

REQUIRED SUBMITTALS CHECKLIST

Submit checklist with application. One electronic copy of your application is required; print materials may be requested.

- ☐ **Application Cover Sheet (project and property information, applicant information)**
- ☐ **Dimensional and Parking Information Form (see attached)**
- ☐ **Impact statement**
 - Respond to Environmental Design Review (Section 3.4) criteria on pages 6-7 of this packet.
 - Include 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;
 - Any wetlands or wetland resource areas.
- ☐ **Drawings of proposed structure/sample materials**
 - 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.
 - Physical sample façade materials and color samples.
 - Lighting plan and fixtures if not provided on site or landscaping plan.
- ☐ **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 L. Applicants MUST submit a current LEED checklist, appropriate to the type of development, annotated with narrative description that indicates how the LEED performance objectives will be incorporated into the project. LEED checklists may be found at <https://www.usgbc.org/resources>, under "RATING SYSTEM."

☐ **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.

☐ **Residential and commercial units**

Describe the number, locations, and sizes of residential units, and of affordable units if any. All affordable units must meet the State’s standard for inclusion on the Arlington Subsidized Housing Inventory. Describe the number, locations, and sizes of commercial units, if any. Indicate if units are rental or ownership.

☐ **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**

(The fee is \$0.20 per square foot of new construction, or a minimum fee of \$500. See Rule 12 of the [ARB Rules and Regulations](#) for more information.)

FOR OFFICE USE ONLY

_____ Site Plan Approved

_____ Received evidence of filing with Registry of Deeds

_____ Notified Building Inspector of Site Plan Review filing

Docket #: _____

Date: _____

Date: _____

Date: _____

Application for Site Plan Review

1. Property Address _____
Assessors Block Plan, Block, Lot No. _____ Zoning District _____
2. Deed recorded in the Registry of deeds, Book _____, Page _____
or- registered in Land Registration Office, Cert. No. _____, in Book _____, Page _____.
3. Present Use of Property (include # of dwelling units, if any)

4. Proposed Use of Property (include # of dwelling units, if any)

1. **Applicant:** Identify the person or organization requesting the Site Plan Review.

Name of Applicant(s) _____

Organization _____

Address _____
Street City, State, Zip

Phone _____ Email _____

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:** Identify the person or organization that owns the subject property.

☐ Check here if applicant is also the property owner

Name _____ Title _____

Organization _____ Phone _____

Address _____
Street City, State, Zip

Phone _____ Email _____

4. **Representative:** Identify any person representing the property owner or applicant in this matter.

Name

Title

Organization

Phone

Address

Street

City, State, Zip

Phone

Email

5. Site Plan Review applied for in accordance with the following Zoning Bylaw section(s):

section(s)

title(s)

6. List any waivers or bonuses being requested and the Zoning Bylaw section(s) which refer to the minimum or maximum requirements from which you are seeking relief:

section(s)


title(s)

7. Please attach a statement that describes your project and provide any additional information that may aid the ARB in understanding the approval you request. Include any reasons that you feel you should be granted the requested approval. Please see cover letter attached.

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

The applicant states that _____ is the owner ☐ or occupant ☐ or purchaser under agreement ☐ of the property in Arlington located at _____ which is the subject of this application; and that unfavorable action ☐ or no unfavorable action ☐ has been taken by the Zoning Board of Appeals on a similar application regarding this property within the last two years. The applicant expressly agrees to comply with any and all conditions and qualifications imposed upon this permission, either by the Zoning Bylaw or by the Redevelopment Board, should the site plan be approved.

Signature of Applicant(s):



Erica Schwarz

Address

Phone