



TOWN OF WAYLAND

TOWN BUILDING
41 COCHITUATE ROAD
MASSACHUSETTS, 01778

PLANNING BOARD

MIXED-USE OVERLAY DISTRICT

MASTER SPECIAL PERMIT APPLICATION CHECKLIST

Date of Application Submittal: _____

APPLICATION REQUIREMENTS	Applicant Yes-No-N/A	Planning Board Verification
A. Plans		
1. General Requirements		
a. Plan sheets shall not be larger than 24 by 36 inches and shall be clearly and legibly drawn.		
b. Each set of plans shall have a cover sheet depicting the USGS locus map, an appropriate title block, an index of plan sheets, and the numbering system used on the sheets		
c. Each plan sheet shall contain an appropriate title block, North arrow, scale of measurement, and legends of symbols used on the plan		
d. Each plan sheet shall be signed by a Massachusetts registered architect or other pertinent design/engineering professional		
e. Base plans shall be prepared so that layers of information can be later combined in a single plan sheet		
2. List of Plan Sheets		
a. Plan Sheets		
1. Existing Conditions Plan		
2. Aerial Photograph with the site plan super imposed to show relationship of the proposed development to properties within a radius of $\frac{3}{4}$ of a mile of the perimeter of the site.		
3. Neighborhood contextual map with the site plan superimposed to show the proposed development to adjacent/nearby properties and roadways within 500 ' of the property boundary of the MUP		
4. Site development plan, showing the location of proposed site improvements, including: footprint(s) of all buildings and parking structures with sizes and uses (including interchangeable uses) identified; setbacks; site grading with finish floor elevations; parking; landscaping; roads; walkways; access ways; open space; wetlands, areas for snow storage; and areas for refuse storage and handling.		
5. Utilities plan for the proposed project showing:		
i. the location of hydrants that would provide service to the Mixed-Use Project;		
ii. the location, size, capacity and type of private sewage/wastewater facilities, including required reserve areas;		
iii. the location and size of any piping or other connections to a publicly-owned sewage/wastewater facility;		
iv. the location and type of stormwater collection and drainage facilities;		
v. the location and size of the municipal water main serving the site;		

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vi. the location of any on-site water supply wells and their distance from structures and sewage/wastewater disposal facilities;		
vii. the location and type of solid waste disposal facilities;		
viii. the location and type of all other utilities.		
6. Lighting and landscaping plan for the proposed project showing:		
i. the heights and locations of light poles, bases and fixtures;		
ii. the heights and locations of ornamental, area, pathway, architectural, and any other type of lighting fixture;		
iii. a photometric plan;		
iv. the location of open space, both public and private;		
v. the location of pedestrian pathways;		
vi. the location of on-site and perimeter buffer areas, including any “no-disturb” areas;		
vii. the location of landscaping including ground cover, street trees, and screening between adjacent properties, with plantings detailed by common name of species, height (at planting), spread (at maturity) and quantity to be planted.		
7. Signage plan for the MUOD showing:		
i. the location, type, scale, and dimension of existing and proposed signs;		
ii. materials and, if known, colors to be used;		
iii. maximum sign area for individual types of signs to be used;		
iv. total aggregate square feet of signage to be used;		
v. types of lighting fixtures and wattages to be used.		
8. Parking and traffic control and circulation plan showing:		
i. each of the areas designated for standard size, compact size and handicap vehicle parking, with a listing of size dimensions for each type of space;		
ii. areas set aside for dedicated uses, including any designated employee parking areas;		
iii. any areas proposed for reserve parking;		
iv. aisles, driveways, pedestrian paths, bicycle lanes/paths;		
v. landscaping/islands;		
vi. loading areas;		
vii. garages/structured parking;		
viii. bicycle racks;		
ix. emergency access routes;		
x. pavement materials;		
xi. any proposed traffic calming mechanisms;		
xii. traffic controls such as stop signs and traffic lights within the MUOD and within the adjacent public ways.		
9. Use and massing plan showing:		
i. the location and size of each building and parking structure;		
ii. the proposed category of use(s) for each building and parking structure and portions thereof;		
iii. the gross floor area in each building and parking structure dedicated to a particular use category;		
iv. the elevations of the front, sides and rear of all buildings and parking structures, together with finished building heights;		
v. the main and the secondary entrance to each building and parking structure;		
vi. general architectural design.		
10. Perspective massing plan from the vantage point of two locations.		

