



TOWN OF MAYNARD
Town Planner
Office of Municipal Services

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The Maynard Advantage
New England Living for Everyone

PREPARING A SUCCESSFUL PLANNING BOARD APPLICATION

Thank you for your interest in bringing your project to Maynard! We want your experience to go as smoothly as possible. To help this along, we have prepared a list that should be helpful in preparing a successful application and plan. We strongly recommend you review all the information in this document and hope it proves helpful.

Before submitting a Site Plan and in some cases, a Special Permit request, you are required to attend a pre-application conference. This can be booked through the Office of Municipal Services. If there is any doubt about the development potential of a proposed site, such as the presence of wetlands, traffic issues or other conditions that may complicate site development, we recommend your engineer attend this meeting.

We realize your time and money are invested in making your project a reality: by following these steps, you're setting yourself up for success and hopefully a lot less stress!

Sincerely,

Bill Nemser
Town Planner

SUBMITTING THE PLANS FOR PLANNING BOARD APPROVAL

- ❖ For Site Plan and/or Special Permit approval from the Planning Board (PB) a project must:
 - ✓ Demonstrate compliance with the Zoning By-laws (ZBL) including Downtown Overlay District Zoning Regulations and Design Review, if applicable.
 - ✓ Demonstrate compliance with PB rules and regulations (including Landscape Regulations).
 - ✓ Indicate Conservation Commission approval, if applicable.
 - ✓ Comply with other conditions of approval that may be imposed by the PB.

The PB will not move forward without a complete application, corresponding plans, and required materials for both the Site Plan and any Special Permits.

- ❖ All materials must closely follow the requirements/procedures listed in the documents below. To properly get started with preparing an application package, you should be familiar with the following documents and know exactly what will be required for the review/approval process:
 - ✓ Zoning By-laws: <https://www.townofmaynard-ma.gov/wp-content/uploads/2019/10/maynard-zoning-bylaws-20190520.pdf>
 - Section 10 details general procedures for Site Plan, Special Permit and Design Review.
 - Section 9.0 details specific district requirements if your project falls within district boundaries.
 - Additional regulations of the ZBL will apply. It is essential to thoroughly understand the requirements, such as site dimensional standards, parking standards, signage, or other things that may require reviewing in your submittal.

SUBMITTING THE PLANS FOR PLANNING BOARD APPROVAL (continued from page 1)

- ✓ Planning Board Regulations: <http://www.townofmaynard-ma.gov/wp-content/uploads/2010/07/pb-rules-and-regulations.pdf?v=2016>
 - Provides detailed procedures for Site Plan, Special Permit and Design Review. Gives you a step by step for preparing a Site Plan and what requirements must be included.
 - This document literally can be used as a checklist for Site Plan preparation.
- ✓ Planning Board Landscape Regulations: <http://www.townofmaynard-ma.gov/wp-content/uploads/2010/07/pb-landscape-regulations-2015.pdf>
 - Outlines the PB's required landscape design drawing requirements to accompany all applications for Site Plan and Special Permit Design Review.

HELPFUL TIPS FOR A SUCCESSFUL PROJECT REVIEW

- ❖ **Professional Presentation:** Having your designer, engineer and landscape architect available to discuss their aspect of the project and how their design complies with the requirements of both the ZBL and the PB Regulations is crucial and may be required by the PB. In the end, this always helps move things along more efficiently. It is **strongly recommended** to have your Engineer consult with the Town Engineer prior to application submittal, and also ensure they are present at PB hearings until the PB is comfortable that the Engineering Review is completed.
- ❖ **Design Standards:** If you are subject to Design Standards (Section 10.6 of the Zoning By-laws and the "Design Review" Section and the PB Regulations) it is **strongly recommended** to have your architect consult with the Town Design Reviewer prior to application submittal and also ensure they are present at PB hearings until the PB is comfortable that Design Standards have been met. The most effective strategy to demonstrate consistency with Design Standards Criteria is to respond in writing to each criterion how the project meets them or if not, why not.
- ❖ **Conservation Restrictions:** In most cases where there is potential water or wetland impact, the application process should begin with Conservation Commission (CC). It may be more cost effective to meet with the CC prior to the Planning Board to specifically understand what limitations may be imposed on the project based on, among other things, the:
 - Wetlands Protection Act – 100' Buffer Zone jurisdiction
 - Riverfront Protection Act – 200' Buffer Zone jurisdiction
 - Maynard's Wetlands Protection By-Law -50' No Disturb Zone
- ❖ **Do your homework:** Approvals from other agencies or from within Town may apply. Identifying any requirements for the project (other than the Planning Board's approval) at the onset will keep things moving.
- ❖ **Affordable Housing Requirements:** If you are subject to affordable housing requirements (Inclusionary Zoning, density bonus, or other requirements), prior to filing your application, working with the Town Housing Consultant and the Maynard Affordable Housing Trust on the affordable housing portion of the Development Agreement may speed up the process.

QUANTITY OF MATERIALS REQUIRED FOR SUBMITTALS

- ❖ **The following material must be included with each filing:**
 - All materials must be provided in an electronic format.
 - 7 copies of all studies and documentation as required by project.
 - 4 copies of all plans 24 X 36

- 11 copies of all plans 11 X 17