

City of Worcester Planning Board



PARKING PLAN APPLICATION – ACCESSORY PARKING LOTS

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 (preferred)

“The Planning Board shall be the approving authority for **parking lots with 16 or more spaces**. Such approval shall be required prior to the issuance of a building permit.

All existing parking lots are exempt from Parking Plan Approval provided that upon a change, alteration or expansion of the use it serves, it will continue to be utilized in its existing condition with no physical alterations except for changes in circulation and/or striping and provided the number of parking spaces satisfies the requirements of Table 4.4 [of the zoning ordinance].

The procedures provided in Article V, Site Plan Review, including those for administration, fees, powers, hearing, and time limits shall apply to approvals by the Planning Board for parking lots under its jurisdiction.” (Article IV, Section 7)

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 Parking Plan as described below

(Signature)

Date

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

a.

Name(s)

b.

Mailing Address(es)

d.

Email and Phone Number

e.

Owner Signature

Date

4. REPRESENTATIVE INFORMATION

a.

Name(s)

b.

Signature(s)

Date

c.

Mailing Address(es)

d.

Email and Phone Number

e.

Relation to Project (*Architect/Attorney/Engineer/Contractor, etc.*)

5. PROVIDE THE FOLLOWING ITEMS, 1 DIGITAL COPY OF EACH IN PDF FORMAT VIA EMAIL TO PLANNING@WORCESTERMA.GOV AND CONFIRM WITH STAFF BEFORE SUBMISSION OF 1 PHYSICAL COPY BY HAND DELIVERY OR MAIL:

- Zoning Determination Form** obtained from the Inspectional Services Division (email inspections@worcesterma.gov or call 508 – 799 – 1198 for more information)
- Completed Parking Plan Application, signed by all parties involved.
- 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 land owner’s property.
Note: if the property(s) is within 300 ft. of another town, an abutters list from that town may be required.
- Project Impact Statement** describing the proposed project and analyzing how the project and parking layout were designed with consideration for and to be compatible with the review criteria in the Zoning Ordinance (see Item 12 on pages 7-8 of this application) .
- Parking Plan** showing the full project scope and all elements listed in Item 11 of this application, stamped and signed by all applicable professionals; include photometric and landscaping plan sheets.
- Stormwater Report** demonstrating compliance with Massachusetts Stormwater Standards for the project, as applicable based on project type and scope, and reflecting test pits (*contact staff to confirm*).
- Traffic Study**, if necessary based on expected traffic generation (*contact staff to confirm*).

6. PROVIDE 1 PHYSICAL COPY OF THE FOLLOWING ITEMS:

- 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

- Filing Fee** of \$_____ is enclosed (*see fee schedule or contact staff to confirm amount*).

9. PROJECT TYPE AND DESCRIPTION

a. **Existing Conditions.** Describe the current use of the property including existing number of parking spaces, square footage of impervious area, drainage infrastructure, curb cuts, lighting, and landscaping.

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

Proposed Project Type					
Accessory (≥16 spaces)	<input type="checkbox"/>	New Construction	<input type="checkbox"/>	Residential	<input type="checkbox"/>
Non-Accessory (≥9 spaces)	<input type="checkbox"/>	Rehabilitation/Renovation	<input type="checkbox"/>	Industrial/Manufacturing	<input type="checkbox"/>
		Expansion/Addition	<input type="checkbox"/>	Business	<input type="checkbox"/>
				Mixed Use	<input type="checkbox"/>

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

d. Fill in all information relevant to the proposed project

	Existing	Change +/-	Total
Number of parking spaces			
Number of loading spaces			
Number of curb cuts			
Total vehicle daily trips. <i>Please consult staff for specific thresholds requiring review.</i>			
Number of trees over 9" in caliper			
Cubic yards of fill material to be imported/ exported			
Lighting fixtures			
Impervious area			

10. ZONING RELIEF OR PERMITS REQUIRED

If this project has pending or already-granted approvals by the Zoning Board of Appeals or the Conservation Commission, please list the relief below and attach any recorded decisions.

Type of Relief/Approval	Granting Board/Agency	Date Approved

11. PLAN REQUIREMENTS

The following information is required of all applications submitted for Parking Plan Review. If you are not providing one of these, please check "waiver requested" next to the item.

Feature	Waiver Requested	Location in Set (Sheet/ page #)
a. The size of the plan shall be at least 8.5" x 11" or 11" x 17", drawn to scale 1-inch equals 40 feet.	<input type="checkbox"/>	
b. North point	<input type="checkbox"/>	
c. Names of streets	<input type="checkbox"/>	
d. Summary of zoning classification requirements and minimum yard dimensions	<input type="checkbox"/>	
e. Names of owners of properties up to abutters of abutters within 300 feet of the applicant's property lines	<input type="checkbox"/>	
f. The location of any existing buildings or use of the property	<input type="checkbox"/>	
g. Distances from adjacent buildings	<input type="checkbox"/>	
h. Property lines shall be verified in the field and shown on the plan	<input type="checkbox"/>	
i. Dimensions of the lot	<input type="checkbox"/>	
j. Percentage of the lot covered by the principal and accessory buildings, proposed and existing	<input type="checkbox"/>	
k. Elevations and contours of the finished site	<input type="checkbox"/>	
l. Existing rights of way, entrances and exits, and circulation	<input type="checkbox"/>	
m. Capacity and drainage (including detention/retention ponds); profiles of trunk lines, types and sizes of pipes	<input type="checkbox"/>	
n. Location, size and arrangement of lighting and signs	<input type="checkbox"/>	
o. Berms	<input type="checkbox"/>	
p. Curbing	<input type="checkbox"/>	
q. Fences (existing and proposed)	<input type="checkbox"/>	
r. Walkways and sidewalks	<input type="checkbox"/>	
s. Landscaped areas with a planting table including quantity, species, and size, and other design features	<input type="checkbox"/>	

