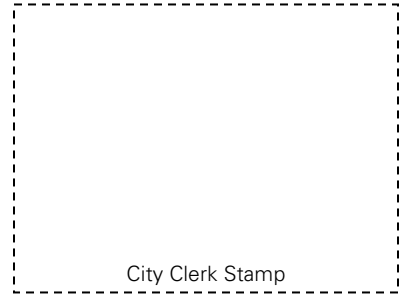




CITY OF SOMERVILLE

Office of Strategic Planning & Community Development



City Clerk Stamp

MASTER PLAN SPECIAL PERMIT (MPSP) APPLICATION • COVER SHEET

In accordance with Article 15 of the Somerville Zoning Ordinance, the undersigned submits the following Master Plan Special Permit application for review.

Property Address:		
Zoning District:	Ward:	MBL:
Applicant:		
Address:		
Phone:	Email:	
Property Owner:		
Address:		
Phone:	Email:	
Agent:		
Phone:	Email:	

As the **Applicant**, I make the following representations:

1. I understand that a master plan special permit application is not complete until all necessary information has been submitted and all fees have been paid and that an incomplete application will not be reviewed, will not be publicly noticed, and will not be scheduled for a public hearing.
2. The information supplied on and with this application form is accurate to the best of my knowledge.
3. I certify that the agent listed on this application form is authorized to represent me before City staff and review boards as it relates to the development of this property.

Signature:

As the **Owner**, I make the following representations:

1. I certify that I am the owner of the property identified on this application form.
2. I certify that the applicant named on this application form is authorized to apply for a master plan special permit for the property identified and for the purposes indicated by the submitted documentation.
3. I certify that the agent listed on this application form is authorized to represent me before City staff and review boards as it relates to the development of this property.
4. I permit City staff to conduct site visits on my property.
5. If the ownership of this property changes before the review boards have acted on this application, I will provide updated information and new copies of this form.

Signature:

CITY OF SOMERVILLE USE ONLY

	MPSP#:
	Full Fee:

The following information is provided to assist applicants through the development review process required by the Somerville Zoning Ordinance.

To avoid paying unnecessary fees for the review of development proposals, all applicants are recommended to call or visit the Planning & Zoning Division to schedule a pre-submittal meeting.

Planning & Zoning Division
3rd Floor, City Hall
93 Highland Avenue
Somerville, MA 02143
(617) 625-6600 x2500

FORMAT & SUBMITTAL REQUIREMENTS

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.

Applications must be submitted to:

City Clerk's Office
1st Floor, City Hall
93 Highland Avenue
Somerville, MA 02143

REQUIRED MATERIALS

Standards for individual materials are detailed in the Submittal Materials Specifications section at the end of this document.

All Master Plan Special Permit applications must include the following:

- MPSP Application cover sheet (download from City website)
- Applicant Information
- Master Plan Narrative
- Neighborhood Meeting Report
- Illustrative Plat Plan
- Illustrative Site Plan(s)
- Massing Illustrations & Perspectives
- Digital Massing Model
- Phasing Plan
- Comprehensive Shadow Study
- Utility Infrastructure Plan
- Civic Space Study
- Transportation Impact Study

SUBMITTAL MATERIALS SPECIFICATIONS

Master Plan Narrative

Provide a written narrative accompanied by graphics and illustrations that includes the following:

- Introduction of the development proposal;
- a description of the existing conditions including a context analysis;
- a description of the proposed development concept, planning objectives, vision, and character of the proposal;
- a summary of development site vulnerabilities identified by Somerville's Climate Change Vulnerability Assessment and a description of all proposed strategies to mitigate site-based climate change vulnerabilities;
- a summary of the proposed thoroughfare network that identifies the location (by lot number) and type of each thoroughfare. *See 13.2 Thoroughfares of the Somerville Zoning Ordinance for additional information.*
- a summary of the proposed civic spaces that identifies the location (by lot number) and the type and land area of each. *See 13.1 Civic Space of the Somerville Zoning Ordinance for additional information.*
- a summary of the proposed buildings that identifies the location (by lot number), the building type, the building sustainability type (LEED or Net Zero), and the use program by residential and commercial floor area in square feet and the percent total (also further break down commercial by office, lab, retail, arts & creative, & community center);
- a carbon neutral pathway assessment identifying the probable means and timetable for proposed buildings to meet Somerville's Carbon Neutral by 2050 goal;
- a summary of the proposed transportation improvements and other measures intended to mitigate, limit, or minimize, to the extent economically feasible, any adverse impact reasonably attributable to the proposed development;
- a zoning and city policy consistency review (for development sites located in an MPD overlay sub-area, include reference and comparison to the urban design framework for the area);
- identification of the anticipated need or requests for special permits or variances;
- summary of any anticipated displacement of existing residents or business and any relocation efforts involved; and
- a summary of the economic, public, and community benefits inherent to or directly provided by the development proposal.

Neighborhood Meeting Report

Provide a detailed response to concerns raised at the neighborhood meeting and a description of any changes to the proposed development made as a result of the feedback.

