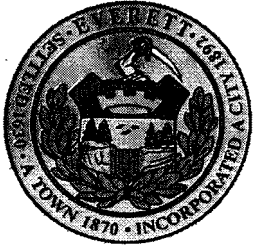
OWNER OF PROPERTY: _____

OWNER'S ADDRESS: _____

OWNER'S C T Y / S T A T E _____

For Official Use Only

RESEARCHED BY: _____



CITY OF EVERETT
Inspectional Services Department
484 BROADWAY, ROOM 26
EVERETT, MASSACHUSETTS 02149

PHONE 617-394-2220 FAX 617-394-2433

Date: _____

To: Domenico D'Angelo--Treasurer's Office

From: James Soper CBO--- Building Commissioner

The Inspector of Buildings requests the current tax status for the following Property:

MAP NUMBER: _____ LOT NUMBER: _____

STREET NAME: _____

OWNER OF PROPERTY: _____

OWNER'S ADDRESS: _____

OWNER'S CITY/STATE: _____

For Official use Only

TAXES CURRENT: _____ TAXES IN AREARS:-----

WATER CURRENT: _____ WATER IN AREARS: _____

RESEARCHED BY: _____