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James Freas
Acting Director

PUBLIC HEARING MEMORANDUM

Public Hearing Date: October 13, 2015
Land Use Action Date: November 3, 2015
Board of Aldermen Action Date: November 16, 2015
90-Day Expiration Date: January 4, 2016

DATE: October 9, 2015

TO: Board of Aldermen

FROM: James Freas, Acting Director of Planning and Development
Alexandra Ananth, Chief Planner for Current Planning
Stephen Pantalone, Senior Planner 

SUBJECT: **Petition #231-15**, CARTHAY INVESTMENT LLC., petition for a SPECIAL PERMIT/SITE PLAN APPROVAL to EXTEND and ALTER a NONCONFORMING USE in order to construct two new 2½-story two-family dwellings on two separate lots and extend the nonconforming side setbacks at 5-7 and 9-11 CARTHAY CIRCLE, Ward 6, Newton Highlands, on land known as SBL 54, 22, 8A and 9, containing 7,130 and 7,980 square feet of land, respectively, in a district zoned BUSINESS 2. Ref: 30-24, 30-23, 30-21(b), 30-15 Table 3, of the City of Newton Rev Zoning Ord, 2012.

The purpose of this memorandum is to provide the Board of Aldermen and the public with technical information and planning analysis which may be useful in the special permit decision making process of the Board of Aldermen. The Planning Department's intention is to provide a balanced view of the issues with the information it has at the time of the public hearing. There may be other information presented at or after the public hearing that the Land Use Committee of the Board of Aldermen will want to consider in its discussion at a subsequent Working Session.



5-7 and 9-11 Carthay Circle

EXECUTIVE SUMMARY

The property at 5-7 Carthay Circle consists of 7,130 square feet of land, improved with a two-family dwelling constructed in 1959, and the property at 9-11 Carthay Circle consists of 7,870 square feet of land, improved with a single-family dwelling constructed in 1954. The petitioner is proposing to demolish the existing structures and to construct two two-family homes (one on each lot) for a net increase of one unit. The existing uses are nonconforming because the sites are located in a Business 2 ("BU2") zoning district. The petitioner is requesting a special permit to extend the nonconforming use and for relief from other dimensional requirements. The Newton Historical Commission staff reviewed the subject properties and found the buildings to be not historic as defined by the Newton Demolition Delay Ordinance.

The proposed dwellings will be approximately 3,500 square feet per unit including a single-car garage for each unit. The floor area includes approximately 1,000 square feet in the basement which if removed would result in a floor area of approximately 2,500 square feet. The additional required parking stall for each unit will be located in front of the garages. Both of the sites have grade changes, particularly 9-11 Carthay Circle, which slopes down significantly towards the northwest corner of the site and results in a significant portion of the basement being at grade. The petitioner is showing a building height of between 35 and 43 feet on the plans. The Planning Department has requested a calculation of the grade plane average from the petitioner to confirm the proposed height and stories for each of the structures. The Newton Zoning Ordinance (NZO) allows a building height of up to 48 feet and four stories by special permit in a BU2 district. The proposed site plan complies with all the required setbacks except for the existing nonconforming side setbacks at 9-11 Carthay Circle, which the petitioner proposes to maintain.

The Planning Department does not have any concerns with the proposed extension of the residential uses on these sites, as staff believes that a residential use is more appropriate for Carthay Circle than a by-right commercial or mixed-use project. The Planning Department is concerned with the size and height of the proposed buildings in comparison to the other residential structures on Carthay Circle. The Floor Area Ratio (FAR) is approximately .8 which meets the maximum allowable FAR in the BU2 district (1.0), but is greater than the by right FAR (approximately .53) allowed in the adjacent Multi-Residence 1 district. The Planning Department encourages the petitioner to reduce the size of the buildings to an FAR that is closer to the maximum allowed in a Multi Residence 1 district. The Planning Department notes that a portion of the basement may be counted towards FAR because of the topography of the site, which somewhat inflates the FAR in comparison to properties on flat lots.

The Planning Department recommends that the petitioner revise the proposed plans to reduce the size of the buildings. The petitioner should also provide additional details on the exterior finishes proposed for the building, including the portions of the basement that will be above grade. The petitioner submitted a surveyed site plan with limited information on the proposed drainage system and details on retaining walls, as noted in the Engineering Division's review.

The petitioner should submit these details prior to the issuance of a building permit, if the special permit is approved.

