



Rules and Regulations for the Quincy Center Districts URDP Certificate of Consistency

**as adopted by the
Planning Board of the City of Quincy, Massachusetts**

ATTACHED:

ARTICLE 1: Filing and Approval Procedures

ARTICLE 2: Plan Contents Checklist

ARTICLE 3: Application -- Fee Schedule

Applicable zoning: **Sections 17.04.174 and 17.12.035**

Incorporated by reference: GUIDELINES: Quincy Center District, as amended.

Applicable: Quincy Downtown Vision, Framework and Strategy, August 2006

Internet Link to Planning Department:

<http://www.quincyma.gov/Government/PLANNING/PlanningBoard.cfm>

Main phone number for Planning and Community Development: 617-376-1362

Main phone number for Inspectional Services: 617-376-1450



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URDP Certificate of Consistency
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TABLE OF CHANGES:



QUINCY PLANNING BOARD

1305 Hancock Street, Quincy, Massachusetts 02169
Tel. (617) 376-1362 FAX (617) 376-1097
TTY/TDD (617) 376-1375



DENNIS E. HARRINGTON
Planning Director

THOMAS P. KOCH
Mayor

Quincy Center Districts (QCD) Urban Renewal Use Certificate of Consistency

Article 1

The following Rules and Regulations (the “Rules”) are enacted by the Planning Board pursuant to Section 17.12.035A, as amended, of the City of Quincy Zoning Ordinance. The Rules establish procedures for applications to the Board for approval of **Quincy Center Urban Renewal Use Plans and for a Certificate of Consistency** within the “Quincy Center Districts.” The attached GUIDELINES, Quincy Center District Design Guidelines, as amended, are hereby incorporated by reference into these Rules. The Planning Board is designated as the “Certificate of Consistency Granting Authority” pursuant to Section 17.08.02, as amended, for Urban Renewal Use projects.

PART 1: FILING AND APPROVAL PROCEDURES

NOTE: In view of the comprehensiveness of the Quincy Center - URDP Certificate of Consistency filing, it is strongly recommended that the applicant schedule an informal discussion with the Urban Renewal Agency prior to the filing.

1. Have **eighteen sets** of the Quincy Center Certificate of Consistency plans made (NOTE: 10 sets at 11” x 17”; 8 sets full size – no larger than 2’ x 3’)
2. Make 18 copies of the application form and obtain copies of Abutter’s list – certified by the Assessors’ Office - and two sets of corresponding mailing labels from the Assessors’ Office. Please ensure that the subject property is included on all lists obtained from the Assessor.
3. Bring one set of plans and applications to the City Clerk’s office (with abutters list and matching mailing labels attached). The Clerk will time-stamp the original application and retain for their file. The applicant shall obtain from the City Clerk a certified copy of the application including the date and time of filing.
4. Bring certified copy plus eighteen (18) plan sets to the Planning Board office with a check in the appropriate amount for required administrative and project review fees (see attached fee schedule and regulations) and the Planning Board secretary will date-stamp the entire submittal as “Received.”

5. In the event that the Planning Director deems an application to be incomplete or otherwise not properly filed, the applicant will be notified in writing and given the opportunity within a specified period of time (not less than seven (7) days after the date of the notice) to bring the application into compliance. An application which is the subject of such notice, but is not brought into compliance within the period specified in such notice, shall be denied for failure to comply with these rules.
6. Once the Planning Director deems the application complete, the Planning Board secretary will then do the following:
 - In consultation with the Planning Director and Board, set a date for the public hearing. The public hearing must take place within thirty-five (35) days of the date of the filing.
 - Distribute the plans to the appropriate City Departments, and request comments
 - Post the Public Hearing in the City Clerk's Office 14 days prior to hearing
 - Advertise the public hearing in a local newspaper for two consecutive weeks at least 14 days prior to the hearing date
 - Mail a copy of the hearing notice, postage prepaid, to the applicant and to all "parties in interest" as per Ch. 40A, section 11.
 - Copies of all comment memos received shall be distributed to Applicant, Board Members, Planning Director and Principal Planner II.
7. The Planning Board will take final action on the filing within sixty (60) days, of CLOSE of hearing or extended time if requested in writing by the applicant and agreed to by the Board. A copy of the agreement shall be filed with the Board's permanent records.
8. An application will be deemed granted if the Planning Board fails to take final action within the required time period. If this is the case, the applicant must file notice with the City Clerk stating that the Certification of Consistency is deemed granted within fourteen (14) days from the expiration of the time period.
9. Prior to the final action by the Planning Board, the applicant will furnish the Board with three complete sets of plans with the latest revised dates as referenced in the staff recommendation. Any surviving conditions of approval shall be placed on the title page of the plans. The same shall apply to construction drawings.
10. The Planning Board will file a copy of the decision with the City Clerk, including a record set of plans. Notice of the decision will be mailed, postage prepaid, to the applicant and to parties in interest and persons requesting notice. Notice will specify the right to appeal by writ of certiorari filed within sixty (60) days.
11. Once the 60 day appeal period has lapsed, and in the absence of any appeal, the applicant, if granted, shall have the City Clerk certify that no appeal has been filed and shall file a certified copy of the decision or the applicant's notice at the Norfolk County Registry of Deeds, Dedham, Massachusetts and provide a copy of the recorded decision or notice to the Board for its files before applying for a building permit.



