

City of Worcester Planning Board



**PRELIMINARY SITE PLAN APPLICATION**

Division of Planning & Regulatory Services

City Hall, 455 Main Street, Room 404, Worcester, MA 01608

Phone: (508) 799-1400 x 31440 – Fax: (508) 799-1406 – E-mail: [planning@worcesterma.gov](mailto:planning@worcesterma.gov) (preferred)

**1. PROPERTY INFORMATION**

- a. \_\_\_\_\_  
Address(es) – please list all addresses the subject property is known by
- b. \_\_\_\_\_  
Parcel ID or Map-Block-Lot (MBL) Number
- c. Worcester District Registry of Deeds, Book \_\_\_\_\_ Page \_\_\_\_\_  
Current Owner(s) Recorded Deed/Title Reference(s)
- d. \_\_\_\_\_  
Zoning District and all Zoning Overlay Districts (if any)

**2. APPLICANT INFORMATION**

- a. \_\_\_\_\_  
Name(s)
- b. \_\_\_\_\_  
Mailing Address(es)
- c. \_\_\_\_\_  
Email and Phone Number(s)
- d. \_\_\_\_\_  
Interest in Property (e.g., Lessee, Purchaser, etc.)

**I certify that I am requesting the Worcester Planning Board grant the Preliminary Site Plan as described below**

\_\_\_\_\_  
(Signature)

**3. OWNER OF RECORD INFORMATION (IF DIFFERENT FROM APPLICANT)**

- a. \_\_\_\_\_  
Name(s)
- b. \_\_\_\_\_  
Mailing Address(es)
- d. \_\_\_\_\_  
Email and Phone Number

**4. REPRESENTATIVE INFORMATION**

- a. \_\_\_\_\_  
Name(s)
- b. \_\_\_\_\_  
Signature(s)
- c. \_\_\_\_\_  
Mailing Address(es)
- d. \_\_\_\_\_  
Email and Phone Number
- e. \_\_\_\_\_  
Relation to Project (*Architect/Attorney/Engineer/Contractor, etc.*)

**5. AUTHORIZATION**

Authorization I, \_\_\_\_\_, Owner of Record of the property listed with the Assessing Division of the City of Worcester, Massachusetts as Map \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_, do hereby authorize \_\_\_\_\_ to file this application with the Division of Planning & Regulatory Services of the City of Worcester on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me personally appeared \_\_\_\_\_, to me known to be the person described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed.

\_\_\_\_\_  
**NOTARY PUBLIC**  
 My Commission Expires: \_\_\_\_\_

**(IF THERE IS MORE THAN ONE OWNER OF THE LAND TO BE CONSIDERED IN THIS APPLICATION, A NOTARIZED AUTHORIZATION IS REQUIRED FOR EACH OWNER.)**

**A. PROVIDE THE FOLLOWING ITEMS AS DIGITAL COPIES IN PDF FORMAT VIA EMAIL TO [PLANNING@WORCESTERMA.GOV](mailto:PLANNING@WORCESTERMA.GOV) PRIOR TO 2PM ON THE FILING DEADLINE DATE AND CONFIRM WITH STAFF BEFORE SUBMISSION OF PHYSICAL COPIES BY HAND DELIVERY OR MAIL:**

- Completed Preliminary Site Plan **Application**, signed by all parties involved.
- If the applicant is NOT the Owner, the **Owner(s) Authorization** for the applicant to apply is attached (page 2)
- Completed **Tax Certification** for the \_\_\_\_ Applicant and \_\_\_\_ Owner (if different) are attached (page 4)
- A **Certified Abutters List(s)** issued within 3 months of this application's filing date which includes all properties affected and includes any contiguous, commonly owned property(s). This can be obtained from the Assessor's Office and includes all abutters and abutters to abutters within 300' of the edge of the landowner's property.