The following information is strongly recommended to be included:

t. Available area for snow storage	
u. Dumpster location	
v. Loading spaces	
w. Driveways and aisles	
x. Locus plan and legend	
y. Location, dimensions, number and construction materials 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	
z. Methods and location of erosion and sedimentation control devices for controlling erosion and sedimentation during and post construction	

12. REVIEW STANDARDS FOR ACCESSORY PARKING LOTS

The Planning Board shall examine said parking plans with respect to access, drainage, capacity, circulation, compatibility, safety to pedestrians and vehicles using the facilities and using abutting streets and shall integrate such considerations into the review process.

Applicants should additionally provide a narrative “project impact statement” summarizing how the proposed parking lot has been designed with the following criteria in mind by evaluating their proposal on the basis of the following six (6) review standards, as outlined in the Zoning Ordinance per Article IV, Section 7, A(2) & A(3).

Provide the following information about the proposed project in relation to the review standards. If you are not providing one of these features please mark “none” next to the item.

1. Access, capacity, circulation, compatibility, and safety to pedestrians using the facilities and abutting streets.

Feature	None	Page/ sheet #
a. Pedestrian pathways internal to the site, with dimensions of path widths	<input type="checkbox"/>	
b. Pedestrian pathways connecting to sidewalks or nearby amenities	<input type="checkbox"/>	
c. Doors/egress to all existing and proposed buildings	<input type="checkbox"/>	
d. Pedestrian paving and surface treatment details	<input type="checkbox"/>	
e. Safe, ADA accessible pedestrian crossings at driveways and intersections	<input type="checkbox"/>	
f. EV or EV ready parking spaces	<input type="checkbox"/>	

2. Access, capacity, circulation, compatibility, and safety to vehicles using the facilities and abutting streets.

Feature	None	Page/ sheet #
a. Driveway layout & materials	<input type="checkbox"/>	
b. Dimensions of all drives and curb cut widths, minimizing the number and width of curb-cuts (<i>see Note 5 to Table 4.4</i>)	<input type="checkbox"/>	
c. Access control and directional signage (e.g. gates, pavement markings, etc.)	<input type="checkbox"/>	
d. Pavement and curb details, including level sidewalks at driveways	<input type="checkbox"/>	
e. Permeable or porous paving, and/ or cool pavements/ treatments	<input type="checkbox"/>	

3. Adequacy of drainage facilities (including detention/retention ponds).

Feature	None	Page/ sheet #
a. Flood Zones, wetlands, watercourses, and water quality and wellhead protection areas	<input type="checkbox"/>	
b. Bioswale or other open stormwater infiltration area planted with native vegetation (rain garden, etc.)	<input type="checkbox"/>	
c. Infiltration of clean runoff to maintain groundwater supply	<input type="checkbox"/>	
d. Overflow or other connection to City stormwater infrastructure***	<input type="checkbox"/>	

***Contact DWP&P to determine any applicable connection or use change fees

4. Adequacy of illumination and prevention of glare with respect to lighting.

	Feature	None	Page/ sheet #
a.	Plan locating all existing (to remain) & proposed light fixtures	<input type="checkbox"/>	
b.	Details of all proposed light fixtures: showing max temperature of 3,000K, dark-sky compliant, and with shielding to prevent light spillover	<input type="checkbox"/>	
c.	Photometric plan for parking lots demonstrating no spillover	<input type="checkbox"/>	
d.	Light levels appropriate for safety (1 foot candle) where pedestrians and vehicles will meet	<input type="checkbox"/>	

5. Grading impacts of the proposal.

	Feature	None	Page/ sheet #
a.	Existing and proposed 2' contours using different linetypes	<input type="checkbox"/>	
b.	Cubic yards of fill material to be imported/ exported	<input type="checkbox"/>	
c.	Walls, including height (show top & bottom elevations at highest and all intersecting points, minimize height whenever possible), materials, and related drainage.	<input type="checkbox"/>	
d.	Engineered slopes (rip-rap is not recommended)	<input type="checkbox"/>	
e.	Stabilization measures and erosion controls to be used	<input type="checkbox"/>	

6. Appropriateness of fencing and landscaping and other site design features.

	Feature	None	Page/ sheet #
a.	Planted buffers between parking facilities and adjacent properties or roads	<input type="checkbox"/>	
b.	Proposed plantings and areas to be seeded (number, species or mix, size)	<input type="checkbox"/>	
c.	Fencing, including information on material, height, and style (including gates)	<input type="checkbox"/>	
d.	Location of designated snow storage areas.	<input type="checkbox"/>	
e.	Identification of public shade trees***	<input type="checkbox"/>	

***Removal of trees providing shade to a public ROW requires a meeting with the Tree Warden