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ARTICLE 2: Plan Contents Checklist

INFORMATION REQUIRED FOR A CERTIFICATE OF CONSISTENCY WITH QUINCY CENTER URDP-

The Planning Board, or its designee, shall, in its discretion, require the following information for all applications for Certificate of Consistency review including, but not limited to #1-29 below. Upon written request by the applicant, the Planning Board or the Urban Redevelopment Director may waive submission of any of the required information, if the Planning Board finds the information is not applicable to the project.

The applicant is strongly encouraged to have a preliminary meeting with the Redevelopment Agency staff before submitting the application to help the applicant identify the applicable information requirements as well as any design related issues that may arise. The applicant should be prepared to present schematic plans to facilitate this preliminary discussion.

- 1. Title page** name, addresses, telephone numbers of the applicant, the owner, if other than the applicant, and other agents for the applicant, such as the architect, landscape architect, engineer and/or attorney, and the name and address of the proposed project; table of dimensional and parking requirements, existing, required and proposed.
- 2. Plot plan** certified by land surveyor indicating total land area, boundaries, angles, dimensions of the site, areas of existing plant materials and trees over 8” diameter, ledge, soil conditions and percolation test data, north arrow, major topographical and landscape features, vicinity and locus maps;
- 3. Appropriately scaled and dated site plan(s)**, no larger than 30” by 42”, certified and stamped by a registered land surveyor, architect, landscape architect or engineer showing:

proposed use of the land and existing buildings, if any;

dimensions and locations of existing and proposed building(s) or other structures including height, setback(s) from property lines and total square footage of all floors; if applicable, type of building,

locations and dimensions of any easements and public or private way, other burdens, Covenants, existing or proposed; and adjacent roadways; benchmarks and monuments;

at grade parking and loading areas showing number, location and dimensions of parking and loading spaces, driveways, access and sidewalks;

space for revision dates, Quincy case number and Approval signatures;

names and addresses of all property owners within three hundred (300) feet of the site boundaries; and
final plans as DWG files in AutoCad 2004 or earlier and wet stamped and signed hard copies;

4. A brief written description of the proposed project in sufficient detail to describe the character and scope of the proposal to enable the Planning Board to determine its consistency with the URDP, including compliance with Quincy Center Design Guidelines;

5. Front, side and rear elevations and sections indicating the organization of functions and spaces in a generalized manner, height and layout relationships with proposed and adjacent buildings, bulk and/or roof lines, **floor plans** at $\frac{1}{4}'' = 1'-0''$, number and type of living units and rooms per unit, bedroom distribution; the total floor area and ground coverage ratio of each proposed building and structure; descriptions of setbacks, upper patios or interior parks; provide wind and shadow studies, if applicable due to impacts on adjacent structures, historic buildings or public spaces;

6. Color, materials and exterior features of proposed structures; renderings or perspective drawings such as those utilized by the architect during studies of a project, show how visual privacy is achieved, show how audible privacy is achieved;

7. Indicate use of the latest “**green building**” and “**sustainability techniques**”, methods and materials in the overall design in accordance with the **Quincy Center District Design Guidelines**, as amended;

8. Existing and proposed contour elevations in two foot increments;

9. Provisions for vehicular and pedestrian circulation to adjoining property and neighborhood in general; roadway layout including but not limited to pavement and street widths, curb lines, right-of-way lines, cross-sections, alignments, sidelines, centerlines, points of tangency, lengths, bearings, radii and grades of roads, intersections within 100' of property lines;

10. Site landscaping and screening plan showing open space and including sizes of trees and other plantings, use of indigenous materials, where appropriate, stone walls, fences and other features to be retained and/or removed, as well as color, size and type of landscaped surface materials; buffer zones; areas of Irrigation;