I. SIGNIFICANT ISSUES FOR CONSIDERATION:

When reviewing this request, the Board should consider whether:

- The two two-family dwellings are substantially more detrimental than the existing nonconforming dwellings are to the surrounding neighborhood. (§30-21(b))
- The specific sites are an appropriate location for the development of two-family dwellings, as the immediate area is largely developed with similar residential uses. (§30-24(d)(1))
- The proposed two-family dwellings as developed and operated will not adversely affect the neighborhood. (§30-24(d)(2))
- There will be no nuisance or serious hazard to vehicles or pedestrians. (§30-24(d)(3))

II. CHARACTERISTICS OF THE SITE AND NEIGHBORHOOD

A. Neighborhood and Zoning

The site is located on Carthay Circle proximate to the intersection of Walnut Street and Beacon Street. The land uses in the surrounding neighborhood consist of single- and multi-family dwellings, commercial uses, mixed use developments, and nonprofit organizations (**ATTACHMENT A**). Carthay Circle is a short cul-de-sac that is comprised of residential uses. The zoning districts in the surrounding neighborhood consist of Single Residence 2, Multi-Residence 1, 2 and 3, Business 1 and 2 and Public Use districts (**ATTACHMENT B**).

B. Site

The site at 5-7 Carthay Circle consists of 7,130 square feet of land, improved with a two-story two-family dwelling constructed in approximately 1959, and the site at 9-11 Carthay Circle consists of 7,870 square feet of land, improved with a 1½-story single-family dwelling constructed in approximately 1954. There are shrubs and small trees at the front of the site and between the driveways, and larger trees along the rear property line.

Both of the sites slope down in the rear and there is a steep drop in the grade at the rear of 9-11 Carthay Circle. 5-7 Carthay Circle abuts a gas station to the side and rear, and 9-11 Carthay Circle abuts parking lot to the rear and residential

property to the side.

III. PROJECT DESCRIPTION AND ANALYSIS

A. Land Use

The petitioner is proposing to replace the two-family dwelling on 5-7 Carthay Circle with another larger two-family dwelling. The petitioner is proposing to replace the existing single-family home at 9-11 Carthay Circle with a two-family dwelling. The Planning Department has no concerns with the addition of one unit to the site, as there are other two-family dwellings on Carthay Circle and one additional unit will have a negligible impact on the neighborhood.

If the petitioner were to pursue a by right use they could redevelop the site for a number of commercial uses, including, but not limited to, retail stores, medical offices, and business uses with residential above, all of which would create significantly more traffic than the proposed uses and would be out of character with the current uses on Carthay Circle.

B. Building and Site Design

The petitioner is proposing to demolish the existing buildings and to construct two larger two-family dwellings. The proposed units will be approximately 3,500 square feet, including 1,000 square feet in the basement level consisting of a single-car garage and family room. The petitioner is proposing to maintain the two separate lots for setback purposes, but will utilize a single driveway splitting the sites that accesses four single-car garages. The driveway will slope down from the front of the site to the garages and the additional stalls required for each unit will be located in front of the garages. There will be a short retaining wall between the driveway and the lawn area in front of the dwellings, and outside steps down from the first floor to the garage level. The petitioner is proposing open space in the setbacks, though the functionality of this space will be limited because of the grade changes in the rear. Due to the proposed grading around the sites, the basement of 5-7 Carthay Circle will be minimally exposed except for section with the single-car garages, and the basement of 9-11 Carthay Circle will be exposed for most of the building except when viewed from the street.

The buildings will consist of gable roofs with the gable end facing Carthay Circle and the rear property line. The middle of the structures where the garages are located will project out to break up the mass of the building. The buildings are oriented to face the driveway and therefore the "front" elevation as labeled on the plan actually faces the side lot line. While the Planning Department generally prefers that the front of buildings face the public street (as is the case with the existing structures), it also understands the petitioner's desire for a specific layout and the difficulties of

the site. The petitioner has included a wrap-around porch around the side of the building with a door facing Carthay Circle and windows on the side elevation. The Planning Department believes these small changes are sufficient to create a façade that is welcoming to the street.

