

REQUIRED SUBMITTALS CHECKLIST

One electronic copy of your application is required; print materials may be requested. Review the ARB's Rules and Regulations, which can be found at www.arlingtonma.gov/arb, for the full list of required submittals.

☒ **Application Cover Sheet (project and property information, applicant information)**

☒ **Dimensional and Parking Information Form (see attached)**

☒ **Impact statement**

Statement should respond to Environmental Design Review (Section 3.4) and Special Permit (Section 3.3) criteria on pages 6-8 of this packet); include:

- LEED checklist and sustainable building narrative as described in criteria 12.
- Summary of neighborhood outreach, if held or planned.

☒ **Drawing and photographs of existing conditions**

- Identify boundaries of the development parcel and illustrate the existing conditions on that parcel, adjacent streets, and lots abutting or directly facing the development parcel across streets.
- Photographs showing conditions on the development parcel at the time of application and showing structures on abutting lots.

☒ **Site plan of proposal. Must include:**

- Zoning boundaries, if any, and parcel boundaries;
- Setbacks from property lines;
- Site access/egress points;
- Circulation routes for pedestrians, bicyclists, passenger vehicles, and service/delivery vehicles;
- New buildings and existing buildings to remain on the development parcel, clearly showing points of entry/exit;
- Other major site features within the parcel or along its perimeter, including but not limited to trees, fences, retaining walls, landscaped screens, utility boxes, and light fixtures;
- Spot grades or site topography and finish floor level;
- Open space provided on the site;
- Any existing or proposed easements or rights of way.

☒ **Drawings of proposed structure**

- Schematic drawings of each interior floor of each proposed building, including basements.
- Schematic drawings of the roof surface(s), identifying roof materials, mechanical equipment, screening devices, green roofs, solar arrays, usable outdoor terraces, and parapets.
- Elevations of each exterior façade of each building, identifying floor levels, materials, colors, and appurtenances such as mechanical vents and light fixtures.
- Drawings from one or more prominent public vantage point illustrating how the proposed project will appear within the context of its surroundings.
- Graphic information showing façade materials and color samples.
- Include lighting plan and fixtures if not provided on site or landscaping plan.

ARLINGTON REDEVELOPMENT BOARD

Application for Special Permit Under Environmental Design Review



Vehicle, Bicycle, and Service Vehicle Plans

- Parking and loading plans, including all vehicle and bicycle parking facilities located on the parcel or within a structure, showing dimensions of spaces, driveways, access aisles, and access/egress points. Include line-of-sight and turning radius along with length and type of delivery truck.
- If you are requesting a reduction in the amount of required parking, include a Transportation Demand Management Plan per Section 6.1.5.
- Plans of all bicycle parking facilities located on the lot and within any structure, including dimensions of spaces and access routes and types of bicycle racks.



Sustainable Building and Site Design Elements

- A solar energy systems assessment per Section 6.4, which must include:
 - An analysis for solar energy system(s) for the site detailing layout and annual production;
 - The maximum feasible solar zone area of all structures; and,
 - Drawings showing the solar energy system you propose, with a narrative describing the system, the reasons the system was chosen, and how the system meets the requirements of Section 6.4; or
 - A detailed explanation of why the project meets an exemption of Section 6.4.2.
- LEED checklist and narrative per EDR criterion 13.



Proposed landscaping (*may be incorporated into site plan*)

Schematic drawing(s) illustrating and clearly labels all landscape features, including hardscape materials, permeable areas, plant species, and light fixtures.



Plans for sign permits, if signage is an element of development proposal



Stormwater management plan

(for stormwater management during construction for projects with new construction)



SketchUp Compatible Model, if required



Application fee

(See Rule 12 of the ARB Rules and Regulations for how to calculate the fee)

FOR OFFICE USE ONLY

Docket #: _____

_____ Special Permit Granted

Date: _____

_____ Received evidence of filing with Registry of Deeds

Date: _____

_____ Notified Building Inspector of Special Permit filing

Date: _____

COVER SHEET

Application for Special Permit in Accordance with Environmental Design Review

PROPERTY AND PROJECT INFORMATION

1. Property Address 821 Massachusetts Avenue, Arlington MA
Assessors Block Plan, Block, Lot No. 052.0-0001-0001.10 Zoning District B4
2. Deed recorded in the Registry of deeds, Book 1350, Page 69
or- registered in Land Registration Office, Cert. No. _____, in Book _____, Page _____
3. Present Use of Property (include # of dwelling units, if any)
Vacant Building and CVS Store
4. Proposed Use of Property (include # of dwelling units, if any)
First Floor Front - 2 Retail/Office Spaces; First Floor Rear, Second and Third Floors - 4 Residential Units

APPLICANT INFORMATION

1. **Applicant:** Identify the person or organization requesting the Special Permit:
Name of Applicant(s) Geoffrey Noyes
Organization Noyes Realty, LLLP
Address P.O. Box 40 Marblehead MA 01945
Street City, State, Zip
Phone (781) 864-9686 Email gpnoyes@comcast.net
2. **Applicant Interest:** the applicant must have a legal interest in the subject property:
☒ Property owner ☐ Purchaser by land contract
☐ Purchaser by option or purchase agreement ☐ Lessee/tenant
3. **Property Owner** ☒ Check here if applicant is also property owner
Identify the person or organization that owns the subject property:
Name _____ Title _____
Organization _____ Phone _____
Address _____
Street City, State, Zip
Phone _____ Email _____

Application for Special Permit Under Environmental Design Review

Name	Mary Winstansley-O'Connor	Title	Attorney
Organization	Krattenmaker O'Connor & Ingber, P.C.	Phone	(617) 523-1010
Address	One McKinley Sq., 5th Floor		Boston MA 02109
	Street		City, State, Zip
Phone	(617) 523-1009	Email	moconnor@koilaw.com

3.3	Request for Special Permit
3.4	Environmental Design Review
section(s)	title(s)

section(s)	title(s)

(In the statement below, check the options that apply)

Signature of Applicant(s):

22 pages

(781) 864-9686

Phone