

TOWN OF OGUNQUIT PLANNING BOARD
DESIGN REVIEW APPLICATION

PLEASE PRINT CLEARLY

DATE REC'D: 1-27-2020

MEETING DATE w/ CEO 1-22-2020

FEE PAID (\$500): Yes No

INITIAL PB HEARING DATE: 2-10-2020

TAX MAP: 6 BLOCK: 31

ZONING DISTRICT GB-1

DESIGN REVIEW APPLICATION - Applicants applying for Design Review should familiarize themselves with Articles 6 and 11 of the Town's Zoning Ordinance.

PROPERTY OWNER (as listed on current VISION Property Tax Card)

NAME Bryan and Raphaela Chatelle

MAILING ADDRESS 10 Crosby St. Stoneham MA. 02180

Telephone 617-816-0761 e-mail address bchat73@gmail.com

APPLICANT Same as Owner Lessee Purchase & Sale Agreement Agent/Consultant

NAME See above

MAILING ADDRESS _____

Telephone _____ e-mail address _____

If applicant is different than owner you must include a letter of authorization from the property owner.

REPRESENTATIVE (if applicable) _____

NAME _____

MAILING ADDRESS _____

Telephone _____ e-mail address _____

PROPERTY ADDRESS: 34 SCHOOL ST. UNIT #1

Year Built 1940 (All Pre 1931 structures require review by the Historic Preservation Commission).

Source of date: VISION Card TRIO Card Other _____

NAME OF BUSINESS (Current & Proposed) _____

(If property is used commercially, please give name of business.)

BRIEF DESCRIPTION OF PROJECT: Adding two parking spaces.
install storm well along slope of driveway.

Is any portion of the property within 250 feet of the high water line of a river or salt water body? Yes No

Does the parcel include any wetlands? Yes No Total Acreage of Parcel: 7,841 sf

Is this parcel included in a prior approved subdivision or site plan? Yes No

Is any portion of the property within a floodplain as identified by the Federal Emergency Management Agency?
 Yes No

Anticipated date for construction start: ASAP

Does this development require extension/provision of, or connection to, public infrastructure?

- roads
- storm drainage
- other _____
- sidewalks
- water lines
- sewer lines
- fire hydrants

Identify method of water supply to the proposed development:

- individual wells
- connection to public water system
- N/A

Identify method of sewage disposal to the proposed development: N/A

- connection to public sewer system
- on-site subsurface wastewater disposal system

To the best of my knowledge, all the above stated information submitted in this application is true and correct.

1-22-2020
DATE


APPLICANT'S / OWNER'S SIGNATURE

ELECTRONIC COPIES OF ALL APPLICATION MATERIAL MUST BE E-MAILED TO THE OGUNQUIT LAND USE OFFICE NO LATER THAN ONE WEEK PRIOR TO MEETING DATE.

THIS FORM, ACCOMPANIED BY THE APPROPRIATE FEE, CHECKLISTS, AND SUPPORTING DRAWINGS AND DOCUMENTS, MUST BE SUBMITTED BY THE FOLLOWING DEADLINES:

Pre-application Conference with Code Enforcement Officer – *MUST BE HELD AT LEAST TWO BUSINESS DAYS PRIOR TO SUBMITTAL OF THE APPLICATION.* Applications will not be accepted without a prior conference with the CEO AND HIS SIGNATURE ON THE SUBMISSIONS CHECKLIST FORM.

The Application form, with all accompanying fees, drawings and documents, as indicated by the CEO at the preapplication conference, *MUST BE SUBMITTED BY 2:30 P.M. 14 DAYS PRIOR TO THE PLANNING BOARD MEETING*

Any Application Approval is conditioned on all statements and written materials submitted to the Planning Board during the course of deliberations.

TO BE COMPLETED BY TOWN STAFF

REQUIRED DEPT./CONSULTANT REVIEWS - to be completed by Code Enforcement Office:

- | | | | | | |
|------------------------------|------------------------------|--|--------------------------|------------------------------|--|
| Historic Pres. Comm. Review? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Public Works Review? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Police Dept. Review? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Conservation Commission? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Fire Dept. Review? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Planning Consultant? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

Engineering Peer Review may be required by the Planning Board at any time during the Hearing process.