The petitioner should provide the average grade plane calculation to determine the final building height, stories and FAR for each of the buildings. The petitioner is proposing an FAR of approximately .8 which is less than the 1.0 allowed in this district, and includes a portion of the basement due to the grade changes on the site. The Planning Department encourages the petitioner to comply with the dimensional requirements for FAR, building height, and stories for a Multi Residence 1 district, which comprises the rest of Carthay Circle. While the dimensions of the proposed buildings are allowed by special permit in the BU2 district, complying with the residential requirements would ensure the new dwellings are in scale with the neighborhood. The petitioner should label the exterior building finishes, including the basement level and should clarify the type of windows being proposed.

C. Landscape Screening

The petitioner submitted a landscape plan showing trees and shrubs along the property lines. The Planning Department does not have any concerns with the proposed landscaping plan.

IV. TECHNICAL REVIEW

A. Technical Considerations (Chapter 30, Newton Zoning Ordinance):

The Zoning Review Memorandum (**ATTACHMENT C**) provides an analysis of the proposal with regard to zoning. The petitioner is seeking the following reliefs:

5-7 Carthay Circle

- Section 30-21(b), to change from one nonconforming use to another
- Section 30-15 Table 3, to allow more than two stories
- Section 30-15 Table 3, to allow a height exceeding 24 feet

9-11 Carthay Circle

- Section 30-21(b), to change from one nonconforming use to another
- Section 30-15 Table 3 and Section 30-21(b), to extend a nonconforming side setback
- Section 30-15 Table 3, to allow more than two stories
- Section 30-15 Table 3, to allow a height exceeding 24 feet

B. Engineering Review

The Engineering Division Memorandum, (**ATTACHMENT D**), provides an analysis of the proposal with regard to engineering issues. The memorandum indicates that the plans have not been fully engineered, which will need to be completed prior to the issuance of a building permit.

V. PETITIONER'S RESPONSIBILITIES

Prior to the next scheduled public hearing/working session the petitioner should:

- Consider reducing the size of the building to comply with the maximum FAR that would be allowed in a Multi Residence 1 district;
- Calculate the average grade plane to determine the building height and number of stories;
- Revise the elevations to label the exterior building finishes, and the material used for any new retaining walls proposed on the sites.

ATTACHMENTS:

- Attachment A:** Land Use Map
Attachment B: Zoning Map
Attachment C: Zoning Review Memorandum
Attachment D: Engineering Memorandum

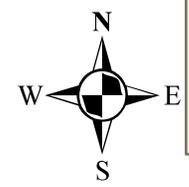
Land Use Map 5 & 11 Carthay Circle

*City of Newton,
Massachusetts*

Legend

- Single Family Residential
- Multi-Family Residential
- Commercial
- Mixed Use
- Open Space
- Nonprofit Organizations