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11. Construction detail plan showing profiles and/or cross sections of the following features:		
i. rights-of-way;		
ii. catch basins and manholes;		
iii. stormwater collection and drainage facilities;		
iv. sidewalks, paths, driveways, parking areas, and loading areas;		
v. tree plantings and specialty planting areas;		
vi. retaining walls and freestanding walls;		
vii. erosion, sedimentation and pollution control devices; and plan views of examples of each type of parking space.		
12. A subdivision plan(s), if applicable.		
b. Additional Required Plan Information		
B. Written Submittals		
1. General Requirements		
a. Official Application Form, including checklist;		
b. Names and addresses of all parties in interest, as defined in M.G.L. c. 40A, Section 11;		
c. Documentation showing that the applicant controls the site (e.g., a deed, a signed purchase-and-sale agreement, a signed option agreement) and has authority from the site owner to make this filing;		
d. A list of the names and addresses of all consultants expected to be used during the Mixed-Use Project Master Special Permit (“MUP Master Special Permit”) phase, together with their areas of expertise. This information shall be updated in a timely fashion if the applicant engages additional consultants;		
e. A list of federal, state, and local land-use permits/approvals, anticipated to be sought for the Mixed-Use Project. Local building permits, demolition permits, and certificates of use and occupancy are not required to be listed;		
f. A schematic/time line showing when in the development process each federal, state, and local permit application, referred to in Section 304-10.B.(1)e. above, but also including any demolition permit and the first certificate of use and occupancy, is likely to be submitted and the approval is anticipated to be received;		
g. A narrative describing how the MUP Master Special Permit Application meets the design principles and recommendations of the Concept Plan;		
h. Reference to any separate special permit(s) being requested in conjunction with the MUP Master Special Permit.		
2. Specific Requirements		
a. Tables, with supporting calculations, specifying the individual and total square footages, by category, of:		
i. all building and parking structures;		
ii. paved and otherwise impervious areas;		
iii. constructed open spaces;		
iv. upland area of the MUOD;		
v. wetland area of the MUOD;		
vi. amount of earth to be moved pursuant to Section 198-504 or a statement that work on the site will not require zoning relief under the provisions of Section 198-504.		
b. A statement describing any constraints to site layout based on known environmental contamination		
c. A description and analysis of design features intended to integrate the proposed Mixed-Use Project into surrounding neighborhoods and land uses		

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d. A description and analysis of design features intended to integrate the proposed Mixed-Use Project into the existing landscape to preserve and enhance aesthetic assets of the site and to screen parking lots and objectionable features from neighboring properties and roadways		
e. Building Design, Construction, and Materials;		
1. A general description of the architectural design of the project		
2. Description of exterior building features and proposed materials for building exteriors including, but not limited to, roofing, siding, windows, facades, entrances, and doors		
3. Signage standards for each type of use, location on buildings, and for directional and wayfinding signs		
f. Water		
1. Documentation of the availability of sufficient water, including water for irrigation, and sufficient water pressure to serve the proposed Mixed-Use Project, together with a description of the sources of water.		
2. A description of the fire alarm and suppression system, including criteria for determining where to place any proposed fire alarm boxes, other warning systems, fire hydrants, and fire lanes.		
g. Lighting Study: The Applicant must submit a lighting study showing that the Mixed-Use Project will meet the standards set forth in Section 198-2309.8.2 and the applicable standards set forth in Section 198-606		
h. Drainage and Stormwater Management		
1. A description of the proposed stormwater management system within the MUOD which complies with applicable federal, state and local laws, rules, regulations and bylaws, including the Stormwater Management Policy of the Massachusetts Department of Environmental Protection		
2. A description of stormwater collection and drainage facilities by type, including construction materials of pipes, culverts, catch basins and other system components together with sufficient information concerning the placement of drainage system components (rim and invert elevations, pipe slopes and amount of cover) to facilitate evaluation of the system		
3. Drainage calculations used to support the design of the stormwater management system		
4. A description of measures proposed to prevent pollution of groundwater and surface water, erosion of soil, excessive run-off of precipitation, excessive raising or lowering of the water table and flooding on other properties		
5. An Operation and Maintenance plan which includes operation requirements for the stormwater system, recommended maintenance activities with specified schedules for same, and documentation outlining maintenance responsibilities and jurisdiction		
i. Parking and Traffic Analysis		
1. A parking and loading study, prepared pursuant to Section 198-2309.7.2		
2. A Traffic Impact and Access Study (TIAS), that considers:		
i. all existing and proposed access points for the Mixed-Use Project;		
ii. major intersections along state-numbered routes within one-half mile of the proposed entrances to the Mixed-Use Project; and		
iii. other intersections identified by the Applicant along potential diversionary (or “cut-through”) routes (all hereinafter referred to as the “Study Area”) and that includes:		
a. Existing conditions data for on-site and off-site vehicular traffic circulation within the Study Area		
b. Trip generation data and calculations for retail, office, residential and municipal trip generators during the weekday morning, weekday evening, Saturday midday, and Sunday midday peak hours for traffic (each a “peak period”)		