DESIGN REVIEW SUBMISSIONS CHECKLIST

Applicant Name Bryan Chatelle Date 1-22/2020
 Map / Lot / Zone 6-31-GB-1

This checklist has been prepared to assist applicants in developing their design review applications. It should be used as a guide in assembling the information necessary for a design review. However, the checklist does not substitute for the text of **Article 11** of the Zoning Ordinance. The Planning Board also will be using the checklist to make sure that your application is complete. Once the checklist is filled out according to the instructions below it should be submitted with the application form.

1. Indicate if the information has been submitted by checking the appropriate box in column 1;
2. If you believe that a required submission is not applicable to your project, please discuss the matter with the Code Enforcement Officer. If the CEO agrees that the submission might not be applicable, check the appropriate box in column 2;
3. For every item checked in column 2, a written waiver request must be prepared on a separate sheet and submitted with this checklist.
4. At the initial meeting with the Planning Board, the Board will review this list, and the Board Chairperson will check the appropriate box in column 3 when the Board determines the submission acceptable;
5. If an item is not submitted, and the Board grants a submission waiver, the Board Chairperson will check the appropriate box for that item in column 4.

Note that this checklist only covers the submission requirements for a design review. It does not address the review standards that the application must meet in other stages of the process.

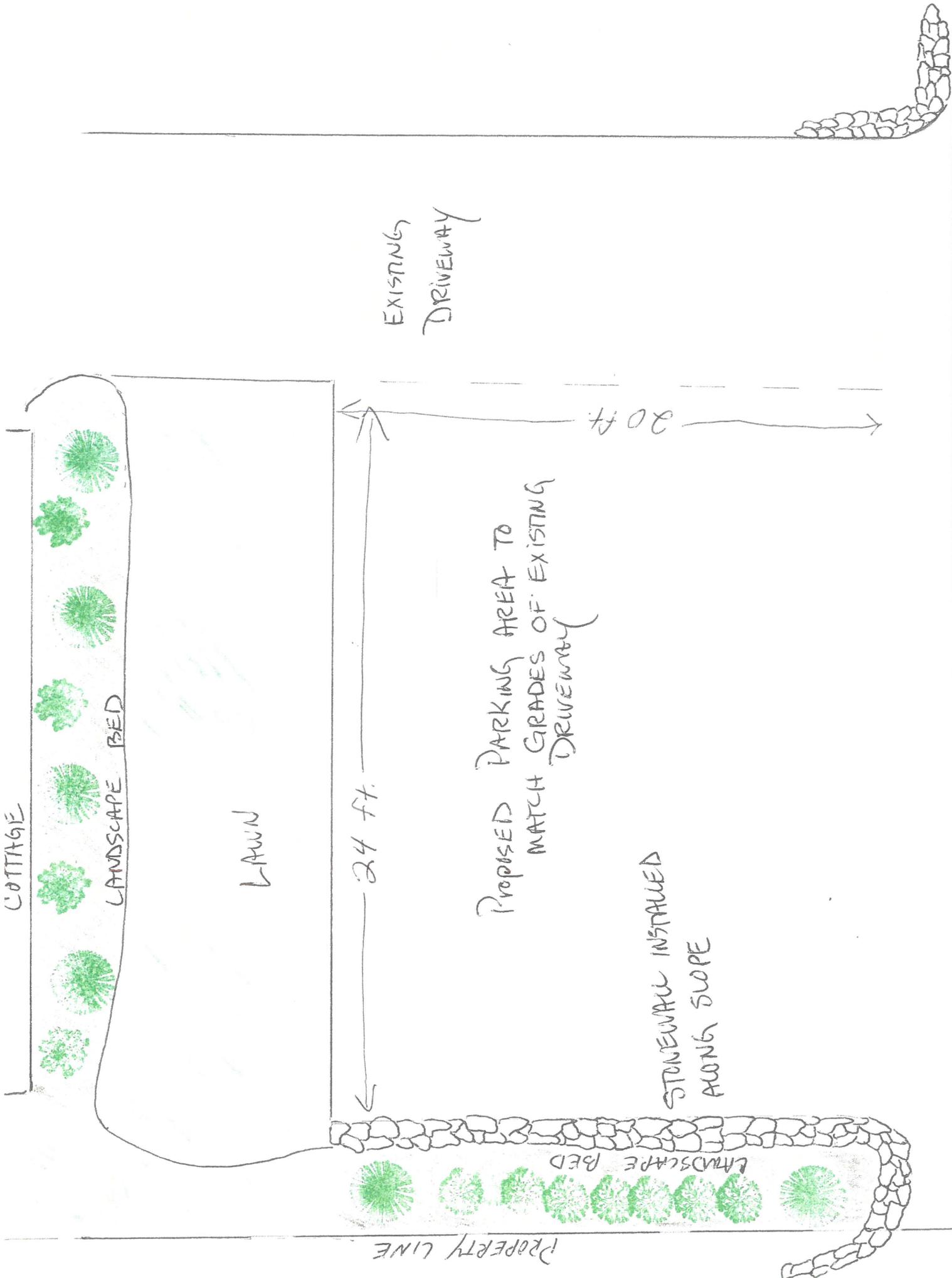
DESIGN REVIEW REQUIRED SUBMITTAL		1	2	3	4
		Submitted by Applicant	Submission determined to be sufficient by the Planning Board	Submission determined not applicable by the Code Enforcement Officer.	Applicant requests waiver of Submission Requirement
11.6.A.1	Fifteen copies of a site plan, and all supporting materials, including design review application form, and design review submissions checklist; Design Review Application fee paid.	✓			
11.6.A.2	Elevations of each side of the proposed building or structure to be constructed or altered, at a scale of at least 1/4" = one foot, and in the case of alterations, showing conditions before and after the proposed work			✓	
11.6.A.3	Photographs of the site and existing buildings	✓			
11.6.A.3	Manufactures Specifications/Cut Sheets Doors, Windows, Applicable Fixtures			✓	
11.6.A.4	Estimate of construction cost for new buildings			✓	
11.6.A.5 a & b	Visual impact assessment (Only applicable to projects over \$2,000,000.)			✓	