ATTACHMENT A

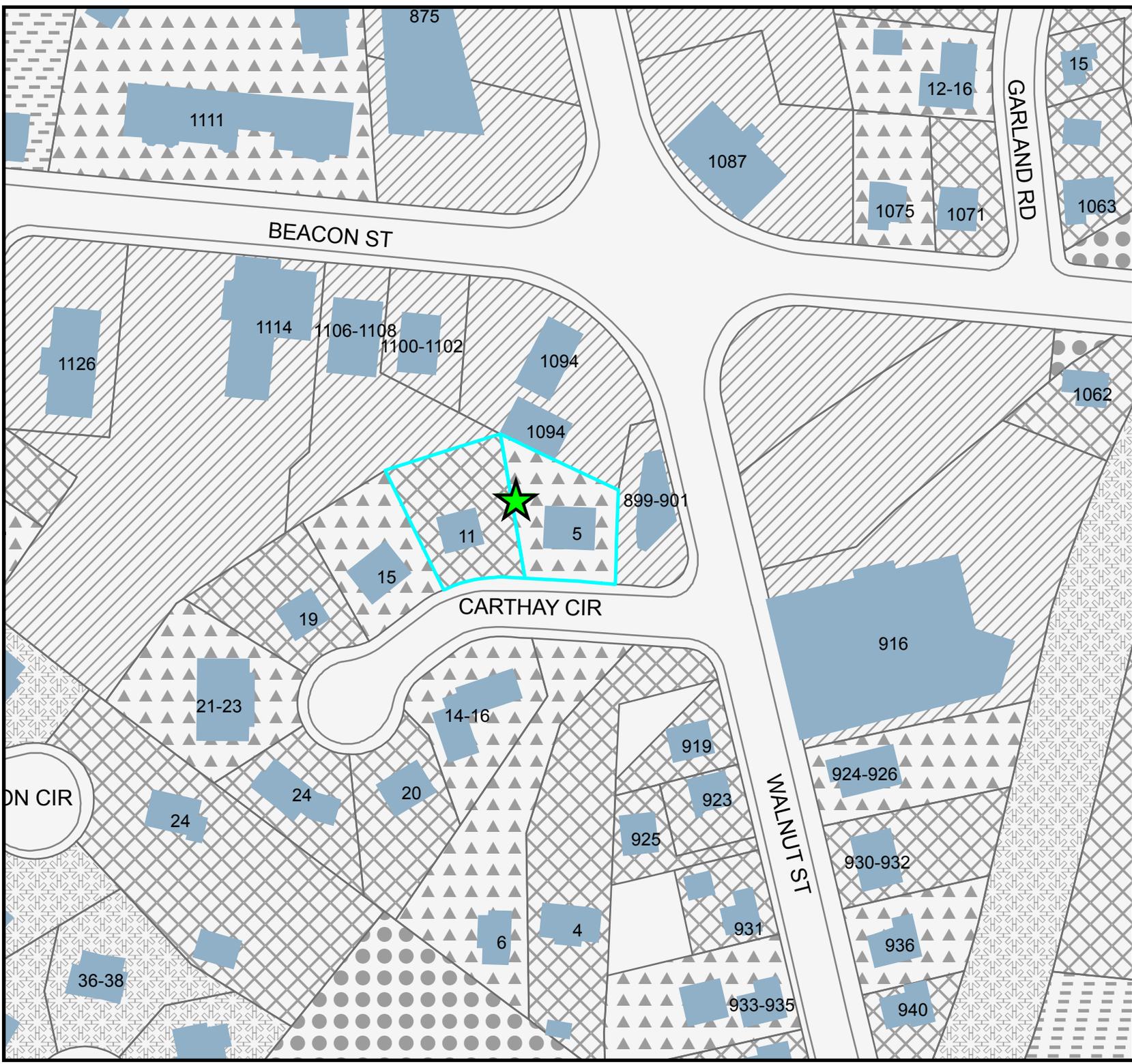


The information on this map is from the Newton Geographic Information System (GIS). The City of Newton cannot guarantee the accuracy of this information. Each user of this map is responsible for determining its suitability for his or her intended purpose. City departments will not necessarily approve applications based solely on GIS data.

CITY OF NEWTON, MASSACHUSETTS
Mayor - Setti D. Warren
GIS Administrator - Douglas Greenfield



Map Date: September 18, 2015



Zoning Map 5 & 11 Carthay Circle

*City of Newton,
Massachusetts*

Legend

-  Single Residence 2
-  Multi-Residence 1
-  Multi-Residence 2
-  Multi-Residence 3
-  Business 1
-  Business 2
-  Public Use

ATTACHMENT B



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CITY OF NEWTON, MASSACHUSETTS
Mayor - Setti D. Warren
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Map Date: September 18, 2015





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ATTACHMENT C

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James Freas
Acting Director

ZONING REVIEW MEMORANDUM

Date: September 9, 2015

To: John Lojek, Commissioner of Inspectional Services

From: Jane Santosuosso, Chief Zoning Code Official
Alexandra Ananth, Chief Planner for Current Planning

Cc: Mashour Moukaddem, Carthay Investment LLC
James Freas, Acting Director of Planning and Development
Ouida Young, Associate City Solicitor

RE: Request to change a nonconforming single-family and two-family use to create four attached dwellings in two structures

Applicant: Carthay Investment LLC	
Site: 5 and 11 Carthay Circle	SBL: 54022 0008A and 54022 0009
Zoning: BU2	Lot Area: 7,130 and 7,870 square feet
Current use: A two- and a single-family dwelling on two separate lots	Proposed use: Four attached dwellings in two structures on two separate lots

BACKGROUND:

The properties at 5 and 11 Carthay Circle are located in the Business 2 zoning district. 5 Carthay Circle consists of a 7,130 square foot lot improved with a two-family residence constructed in 1959. 11 Carthay Circle consists of 7,870 square feet and is improved with a single-family dwelling constructed in 1954. These two properties are the only two on the street zoned BU2, with the rest of the street zoned MR1, and also used for residential purposes. The properties to the north and east are zoned BU2, and used commercially, while the property to the west is zoned MR2 and is improved with a residential dwelling.