*Note: if the property(s) is within 300 ft. of another town an abutters list from that town may be required*

- Project Narrative (project impact statement)** describing the proposed project, analyzing how the proposed project and site layout were designed with consideration for and to be compatible with the review criteria in the Zoning Ordinance, with particular reference to the following:
  1. Any significant natural, topographical, or physical features of the property, including but not limited to wetland resource areas as defined in M.G.L. Ch. 131, Section-40;
  2. The number, use and description of proposed buildings and existing buildings, including height, floor area ratio, total ground coverage and number of dwelling units;
  3. Dimensions and number of all vehicular and pedestrian circulation elements, including streets and roadways, driveways, entrances, curbs, curb cuts, parking spaces, loading spaces, access aisles, sidewalks, walkways, and pathways;
  4. All existing and proposed surface and subsurface drainage facilities, including detention or retaining ponds;
  5. The total area of all useable open space or common property and the extent to which it is to be improved;
  6. Impact upon traffic and pedestrian movement, police and fire protection, water and sewer and public roadways; and
  7. Such other and further information or documentation as the Planning Board may deem to be necessary and appropriate to a full and proper consideration and disposition of the particular application

**Site Plans/Schematic Drawings** depicting the proposed project

**Architectural Drawings** depicting the proposed structure(s)

**B. AFTER CONFIRMING WITH STAFF, PROVIDE 1 PHYSICAL COPY OF THE FOLLOWING ITEMS:**

- 1 Completed Application, Project Narrative, & Certified Abutters List
- 1 Original stamped, sealed to-scale plans
- Check for the \$250 Filing Fee, payable to the City of Worcester
- One stamped (i.e., postage paid) pre-addressed envelope for each party on the Abutters List and the applicant (if different from the owner), with the following return address:

Division of Planning and Regulatory Services  
455 Main Street (City Hall), Room 404  
Worcester, MA 01608

**AND DELIVER TO: WORCESTER CITY HALL 455 MAIN STREET, ROOM 404**



**7. PROJECT TYPE AND DESCRIPTION**

a. **Existing Conditions.** Describe the current/existing use of the property:

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b. **Proposed Conditions.** Check the box for **all of the categories** that describe the proposed project:

Proposed Project Type			
Residential	<input type="checkbox"/>	New Construction	<input type="checkbox"/>
Industrial/manufacturing	<input type="checkbox"/>	Rehabilitation/Renovation	<input type="checkbox"/>
Business	<input type="checkbox"/>	Expansion/Addition	<input type="checkbox"/>
Mixed Use	<input type="checkbox"/>	Change of use	<input type="checkbox"/>
Subdivision	<input type="checkbox"/>	Drive-through	<input type="checkbox"/>
	<input type="checkbox"/>	Gas station	<input type="checkbox"/>
	<input type="checkbox"/>	Lodging House	<input type="checkbox"/>
	<input type="checkbox"/>	Historic Property	<input type="checkbox"/>
	<input type="checkbox"/>	Abuts Historic Property	<input type="checkbox"/>
	<input type="checkbox"/>	Billboard	<input type="checkbox"/>
	<input type="checkbox"/>	Airport Environs Overlay	<input type="checkbox"/>
	<input type="checkbox"/>	≥15% Slope Disturbed	<input type="checkbox"/>

c. Describe the proposed use of the property (attach separate narrative if needed):

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d. Fill in all information relevant to the proposed project:

All Projects	Existing	Change +/-	Total Proposed
Overall lot size in square feet			
Number of buildings			
Gross square footage of building(s)			
Number of stories of building(s)			
Floor-area ratio			
Number of parking spaces			
Number of loading spaces			
Changes to on-street parking			
% of property in floodplain			
Length of roadway(s) (in feet or miles)			
Residential	Existing	Change +/-	Total Proposed
Number of units			
Number of bedrooms per unit			
Number of accessible units			
Number of affordable units			
Business/ Industrial	Existing	Change +/-	Total Proposed
Gross square feet of floor area			

**8. ZONING**

If this project needs Zoning Relief from the Zoning Board of Appeals, or has previously been granted Zoning Relief, please list the relief below:

Type of Relief	Date Approved

**9. PERMITS REQUIRED**

List any **Federal, State, or City of Worcester** agencies from which permits or other actions have been or will be sought. Please continue list on an attached sheet if needed.