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In addition to the above – When applicable the Planning Board may require detailed interior and/or exterior plans including dimensional measurements and uses of all interior/exterior spaces, placement of equipment, counters, etc. and when applicable seating charts indicating table/chair arrangements and the number of requested tables and seats.

NO APPLICATION WILL BE SCHEDULED TO GO BEFORE THE PLANNING BOARD UNTIL THE CODE ENFORCEMENT OFFICER HAS REVIEWED THE APPLICATION PACKET AND SIGNED THIS FORM!

Code Enforcement Officer  Date: 1-22-2020



32 SCHOOL ST. OGUNQUIT ME

SLOPE 1/4" = 1'

6-39

6-35

6-36

GB1

6-31

6-30

School Street

R

6-50

6-29







PLANNING BOARD APPLICATION FILING & SCHEDULING PROCEDURE

1. The Applicant meets with the Code Enforcement Officer to determine exactly what will be required: Design Review, Site Plan Review, or both; and to review what material will be required for Planning Board review. The earlier in the process this meeting takes place the more quickly, and smoothly, the application process can proceed.
INITIAL MEETING WITH CEO – DATE: 1-15-2020

2. After the initial meeting with the Code Enforcement Officer, and receiving the appropriate Planning Board Application forms, the Applicant will prepare a single complete Application Packet; and come back for a 2nd meeting with the Code Enforcement Officer and/or Planning Board Chairman where he/they will review the material for application completeness. A complete application packet requires the Code Enforcement Officer's signature on one (both) Submission Checklists.
2ND MEETING WITH CEO – DATE: 1-22-2020

3. Once the Applicant has received the Code Enforcement Officer's signature on the submission checklist(s); the Applicant will make fifteen (15) collated copies of the entire packet and submit them to the Land Use Office. The fifteen copies should be **collated**, and **secured with paperclips and/or butterfly clips, or rubber band. PLEASE DO NOT USE STAPLES.** **ALSO, PLEASE DO NOT DOUBLE SIDE COPIES/PAPERWORK.**
15 APPLICATION PACKETS SUBMITTED - DATE: _____

4. Only after all of the above has been completed, and the Code Enforcement Officer has confirmed that the Applicant has submitted fifteen (15) complete application packets and paid the required fees will the Applicant be informed of the Planning Board Meeting Date.

5. ELECTRONIC COPIES OF ALL APPLICATION MATERIAL MUST BE E-MAILED TO THE OGUNQUIT LAND USE OFFICE NO LATER THAN ONE WEEK PRIOR TO MEETING DATE.