

TOWN OF BRIDGEWATER FBC SUBMISSION CHECKLIST

DATE:

APPLICANT/DEVELOPER:

APPLICATION BY:

DAYTIME PHONE:

EMAIL ADDRESS:

CONTACT:

PROJECT TITLE:

SITE ADDRESS:

PROJECT LOCATION:

CHECK APPROPRIATE BOXES:

APPROVAL PROCESS

PROJECT ELEMENTS

ADMINISTRATIVE REVIEW

HISTORIC STRUCTURE OR FACADE

PUBLIC OPEN SPACE (S)

FORM BASED CODE

CONSERVATION AREA OR ADJACENT TO CONSERVATION AREA

(See additional submission requirements below if these elements are included)

CBD-Redevelopment

	APPLICANT	STAFF			STAFF NOTES
		1ST	2ND	3RD	
(For tracking, insert date of submission or X)					
Plans, Drawings and Reports for Preliminary/Community/Final Review Phase Submissions, shall include, at a minimum, the information outlined below.					
See FBC SUBMISSION INSTRUCTIONS: A minimum of 5 complete sets are required for each FBC Application submission (Preliminary Review, Technical Review, and Final Review) and 1 digital copy on thumb drive. CED Staff may require the applicant to provide additional sets, if needed.					
1. CIVIL ENGINEERING PLANS:					
A. Certified Survey Plan at Scale that is appropriate for the size of the project, ranging from 1" = 10' to 1" = 30' with survey metadata (coordinate system, horizontal/vertical datum, source of property lines, etc.) prepared by a Massachusetts Licensed Engineer					
1. Dimensions of Lot area (square feet and acres) for each parcel					
2. North Arrow					
3. Types, dimensions, and locations of existing easements					

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4. Location, dimensions, size and uses of existing structures and below-grade structures, number parking spaces, number residential and hotel units, and distance from side lot lines and centerlines of adjacent streets					
5. Topography at 2-foot intervals					
6. Location and height in feet of existing structures on adjacent contiguous site and across adjacent streets					
7. Full Cross-Sections of adjacent streets from curb to curb, with dimensions, including full intersections					
8. Show location of trees on site with caliper of 3 inches or greater.					
9. Historic district and/or structures on the site or adjacent sites – add a note on the plot and location plan if there are not any					
10. Resource protections areas – include a note on the plot and location plan if there are none					
11. Metes and Bounds Narrative Description of the property					
B. Current aerial photograph of full site and surrounding uses					
C. General Land Use Plan and Zoning district designations for parcel (s), including the Map and Parcel number(s).					
E. Plot and Location Plan at a 1"=25' scale. However, a different scale could be used that is appropriate for the size of the project, ranging from 1"=10' to 1"=30'. All civil sheets should use the same scale chosen for the project. Final engineering plans will need to be submitted at 1"=25' scale.					
1. Lot dimensions and site area, individual parcel Dimensions and area, and area within each existing and proposed zoning district and/or FBC Building Envelope Standard (i.e. frontage type)					

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2. North Arrow					
3. Public street and right-of-way dedications					
4. Proposed grading at 2-foot contour intervals					

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	EX FEATURES	PROP FEATURES	1ST	2ND	3RD	
			EX/ PROP	EX/ PROP	EX/ PROP	
5. Location, dimension, connection, label and description of proposed and existing underground, surface, and aerial utilities and structures within the property, on the periphery of the site and in the full street. Show relationship of underground utilities to street tree placement:						
a) Water meter vaults & water meter clear zones						
b) Electric Transformer vaults						
c) Storm Sewer						
d) Gas						
e) Sanitary Sewer						
f) Water						
g) Electric						
h) Cable TV						
i) Telephone						
j) Fiber optics						
k) Other (please specify)						
6. Location, dimension, connection, label and description of proposed and existing surface and below grade structures within the property, on the periphery of the site.						
a) Full street sections and intersections.						
b) Sidewalks (full sidewalk and clear width)						
c) Curb and gutter						
d) Street lights						
e) Utility poles						
f) Bus Stops, if applicable						

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	EX FEATURES	PROP FEATURES	1ST	2ND	3RD	
			EX/ PROP	EX/ PROP	EX/ PROP	
g) Street trees, tree pits and/or tree planting strips						
h) Transformer pads						
i) Fire hydrants and fire department connections						
j) Crosswalks						
k) ADA ramps and driveway entrances						
l) Traffic signal poles and cabinets						
m) Distance to all property lines and street center lines						
n) Corner vision obstruction area						
o) Physical relationship and distance to adjacent lots and buildings on same block, contiguous blocks and across adjacent streets						
p) Location of streets on adjacent sites and blocks, with garage and loading docks marked						
q) Driveways and driveway entrances on the same block and across the street						
r) Interior streets, sidewalks & open spaces						
s) Distance from shared property line or proposed subdivision line						
t) Surface parking and loading areas						
u) Size and location of garage air intake and exhaust vents						