The applicant proposes to raze the existing dwellings, and construct four attached dwellings in two structures, one on each lot. The applicant is not proposing to merge the lots and will keep the two separate lots. The existing residential uses are nonconforming in the Business 2 district, and to change the residential use requires a special permit.

The following review is based on plans and materials submitted to date as noted below.

- Zoning Review Application, Mashhour Moukaddem, applicant, dated 8/31/2015

- Existing Site Plan, prepared by Carlos Ferreira, engineer, dated 8/31/2014
- Proposed Site Plan, prepared by Carlos Ferreira, engineer, dated 8/31/2014
- Floor Plans, prepared by Lucio Trabucco, architect, dated 8/31/2015
- Elevations, prepared by Lucio Trabucco, architect, dated 8/31/2015

ADMINISTRATIVE DETERMINATIONS:

1. The existing two-family dwelling structure at 5 Carthay Circle was built in 1959 in what is now the BU2 district. At the time the dwelling was constructed, the property was zoned "Private Residence". Two-family dwelling uses are not allowed in the BU2 district, rendering the two-family use legally nonconforming.

The single-family dwelling at 11 Carthay Circle is also located in the BU2 district. That lot was zoned "Private Residence" at the time of construction as well. Single-family dwelling uses are not allowed in the BU2 district, rendering the use legally nonconforming.

To change the existing legally nonconforming uses to attached dwellings, another nonconforming use, requires a special permit pursuant to Section 30-21(b).

2. Section 30-15, Tables 1 refers to the dimensional controls for residential uses. To determine the setbacks, building height and number of stories in Business districts, Table 1 refers to Table 3, dimensional requirements for commercial districts.
3. Section 30-15, Table 3 provides the side setback requirement for the Business 2 district. There are two footnotes for the side setback requirement, which are in conflict with each other. Footnote 10 requires the side setback to be one-half the building height (12 feet), or 20 feet, whichever is greater for a property abutting a residential district. Footnote 2 requires a side setback of half the building height (12 feet) or 15 feet, whichever is greater. When the Ordinance is in conflict with itself, the more conservative provision is applied. For the purposes of this project, the side setback requirement is 20 feet for the property at 11 Carthay Circle, as it abuts a residentially zoned property to the left.

The existing setback at 11 Carthay Circle is 13.3 feet, where 20 feet is required. The applicant intends to maintain the pre-existing nonconforming side setback with the new structure. Per Section 30-21(b), a special permit is required to extend a nonconforming side setback.

4. Section 30-15, Table 3 allows two-story structures by right, but requires a special permit for three stories. The applicant proposes each structure with 2.5 stories, which requires a special permit.
5. Section 30-15, Table 3 allows a height of 24 feet by right, but requires a special permit for up to 48 feet. The proposed structures have a height of 37.1 feet, requiring a special permit.

5 Carthay Circle

BU2 Zone	Required	Existing	Proposed
Lot Size	10,000 square feet	7,130 square feet	No change
Setbacks <ul style="list-style-type: none"> • Front • Side • Rear 	10 feet ½ building height (12 feet) 0 feet	29.7 feet 15.3 feet 14 feet	10 feet No change 10 feet
Building Height	24 (up to 48 ft by SP)	23 feet	37.1 feet
Max # of Stories	2 (3 by special permit)	2	2.5
Lot area per unit	1,200 square feet	7,130 sq ft	3,750 sq ft
FAR	1.0	.25	.88

11 Carthay Circle

BU2 Zone	Required	Existing	Proposed
Lot Size	10,000 square feet	7,870 square feet	No change
Setbacks <ul style="list-style-type: none"> • Front • Side • Rear 	10 feet 20 feet 20 feet	27.8 feet 13.3 feet 46.3 feet	16.4 feet No change 28.9 feet
Building Height	24	19 feet	37.1 feet
Max # of Stories	2 (3 by special permit)	1.5	2.5
Lot area per unit	1,200 square feet	3,935 sq ft	No change
FAR	1.0	.50	.80

1. See “Zoning Relief Summary” below:

Zoning Relief Required – 5 Carthay Circle		
<i>Ordinance</i>		<i>Action Required</i>
§30-21(b)	To change from one nonconforming use to another	S.P. per §30-24
§30-15, Table 3	To allow 2.5 stories	S.P. per §30-24
§30-15, Table 3	To allow a height exceeding 24 feet	S.P. per 30-24