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c. Determination of trip distribution patterns for the existing and proposed uses on the Mixed-Use Project site. Trip patterns shall be determined based initially on a review of available (A) recorded local and regional traffic data and predominant travel trends during each peak period; (B) latest U.S. Census Journey to Work data; (C) existing travel times on the roadways and at intersections leading to and from the site during each peak period; and (D) current and projected use of nearby neighborhood streets to bypass arterial roadways; as applicable. Trips generated for the existing and proposed uses on the site are then to be assigned to the roadway network in accordance with the trip patterns. In addition, the potential for intercepting or diverting trips for the retail uses, other than the standard Institute of Transportation Engineers (ITE) pass-by rates, shall be based on the adjacent arterial roadways following collection of origin-destination data		
d. Capacity and level of service (LOS) analyses of existing and proposed roadways and intersections within the Study Area.		
e. Alternatives analysis for the proposed site access points that considers an option with one major access point and an option with two or more full access points		
f. A summary of proposed mitigation which describes differences in capacity, and takes into account safety, at the Study Area intersections and Mixed-Use Project access points for the future-year No-Build, Build and Build with mitigation scenarios		
j. Construction and Operation		
1. Description of devices to be used to control erosion and sedimentation during and after construction		
2. A phasing schedule for construction of each component part of the Mixed-Use Project		
3. A demolition and construction schedule, including a construction traffic management plan		
4. Hours of operations, delivery times and vehicle routes, trash removal times, and lighting schedule		
5. Snow storage and removal plans.		
k. Affordable Housing Plan		
1. Affordable Housing Plan showing the distribution (i.e., number of units per building) of affordable units;		
2. Documentation sufficient to assure that the design and construction standards of the Local Initiative Program, 750 CMR 45.00, as amended from time to time, will be met with regard to indistinguishability from market-rate units;		
3. Draft deed riders assuring that the units remain affordable in perpetuity.		
l. Public Safety Impacts: A written study and analysis of the impacts of the Mixed-Use Project on the Town's Police, Fire and Emergency Medical Response departments and functions including personnel and equipment. The public safety impacts study and analysis shall be completed by an experienced municipal public safety consultant or firm		
C. Number of Copies		
One original of the complete Master Special Permit Application and 25 paper copies shall be filed with the Planning Board along with an electronic copy via compact disc (CD) in PDF format. Multiple PDF files are acceptable and encouraged if they create smaller, more manageable files in terms of ease of use and ability to be downloaded. With regard to the aerial photograph required to be submitted pursuant to §304-10.A.(2)a.2., only 12 paper color copies need be filed with the Planning Board		

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4. Plan Content Requirements													
	For Plan Sheet # see §304-10.A.(2)a												
	1	2	3 ¹	4	5	6	7	8	9	10	12		
i. Boundaries of the site and property lines.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes		
ii. Existing and proposed easements.	Existing only			Existing and proposed	Existing and proposed						Existing and proposed		
iii. Existing/ proposed internal roadways	Existing only			Proposed only	Proposed only	Proposed only		Proposed only	Proposed only ²		Proposed only		
iv. Existing/ proposed adjacent private and public rights-of-way, edges of pavement	Existing only			Existing And proposed	Existing and proposed	Proposed only		Existing and proposed	Proposed		Existing and proposed		
v. Zoning districts (including the Floodplain and Aquifer Protection Districts).	Yes			Yes							Yes		
vi. Site grading for existing and proposed conditions.	Existing only ³			Yes	Yes	Yes		Yes	Proposed only		Yes		
vii. Proposed footprints for buildings and parking structures.		Yes	Yes ⁴	Yes ⁴	Yes ⁴	Yes	Yes ⁴	Yes ⁴	Yes ⁴	Yes	Yes		
viii. Areas intended for use as open space.		Yes	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes		
ix. Watercourses and water bodies, including ponds, streams, brooks, ditches.	Yes		Yes	Yes	Yes	Yes					Yes		
x. Approximate boundaries of regulated wetland and buffer areas as defined in MGL c. 131, § 40.	Yes			Yes	Yes	Yes					Yes		
xi. Special site features, including walking paths, stone walls, fences, historic structures, ledge outcroppings.	Yes			Yes		Yes	Yes	Yes	Yes		Yes		
xii. Base map of areas of environmental constraint per 310 CMR 40.0000	Yes			Yes	Yes						Yes		

¹ Using the Town of Wayland Geographic Information System (GIS) database.

² Also show existing site entrances.

³ Use the National Geodetic Vertical Datum as the reference point and identify the location and elevation of existing permanent benchmarks on the site.

⁴ Provide a unique reference letter for identification of each building and each parking structure.

For Office Use Only:

Date of Original Submittal: _____

Date Applicant Notified Submittal Incomplete (if applicable): _____

Information Missing	Date Requested	Date Received	Comments

Date Submittal Deemed Complete: _____

Date Applicant Notified Submittal is Complete: _____