Illustrative Plat Plan

Provide a scaled and dimensioned plat plan signed and stamped by a MA registered Land Surveyor for the entire development site identifying all future condition lots intended for a thoroughfare, civic space, or building. Plat plans must be consistent with the Code of Massachusetts Regulations Title 250 CMR 6: Land surveying procedures and standards and the Deed Indexing Standards of the Commonwealth of Massachusetts, latest edition.

Illustrative Site Plan(s)

Provide a scaled and dimensioned illustrative site plan illustrating all future condition lot boundaries, thoroughfares, civic spaces, building footprints, anticipated locations of principal entrances, general location of driveways and vehicular entrances, parking, and loading & services areas for the full build out of the master plan.

Conceptual Massing Illustrations and Perspectives

Provide illustrations or renderings of the generalized three-dimensional form of the proposed development in the context of existing buildings from both aerial and street level pedestrian perspective vantage points. Illustrate the relationship of the proposed development to the massing and height of surrounding buildings and major topographic features.

Digital Massing Model (electronic only)

Provide a digital building massing model (i.e. no internal building elements, landscaping, people, cars, etc.) of the proposal as a properly geo-located and oriented Sketch-Up file (.skp) for use in placing and viewing the project within the City's digital models of existing buildings in the City.

Phasing Plan

Provide a narrative, tables, and illustrations (as necessary) to identify the planned phases of development including the development site for each phase and summary information detailing the demolition of existing structures and the total square footage and percent of the total build out for all buildings (including use categories and dwelling units), civic spaces, and thoroughfares in each phase. Identify the square footage, percentage of total, estimated employees, hotel rooms, and dwelling unit counts by affordability, tenure type, and number of bedrooms for the estimated project phases (as applicable).

Comprehensive Shadow Study

Provide a shadow study illustrating the existing and net new shadows and cumulative daily shadows cast over the entire development site and surroundings for the times of day and solar altitude/azimuth identified below (Somerville, Massachusetts; W 71.07, N 42.23). Verification of latitude, longitude, time zone, and model orientation must be provided for studies generated using an automated program, such as SketchUp, where solar altitude/azimuth data is not entered manually. All thoroughfares, civic spaces, transit stops, and outdoor seating areas must be clearly labeled. Net new shadows must be shown in a dark, contrasting color distinguishable from existing shadows. The opacity of cumulative daily shadows must be adjusted for each hour to create an effect that darkens where shadows from each hour overlay each other. For example, each shadow should be illustrated at ten percent (10%) opacity for a study reviewing ten (10) hours of shadows.

	MARCH 21 (Vernal Equinox)	JUNE 21 (Summer Solstice)	SEPTEMBER 21 (Autumnal Equinox)	DECEMBER 21 (Winter Solstice)
Existing and Net New Shadows (individual diagrams)	9:00 AM 12:00 PM 3:00 PM	9:00 AM 12:00 PM 3:00 PM 6:00 PM	9:00 AM 12:00 PM 3:00 PM 6:00 PM	9:00 AM 12:00 PM 3:00 PM
Cumulative New Shadows (single diagram/day)	9:00 AM 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00 PM 3:00 PM	9:00 AM 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00 PM 3:00 PM 4:00 PM 5:00 PM 6:00 PM	9:00 AM 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00 PM 3:00 PM 4:00 PM 5:00 PM 6:00 PM	9:00 AM 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00 PM 3:00 PM

March 21	Altitude	Azimuth	September 21	Altitude	Azimuth
9:00 AM	33.2	125.6	9:00 AM	35.2	129.2
12:00 PM	48.2	183.2	12:00 PM	47.7	188.4
3:00 PM	30.7	238.4	3:00 PM	28.2	241.3
			6:00 PM	-4.0	274.0
June 21	Altitude	Azimuth	December 21	Altitude	Azimuth
9:00 AM	50.8	105.5	9:00 AM	14.3	141.9
12:00 PM	70.8	189.6	12:00 PM	24.1	184.3
3:00 PM	45.9	260.3	3:00 PM	10.1	224.9
6:00 PM	13.2	289.8			

Utility Infrastructure Plan

Provide plans and a narrative describing the existing utility conditions, analysis of the anticipated water and electricity consumption, sewage generation, and energy requirements of the proposed development; an evaluation of the adequacy of existing systems; and determine the need for measures to mitigate, limit, or minimize, to the extent economically feasible, any adverse impact reasonably attributable to the proposed development. Include a plan for the entire development site illustrating any proposed improvements to major water, sanitary sewer, storm drainage, electrical, telephone, data, CATV, and natural gas utilities.

Storm Water Management and Green Infrastructure Plan

Provide Storm Water Management and Green Infrastructure Plan. Contact the City Engineer for additional information.

Civic Space Study

Provide a Civic Space Study. Contact the Public Space and Urban Forestry Division for additional information.

Mobility Management

Provide a completed Mobility Management Plan Certification letter. Contact the Mobility Division for additional information at transportation@somervillema.gov.

Transportation Impact Study

Provide a Transportation Impact Study for each phase of development. Contact the Mobility Division for additional information at transportation@somervillema.gov.

Transportation Access Plan

Provide a Transportation Access Plan for each building. Contact the Mobility Division for additional information at transportation@somervillema.gov.