



CITY OF SOMERVILLE
Planning, Preservation & Zoning Division
City Hall 3rd Floor, 93 Highland Avenue, Somerville MA 02143

THOROUGHFARE & CIVIC SPACE APPLICATION SUBMITTAL REQUIREMENTS

This document identifies the submission requirements for Applicants proposing to construct or modify civic spaces or thoroughfares. Submittal requirements for all other development activities can be found at www.somervillezoning.com/developmentreview.

All requirements found here must be satisfied for an application to be deemed complete. If you have questions, please review the FAQ found at [Plan11](#) or submit questions through [AskAPlanner](#).

FORMAT & SUBMITTAL REQUIREMENTS

All Copies

- All plan sheets must have a graphic scale and north arrow.
- All regulated dimensions and features must be properly illustrated and labeled on submitted plans.
- All plans must be prepared by a registered design professional and every page must bear a seal and signature of the responsible registered design professional.

Printed Copies

- Written materials must be 8.5"x11" portrait-oriented pages.
- Plans and illustrations must be 11"x17" landscape-oriented pages tri folded into 8.5"x11" size.
- Applications that are ten (10) pages or less may be bound by a single staple.
- Applications over ten (10) total pages must be submitted as a booklet with a plastic comb, plastic coil, or wire lay flat binding. Applications over two hundred (200) pages must have a plastic comb binding.

Electronic Copies

- Unless otherwise specified, all documents must be submitted in PDF format. Electronic plan sets must be full size for the appropriate scale of each drawing.

REQUIRED MATERIALS

All proposals must submit the following:

- Property Owner's Authorization
 - A completed version of the form found [here](#) must be submitted.
- Narrative
 - A succinct but thorough written narrative, accompanied by graphics and illustrations as necessary, describing the scope of the proposed development in the form of a letter from the Applicant.

- Plot Plan
 - A certified plot plan signed and stamped by a MA registered Land Surveyor.
- Abutters List
 - Proposals for development in close proximity to the Somerville municipal boundary must provide an abutters list for any lots within three hundred (300) feet of the development site that are located within the borders of any other municipality. The abutters list must be certified by the neighboring municipality and must be provided in both text and Excel or Comma-Separated Value (CSV) format.
- Neighborhood Meeting Report
 - A detailed response to concerns raised at a neighborhood meeting and a description of any changes to the proposed development made as a result of the feedback. Submittal materials must include a report for each required neighborhood meeting.
- Design Review Report
 - A detailed response to the Urban Design Commission's recommendations and a description of any changes to the proposed development made as a result of the feedback.
- Required fees
 - Fee schedule can be found in Chapter 6.B of the Submittal Requirements Manual available at www.somervillezoning.com/developmentreview

Proposals to **construct or modify a civic space** must submit the following:

- Illustrative plan
- Scaled layout plan. Include lot lines, lot size (area), frontage area, permeable surface area, landscape area, trees, furnishings (tables & chairs, benches, etc.), building footprints (identify floor plate area), and any commercial café or sales areas
- Zoning requirement summary table (see SZO Article 13)
- Conceptual grading & drainage plan
- Existing tree plan (identify existing-to-remain and removed trees; include table with species, DBH, health condition, tree protection details)
- Landscape plan(s) (Planting plan, plant schedule & list, tree soil area plan, paving plan with material photos)
- Signage plan(s) and illustrations
- Lighting plan(s), photometric calculations, and illustrations
- Illustrated site furnishings list (seating, tables, bike racks, bollards, trash receptacles, etc.)

Proposals to **construct or modify a thoroughfare** must submit the following:

- Key plan (if applicable)
- Illustrative plan & typical street section(s)
- Plan details for all intersections and curb cuts (larger scale)
- Scaled street layout plan & typical street section(s). Identify all dimensions for the ROW, travel lanes, parking lanes, bicycle facilities, and sidewalks (differentiate the furnishing zone and walkway)

- Conceptual grading & drainage plan
- Existing tree plan (identify existing-to-remain and removed trees; include table with species, DBH, health condition, tree protection details)
- Landscape plan(s) (Planting plan, plant schedule & list, tree soil area plan, paving plan with material photos)
- Street tree planting details (plan & section views)
- Furnishings plan
- Illustrated furnishings list (seating, tables, bike racks, bollards, trash receptacles, etc.)
- Lighting plan(s), photometric calculations, and illustrations
- Traffic controls and signage plans