

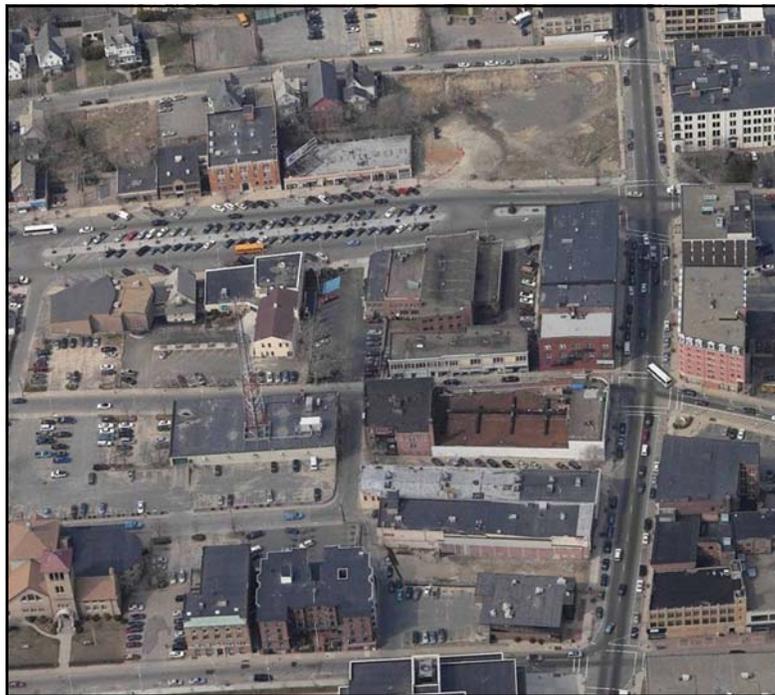


City of Brockton

# Downtown Brockton Smart Growth Overlay District (DBSGOD) Application Packet

The materials in this packet are to be used for applications under the Downtown Brockton Smart Growth Overlay District regulations (40R). Such proposals may also involve other review processes, such as subdivision review or “approval not required” endorsement by the Planning Board. In such cases, it is the applicant’s choice whether to file all applications concurrently in a single comprehensive package or to file them sequentially, but in any case it is highly recommended that the applicant discuss their project with the City staff in a pre-application meeting to ensure a smooth process throughout. Note that applications for building permits cannot be filed until all other approvals are obtained.

DBSGOD projects are approved through the site plan review process by the Brockton Planning Board, and all applications must comply with the provisions of Article XVI of the Brockton Zoning Ordinance as well as the



Downtown Brockton Smart Growth Design Standards. Both documents are available at the Planning Department and the Office of the City Clerk. In the case of inconsistency between the Zoning Ordinance and the Design Standards, the Zoning Ordinance shall govern. In the case of inconsistency between applicable state or federal laws, including, without limitation, state building codes or life safety codes, and the Design Standards, the applicable state and federal laws, rules and regulations shall govern. The Design Standards do not exempt Applicants from obtaining all applicable permits necessary for development within the District including, without limitation, state building codes and life safety codes.

The applicant is responsible for notification of the abutters in accordance with M.G.L. Ch. 40A Sec. 11 for the public hearing required for the site plan review. A certified abutters list must be

obtained from the City Assessor’s Office and the notification letters must be mailed out at the applicant’s expense to all abutters by certified mail, return receipt requested. The applicant is responsible for collecting the receipts (green cards) and submitting them to the Planning Department; the public hearing will not be opened until the receipts are submitted. Note that if the receipts are not submitted, a hearing will be scheduled to comply with state law, but the application will be found incomplete and the hearing either continued or the application denied.

Once approved, the applicant is responsible for filing the certified decision at the Registry of Deeds. A receipt from the Registry is required to be filed with an application for a Building Permit. Remember that the approval is only valid for two years from the issuance of the decision (the date it becomes available for filing at the Registry of Deeds); if you are getting close to that date and are not yet ready to begin construction, you should meet with the Planning Department and may need to file for an extension. Extensions can be granted if the applicant is pursuing other required approvals for the project or there is other good cause for the failure to commence construction.