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7. Retail					
a) Location and square footage of retail spaces. Dimension the sidewalk frontage where the finished floor elevation(s) of the retail space(s) is equal to the finished grade of the sidewalk, and label these areas as the location of potential retail entrances.					
b) Label street/pedestrian access					
8. Proposed elevations at:					
a) Ramps					
b) Patios					
c) Plazas					
d) Top/bottom of privacy walls and fences					
e) Sidewalks and top of curb					
f) Ground/First floor and all entrances					
g) Garage & loading dock entrances					
9. Location of trees to be saved, and limits of clearing and grading					
10. Location of each building entrance and average elevation of the fronting sidewalk for each proposed building					
11 Buildable Area after any proposed dedications and/or vacations of land					
12 Location of and calculations for proposed Open Contiguous Lot Area or Private Open Area					
13. Types and dimensions of proposed vacations and/or types, dimensions and necessity for encroachments					
F. Presentation Plan at 1" = 25' scale showing proposed improvements only:					
1. Location, dimension, connection, label and description of all proposed surface structures within the property, on the periphery of the site, including:					
a) Buildings and building entrances					
b) Sidewalks (full sidewalk clear width)					
c) Curb and Gutter					
d) Bus stops/shelters, if applicable					

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e) Street trees, tree pits, and/or tree planting strips					
f) Crosswalks					
g) ADA ramps and driveway entrances					
h) Interior Streets, sidewalks, and open spaces					
i) Surface parking and loading areas					
j) Transformer Pads					
k) Fire hydrants and fire department connections					
l) Street lights					
m) Utility poles					
n) Traffic signal poles and cabinets					
o) Corner vision obstruction area					
p) Size and location of building air intake and exhaust vents					
q) Distance to all property lines and street center lines					
r) Distance from shared property line or proposed subdivision line					
2. Location and square footage of retail spaces					
3. Proposed limits of clearing and grading.					
4. North arrow orientation					
5. Symbol Key/Legend					
G. Striping and Marking Plan providing number, direction and width of existing and proposed travel and parking lanes, crosswalks, medians, bike lanes; width of existing and proposed curb cuts, planting areas, street lights, existing traffic signals (poles, span wires and/or mast arms), label and delineate fire lanes, if applicable.					
H. Existing and Proposed Street Cross-Sections from face of building to face of building showing: Required Building Lines and dimensions of sidewalks, planting areas, curb/gutter, parking lanes, bike and travel lanes, medians, and other street elements. Reference the Form Based Code Control Line (provided by the County) and the existing center line (if different) in the existing and proposed cross sections.					

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2. ARCHITECTURAL PLANS:					
Architectural Plans at a scale that is appropriate for the size of the project. Architectural Plans submitted by a Licensed Architect, will include, by way of illustration and not limitation, the following:					
A. Floor Plans of each parking garage level, including:					
1. Elevations					
2. Dimensions of overall structure					
3. GFA of overall structure					
4. Layout and number of parking spaces					
5. Label and dimension of typical standard, compact and handicapped spaces					
6. Widths of each aisle					
7. Label and size of storage, mechanical, retail parking, and other non-parking areas					
8. Locations, labels, dimensions, and capacity of bicycle parking areas					
B. Ground Floor Plan					
1. Overall Dimension, Elevation and GFA					
2. Label all separate uses and access to separate uses, including storage, loading and service areas, retail and retail access/connections to service areas, recycling and trash collection areas, garage, and locations, labels, dimensions and capacity of bicycle parking areas					
3. Label building entrances for pedestrians and vehicles, including ground floor retail					
4. Location and information on landscaping, plazas and other site features					
C. Non-typical Floors					
1. Overall dimensions, elevation and GFA of each floor level					
2. Label all separate uses and access to separate uses, including storage, loading and service areas, retail and retail access/connections to service areas, recycling and trash collection areas, and garage					
D. Typical Floors					
1. Overall dimensions, elevation and GFA of each floor level					