11. Outdoor and street lighting, including location and intensity of lighting facilities;

12. Dimensions and locations of signs, proposed and existing; with installation details;

13. Location and significance of **historic structures**, measures taken to preserve and protect historic sites;

14. Method for handling solid waste disposal, and for screening of disposal facilities;

15. Description and location of all proposed **mechanical and electrical system components**, including exhaust and ventilation system, transformers and satellite dishes; exposed mechanical equipment and vents should be indicated;

16. Locations of and adequacy of existing and proposed on-site public utilities, facilities and conditions (water, sewage and drainage), showing size and direction of flows;

- 17. Engineering plans and profiles**, drawn to subdivision requirements, including streets, sidewalks, drains, sewers, water mains and public utility extensions, and connections with existing or proposed rights of ways and/or easements such as gas, electric, telephone, fire alarm, E.M.H., transformers, pads, cable and fiberoptics;
- 18.** Engineering feasibility studies of anticipated problems i.e. noise, blasting, etc., if deemed necessary by the Board;
- 19. Demolition and construction procedures** including impact mitigation measures, and an estimate of the time period required for completion of the development; construction cost estimates: site preparation, unit costs, service and ancillary functions;
- 20. A traffic study** including estimated peak hour traffic volumes generated by the proposed use in relation to the existing volumes and projected future conditions or, if the project is, a traffic impact analysis which is prepared by a professional traffic engineer;
- 21. General summary of proposed easements** or other burdens now existing or to be placed on the property;
- 22. Recreation and Common Areas** such as, but not limited to, community center, tennis court, swimming pool, paths—(hiking, bicycle, etc.) community garden, other common areas;
- 23. Wetlands, ponds, Rivers Act regulated areas and surface water bodies**, as defined under the Wetlands Protection Act, M.G.L. Chapter 31, Section 40, and rules promulgated thereunder, 310 C.M.R. 10.00; or any other conditions that may trigger a N.O.I.; floodplain;
- 24. Photographs** of at least eight (8) by ten (10) inches, showing the development site and the surrounding parcels;
- 25. Document/show compliance with additional related zoning sections, but not limited to;** Urban Renewal uses; Inclusionary Zoning; Traffic Visibility Across Corners; Dimensions of Parking Spaces; Table of Loading Area Requirements; Tree Protection;
- 26. Such other information as will aid the PGA in judging the application** and in determining special conditions and safeguards, and as the PGA should deem necessary, in its determination of completeness of said application;
- 27. Miscellaneous information** such as estimated rents, proposed financial plan; available grant programs that may benefit the project; Terms of Homeowners or Condominium Association agreement, where applicable, long term maintenance of roads, drainage & retention basins, common areas, utilities, snow removal and trash, compliance with all applicable Fair Housing laws.



DENNIS E. HARRINGTON
 Director

THOMAS P. KOCH
 Mayor

ARTICLE 3: Application - Fee Structure
Quincy Center Urban Revitalization and Development Plan
Certificate of Consistency

DATE: _____

1. Name of Legal Owner of the Land: _____

Address: _____

Home Phone: (____) _____ Business Phone: (____) _____

Cell Phone: (____) _____ FAX: (____) _____

2. If this Application is by Other than the Legal Owner of the Land,

the Applicant is: _____

Address: _____

Home Phone: (____) _____ Business Phone: (____) _____

Cell Phone: (____) _____ FAX: (____) _____

3. Location & Description of Property: _____

Street Address: _____

Assessors' Plan No., Lot / Plot _____

Deed of Property Recorded in: _____ Registry,

Certificate No. _____, in Book _____, Page _____

4. Name of Engineer: _____

Business Phone: (____) _____ FAX: (____) _____

5. Name of Applicant's Attorney: _____

Business Phone: (____) _____ FAX: (____) _____

6. Zoning Classification: _____

7. Proposed Use & Size of Structure: _____

The Agency will determine the Project Review Fees paid for by the redeveloper at the time of the "informal discussion" stage of the Certificate of Consistency review process.

Signature of Redeveloper: _____ **Date** _____

Signature of Applicant: _____ **Date** _____

Signature of Attorney: _____ **Date** _____

- Notes:**
1. The applicant is required to pay for the legal advertisement in the local newspaper
 2. The application must be accompanied by two copies of a certified abutters list and two sets of matching mailing labels (obtain from Assessors' Office).
 3. A copy of this application must be filed with the City Urban Renewal Agency.
 4. A submission shall be deemed incomplete until all required administrative and project review fees have been received.
 5. **Make all fee related checks payable to the City of Quincy**

Quincy Center Urban Renewal District Boundary