*For more information or to schedule an appointment to meet with Planning staff, please call the Planning Department at 508-580-7113 or email [planning@ci.brockton.ma.us](mailto:planning@ci.brockton.ma.us).*

# Application Procedure — DBSGOD

Application contents. In order to be considered complete, all applications for Site Plan Approval pursuant to the District Ordinance (Zoning Ordinance Article XVI) shall be comprised of the following:

1. Completed DBSGOD application form.
2. Complete list of abutters certified by the City Assessor, including address labels.
3. Development Plan Summary (narrative) including proposed housing unit count and/or square footage of non-residential development; proposed number, location, configuration and design of proposed off-street parking spaces; information required by Sec. 27-99 of the District Ordinance regarding the proposed number, type, location, deed restriction and marketing of proposed Affordable Units; and proposed off-site improvements (if any).
4. Proposed Site Plan drawings at 1"=40' scale or greater stamped by a Massachusetts Registered Professional Engineer or other appropriate professional including one (1) original and fifteen (15) copies at 24" x 36" dimension; and two (2) paper copies at 11" x 17". The Site Plan drawings shall contain the following information:
  - a. Project name, boundaries, north arrow, date scale.
  - b. Assessors parcel numbers of lot(s) subject to the Application.
  - c. Names and address of Applicant and project engineer.
  - d. Existing conditions on the lot(s).
  - e. Proposed names of new street(s), if any.
  - f. Proposed building footprints, parking areas, pedestrian ways.
  - g. Stormwater management plan, including calculations of pre- and post-development rates and volumes, and including Operations & Maintenance Plan.
  - h. Data to determine location, direction, width and length of every street line, lot line, easement, zoning district and boundary line.
  - i. Indication of location and purpose for existing and proposed easements, if any.
  - j. Existing and proposed topography at one-foot contours.
  - k. Proposed lighting plan.
  - l. Proposed landscaping plan.
5. A statement detailing proposed public improvements as may be necessary to mitigate extraordinary adverse impacts of the Development Project.
6. Building elevation drawings at 1"= 4' (including proposed construction materials and colors).
7. A three-dimensional model (which may be a digital model) shall be submitted when proposing Development Projects occupying more than 40,000 sf of land to demonstrate the scale of the proposed building(s) relative to existing buildings directly abutting the lot(s).
8. Wherever outside lighting is proposed, every application for Site Plan Approval shall be accompanied by a lighting plan which shall show:
  - a. The location and type of any outdoor lighting Luminaires, including the height of the Luminaire.
  - b. The Luminaire manufacturer's specification data, including lumen output and photometric data showing cutoff angles.
  - c. The type of lamp such as: metal halide, compact fluorescent, high-pressure sodium, etc.
  - d. A photometric plan showing the intensity of illumination at ground level, expressed in footcandles.
9. A Stormwater Management Operation and Maintenance Plan.

All waiver requests from provisions of the District Ordinance or the Standards for Compliance in the Design Standards shall be made in writing, and shall cite the specific provision(s) for which a waiver is requested.

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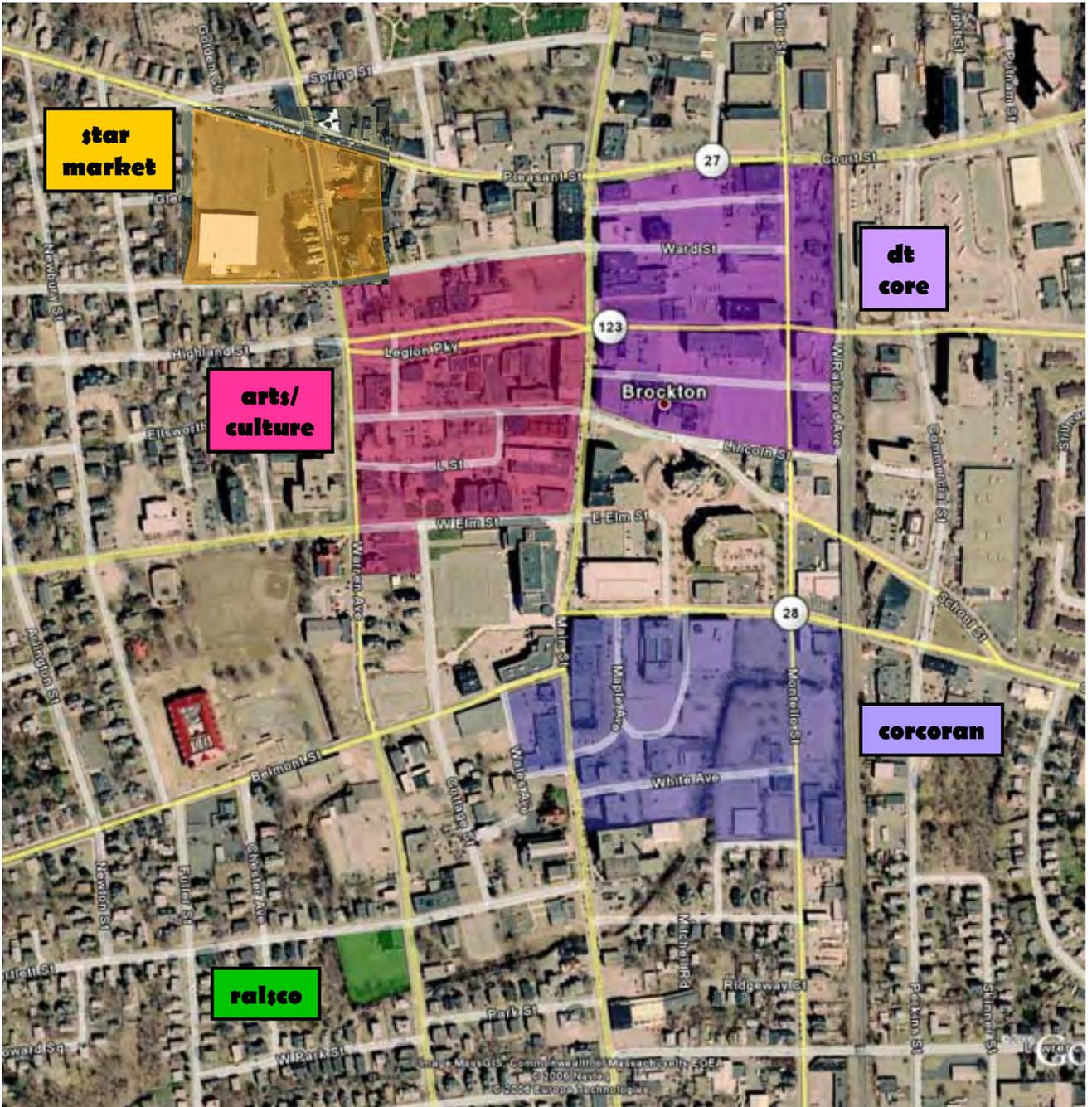
City of Brockton