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2. Label all separate uses and access to separate uses, including storage, loading and service areas, retail and retail access/connections to service areas, recycling and trash collection areas, and garage					
E. Roof plan with elevations, showing main and penthouse roof elements and mechanical units					
F. Elevations of each building from the north, south, east and west (including interior elevations), including colored renderings as specified, showing:					
1. Height in feet of proposed building as measured from average elevation of the fronting sidewalk, to the Ground Story, English Basement, top of main roof, penthouse, and structures above the penthouse					
2. Number of floors and elevation of each floor including main roof, penthouse roof and any structures above penthouse roof, and slab-to-slab and interior clear heights of all floors					
3. Height, location and general design of structures above building height limit					
4. Label location and access to underground parking and loading (if applicable)					
5. Label façade and exterior surface materials and colors					
6. Complete street frontage (ground story), lobby and plaza level elevations showing complete design details, façade materials and colors at a scale of 1/8" = 1'					
7. Distance from shared property line and percentage of building wall openings/ fenestration					
8. General size and location of vents for garage air intake and exhaust, HVAC, and laundry					
G. Vertical cross-sectional views showing:					
1. Height, in feet, of proposed buildings measured from the average elevation of the fronting sidewalk to the main roof, penthouse roof, and to the top of all other buildings and/or structures					
2. Height, in feet, of proposed Ground Story finished floor elevation from the average elevation of the fronting sidewalk					

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3. Number of floors and elevation of each floor, including main roof, penthouse, and structures above the penthouse					
4. Height, location, and general design of structures proposed above the building height limit					
5. Label location and access to underground parking and loading					
6. Elevation of all floor grades above and below ground					
7. Buildings in relationship to surrounding uses:					
a) Distance between proposed buildings and adjacent lots					
b) Distance between proposed buildings and adjacent buildings, and those across streets					
c) Distance between proposed buildings and adjacent streets					
d) Height of proposed buildings and adjacent buildings					
e) Distance of building wall from the shared property line.					
8. Plazas and landscape area above structures, soil depth for all landscaping, and elevations at finished grade					
H. Screening plans for:					
1. Mechanical equipment					
2. Parking areas					
3. Loading areas					
4. Trash areas					
5. Penthouse areas					
3. CONCEPTUAL LANDSCAPE PLANS:					
A. Existing (to remain) and proposed building footprints and hardscape, and delineation of existing (to remain) and proposed underground structures					
B. Existing and proposed utilities and topography at 2' intervals					
C. Streetscape					
D. Label, design and size of plazas and other site features; location and types of landscaping; label other landscape elements; label street trees and streetscape elements					

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E. Label, size, design and elements of common open spaces (public/private), open space easements/dedications and required landscaping					
F. Tree survey of all trees on the site with a caliper of 3 inches and greater. Provide locations, sizes, and identification/species of all existing trees to be saved, trees to be removed, proposed limits of clearing and grading, and a calculation of the number of trees to be replaced in tabular form pursuant to the tree replacement formula					
4. ADDITIONAL INFORMATION:					
A. Completed Application Form with Signature and Application Fee (Fee due with First Preliminary Review Application)					
B. Description Of Proposed Use					
C. Disclosure Statement					
D. Statement of Consent by Property Owner					
E. Evidence of notification of Abutters					
F. Formal Response to Checklist comments for each review cycle					
G. Additional Information provided on application drawings or as attachments:					
1. Materials of special architectural features					
2. Treatment of mechanical shafts and balcony railings					
3. Exterior treatment of loading dock doors					
4. Context plan of street alignments, parking and travel lane designations, sidewalks, bike and transit facilities, and building lines within a 400-foot offset of development					
5. Any other special plans, data, or other documentation to demonstrate FBC CBD Redevelopment compliance (i.e. OCLA, lighting plans, sign plans, etc)					
H. Information Sheets					
1. Tabulation in chart form of parking and bicycle spaces required and provided, by building level and user type					

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2. Tabulation in chart form of the square footage of all separate uses, by floor, and the totals for all floors, including storage, loading and service areas including height of loading docks, retail including retail slab-to-slab height, recycling and trash collection areas, and garage					
3. Tabulation in chart form of the total number of residential units by type, number of bedrooms/dens, and by floor area, per floor and total for all floors					
4. Tabulation in chart form of total number of hotel units by floor area, per floor, and total					
J. Green Building standards checklist, depending on which rating system is required by FBC CBD Redevelopment (LEED, Earthcraft, or Green Home Choice)					
K. Traffic Impact Analysis					
L. Vacation and Encroachment plat and application(s) or waiver form. The plan shall show the exact locations and types of vacations and/or encroachments.					
M. Phasing Plan					
N. Stormwater Management and Compliance Plan (24x36)					
1. Provide drainage calculations					
2. SWPPP					