Agency Name	Permit Type	Date Filed	File Number

**10. ANTICIPATED WAIVERS FROM SITE PLAN REQUIREMENTS (IF ANY)**

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**11. PLAN & NARRATIVE REQUIREMENTS**

- Any significant natural, topographical or physical features of the property, including but not limited to wetland resource areas as defined in M.G.L. Ch. 131, Section 40

Materials/Description	Provided?
a. Existing conditions survey (topography, way/easement locations, property lines, etc.)	
b. Summary of net import/export of anticipated fill/cut for the development	
c. Preliminary building siting relative to existing/proposed grades	
d. Description of sensitive areas and anticipated protection/erosion control measures	

- The number, use and description of proposed buildings and existing buildings, including height, floor area ratio, total ground coverage, and number of dwelling units

Materials/Description	Provided?
a) Building form and massing relative to neighboring structures and ways	
b) Height (ft/stories), square footage, number of units for each building/use, FAR	
c) Design elements for the building/site	
d) Floorplans for each story, including stairwells and entries/egress	

3. Dimensions and number of all vehicular and pedestrian circulation elements, including streets and roadways, driveways, entrances, curbs, curb cuts, parking spaces, loading spaces, access aisles, sidewalks, walkways, and pathways

	<b>Materials/Description</b>	<b>Provided?</b>
a)	Existing & proposed vehicular circulation (e.g., driveways, drive aisles, and curb cut, etc.)	
b)	Existing & proposed pedestrian & bicycle facilities (e.g., walkways, stairs, entrances, patios, etc.)	
c)	Existing & proposed parking & loading facilities (e.g., # & % EV, ADA, compact)	
d)	Road cross-sections	

4. All existing and proposed surface and subsurface drainage facilities, including detention or retaining ponds

	<b>Materials/Description</b>	<b>Provided?</b>
a)	Statement of applicable stormwater regulations related to change in impervious surface	
b)	Existing stormwater infrastructure on and adjacent to the site	
c)	Proposed stormwater infrastructure (water quality treatment, attenuation, and recharge)	
d)	Proposed low impact development features	

5. The total area of all useable open space or common property and the extent to which it is to be improved

	<b>Materials/Description</b>	<b>Provided?</b>
a)	Description of existing/proposed open space to be provided in square footage	
b)	Diagram showing proposed open & recreational space and landscaping/hardscaping	
c)	Landscaping compliance with the requirements of the Zoning Ordinance	

6. Impact upon traffic and pedestrian movement, police and fire protection, water and sewer and public roadways.

	<b>Materials/Description</b>	<b>Provided?</b>
a)	Expected trip generation vs. existing	
b)	Existing utility infrastructure on and adjacent to the site	
c)	Proposed utilities on and adjacent to the site	
d)	Anticipated increase in water/sewerage needs	
e)	Fire truck turning analysis	
f)	Proposed waste removal facilities (dumpsters, trash rooms, etc.)	

7. Such other and further information or documentation as the Planning Board may deem to be necessary and appropriate to a full and proper consideration and disposition of the particular application

	<b>Materials/Description</b>	<b>Provided?</b>
a)	Existing & proposed lighting & signage	

**12. REVIEW STANDARDS FOR SITE PLAN REVIEW, PER THE CITY OF WORCESTER ZONING ORDINANCE  
ARTICLE V SECTION 5.B:**

1. Adequacy and arrangement of pedestrian traffic access and circulation, walkway structures, control of intersections with vehicular traffic and overall pedestrian convenience.
2. Adequacy and arrangement of vehicular traffic access and circulation including intersections, road widths, pavement surfaces, dividers, and traffic controls.
3. Location, arrangement, appearance and sufficiency of off-street parking and loading.
4. Location, arrangement, size, design, and general site compatibility of buildings, lighting, and signs.
5. Adequacy of stormwater and drainage facilities.
6. Adequacy of water supply and sewerage disposal facilities.
7. Adequacy, type, and arrangement of trees, shrubs, and other landscaping elements in accordance with the Landscaping Design Standards set forth in Article V, Section-5(C).
8. In the case of an apartment complex or other multiple dwelling, the adequacy of useable common property or open space.
9. Protection of adjacent or neighboring properties against noise, glare, unsightliness, or other objectionable features.
10. Adequacy of fire lanes and other emergency zones and the provisions of fire hydrants.
11. Special attention to the adequacy of structures, roadways, and landscaping in areas with susceptibility to ponding, flooding and/or erosion.
12. Adequacy of erosion and sedimentation control measures to be utilized during and after construction.
13. Conformance and compatibility of the site plan design with structures listed in the most recent State Register of Historic Places.
14. Adequacy and impact on the regional transportation system.
15. Adequacy of plans and protective measures to ensure minimal risk of contamination to surface or ground water.
16. Conformance of the site design with the purposes and intent of the Worcester Zoning Ordinance.