**Downtown Brockton Smart Growth Overlay District (DBSGOD)  
Development Application Form**

Instructions: The applicant and his/her agent is to complete this form and submit 1 original and 15 copies of the site plan to the Planning Office and 1 copy to the City Clerk's Office. The City Clerk shall stamp the time and date received on this application form, which is the official date of the application per M.G.L. Ch. 40R.

City Clerk's Stamp: Date Filed

To Be Completed By Applicant	Location	1. <u>Address:</u>		3. <u>Smart Growth Sub-District:</u> <i>(check all that apply)</i> <input type="checkbox"/> Arts/Culture <input type="checkbox"/> Corcoran <input type="checkbox"/> Downtown Core <input type="checkbox"/> Ralsco <input type="checkbox"/> Star Market	
	2. <u>Assessor's Parcel ID#:</u>				
Proposal	4. <u>Type of Application</u> <i>(check all that apply)</i> <input type="checkbox"/> Single Family <input type="checkbox"/> Two-Family <input type="checkbox"/> Three-Family <input type="checkbox"/> Multi-Family <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Non-Residential <input type="checkbox"/> Renovation		5. <u>Existing Uses:</u> <i>(e.g. retail, office, residential)</i>		7. <u>Waivers Requested*:</u>  <small>* List section numbers for which waivers are requested, and fully explain reasons in narrative.</small>
			6. <u>Proposed Uses:</u> <i>(e.g. retail, office, residential)</i>		
Site Info	9. <u>Area:</u> <i>(square feet)</i> Lot: Building (total):		10. <u>Building Information:</u> Number of stories: Number of dwelling units: Non-residential sq ft:		11. <u>Parking Spaces:</u> Existing: Proposed:
					12. <u>Environmental Issues:</u> Wetlands? Y__ N__ River/Stream? Y__ N__ Floodplain? Y__ N__
Applicant Information	13. <u>Owner</u> <i>Must list all owners</i>		Name:		Name:
			Address:		Address:
			Telephone:		Telephone:
	14. <u>Applicant</u> <i>If other than Owner</i>		Name:		Title:
			Address:		Firm:
			Telephone:		16. <u>Certification.</u> <i>I hereby certify that the above information is correct and that I have submitted herewith all of the pertinent documentation required.</i>
15. <u>Contact Person</u> <input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Other (fill in info to right)		Name:			
		Address:		Owner's Signature:	
		Telephone:		Applicant's Signature:	
Do Not Write Below This Line					
Planning Office	1. <u>Materials Submitted:</u> <input type="checkbox"/> Fees (see # 2) <input type="checkbox"/> Certified abutters list <input type="checkbox"/> Affordable housing documents <input type="checkbox"/> Plan summary (narrative) <input type="checkbox"/> Stormwater Management Plan <input type="checkbox"/> Three-dimensional model		<input type="checkbox"/> Site plans (24"x36") <input type="checkbox"/> Reduced site plans (11"x17") <input type="checkbox"/> Building elevations <input type="checkbox"/> Lighting plan <input type="checkbox"/> Deed <input type="checkbox"/> Other: _____		2. <u>Fees:</u> Application \$ _____  Review: \$ _____
	Hearing Date(s):		3. <u>Date Received:</u> 4. <u>By:</u>		Planning Office Receipt Stamp  Application #:  Planning Board Approval Date:
Refer to Application Process Checklist in file for additional information on hearing and approval dates.					



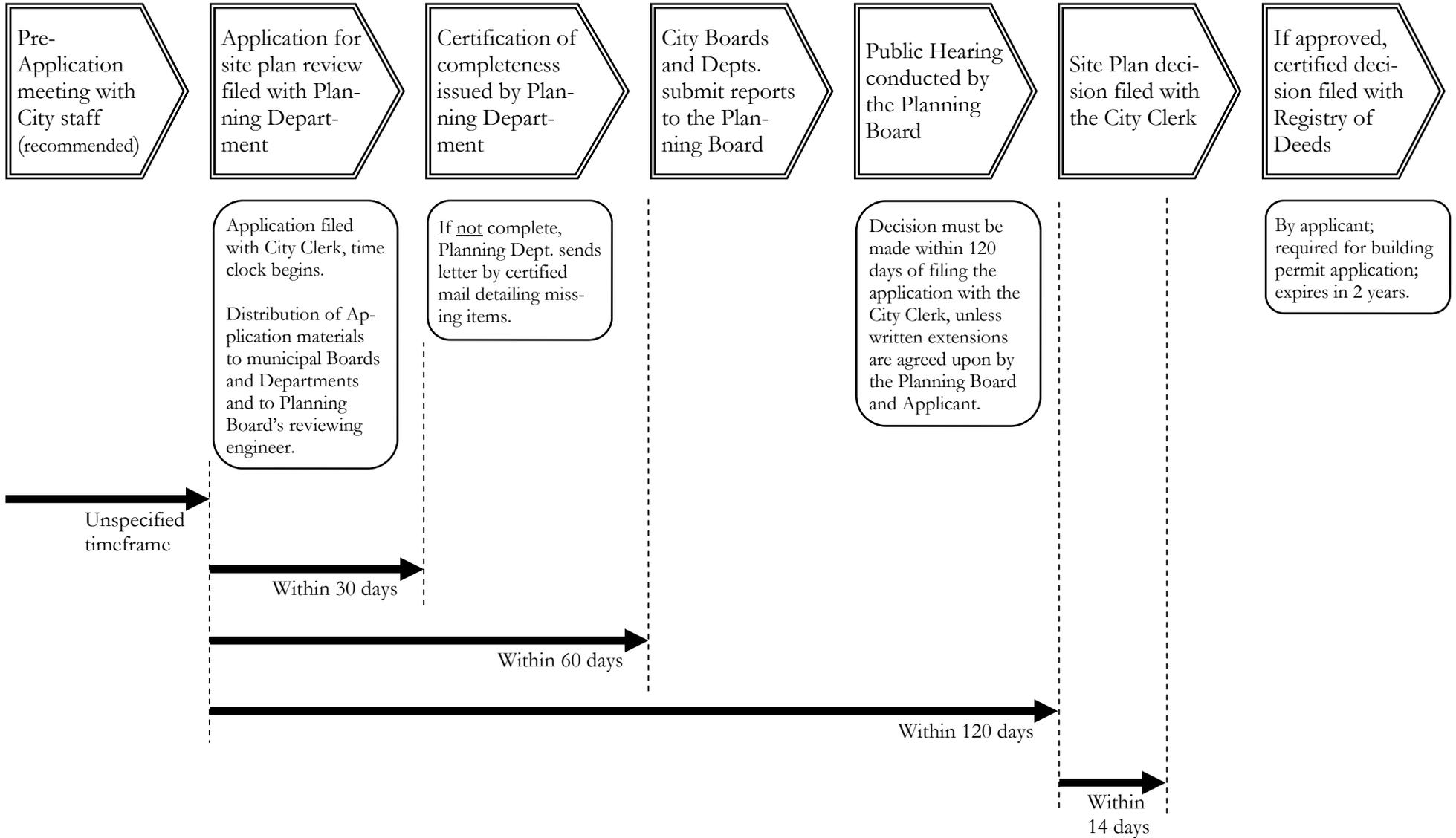
Adopted July 23, 2007

Base Map Aerial source – Google Earth



## City of Brockton Downtown Brockton Smart Growth Overlay District Location of Sub-Districts

# Schematic Illustration of Timeline for Site Plan Approval Process — DBSGOD



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