Zoning Relief Required – 11 Carthay Circle		
<i>Ordinance</i>		<i>Action Required</i>
§30-21(b)	To change from one nonconforming use to another	S.P. per §30-24
§30-15, Table 3 §30-21(b)	Extension of the nonconforming side setback	S.P. per §30-24
§30-15, Table 3	To allow 2.5 stories	S.P. per §30-24
§30-15, Table 3	To allow a height exceeding 24 feet	S.P. per 30-24

CITY OF NEWTON
Department of Public Works
ENGINEERING DIVISION

MEMORANDUM

To: Alderman Mark Laredo, Land Use Committee Chairman

From: John Daghlian, Associate City Engineer

Re: Special Permit – 5 & 11 Carthay Circle

Date: September 23, 2015

CC: Lou Taverna, PE City Engineer
Linda Finucane, Associate City Clerk
Alexandria Ananth, Chief Planner
Stephen Pantalone, Sr. Planner

In reference to the above site, I have the following comments for a plan entitled:

*5-7 & 9 -11 Carthay Circle
Newton, MA
Prepared by: CF Engineering
Dated: 8/31/15*

Executive Summary:

The proposal indicates that the two existing dwellings will be razed; and two new 2 - family units be constructed on two separate lots. There is a 14 foot grade difference from the front of the lot along Carthay Circle having a high point of elevation 139' and the rear portion of the lot at elevation 125' that abuts the commercial property along Beacon Street. A proposed common driveway located between the two lots will provide access to the two dwelling units with garages below grade. Access easements will be needed for the 4 units across the common driveway. The site needs drainage improvements, and various utilities design to City standards.

The sidewalk and old driveway aprons shall be replaced to current City standards.

Unfortunately the plans are not fully engineered for detailed comments. There is no site grading indicated. The following are issues that the engineer of record needs to develop.

Construction Management:

1. A construction management plan is needed for this project. At a minimum, it must address the following: staging site for construction equipment, construction materials, parking of construction worker's vehicles, phasing of the project with anticipated completion dates and milestones, safety precautions, emergency contact personnel of contractor. It shall also address any anticipated dewatering during construction, site safety & stability, and impact to abutting properties.
2. Stabilized driveway entrances are needed during construction which will provide a tire wash and mud removal to ensure City streets are kept clean.

Drainage:

1. A drainage analysis needs to be performed based on the City of Newton's 100-year storm event of 6-inches over a 24-hour period. All runoff from impervious areas need to be infiltrated on site, for the project. The design of the proposed on site drainage system needs to comply with the MassDEP Stormwater Regulations and City Ordinances.
2. An on-site soil evaluation needs to be performed to obtain the seasonal high groundwater elevation, percolation rate in accordance to Title V. This information must be submitted with the drainage study. The locations of these tests need to be shown on the site plan and must be performed within 25-feet of a proposed system.
3. An Operations and Maintenance (O&M) plan for Stormwater Management Facilities needs to be drafted and submitted for review. Once approved the O&M must be adopted by applicant, incorporated into the deeds; and recorded at the Middlesex Registry of Deeds. A copy of the recording instrument shall be submitted to the Engineering Division.

4. It is imperative to note that the ownership, operation, and maintenance of the proposed drainage system and all appurtenances including but not limited to the drywells, catch basins, and pipes are the sole responsibility of the property owner(s).

Environmental:

1. Has a 21E investigation & report been performed on the site, if so copies of the report should be submitted the Newton Board of Health and the Engineering Division.
2. Are there any existing underground oil or fuel tanks, are they to be removed, if they have been evidence should be submitted to the Newton Fire Department, and Newton Board of Health.
3. As the total site disturbance is over an acre, a Phase II General Construction (NPDES) Permit will need to be filed with DEP & EPA. A Stormwater Pollution Prevention Plan (SWPPP) will need to be developed.

Sewer:

1. A detailed profile is needed which shows the existing water main, proposed water service(s), sewer main and proposed sewer service(s) with the slopes and inverts labeled to ensure that there are no conflicts between the sewer services and the water service. The minimum slope for a service is 2.0%, with a maximum of 10%. Pipe material shall be 6" diameter SDR 35 PVC pipe within 10' of the dwelling then 4" pipe per Massachusetts State Plumbing Code. In order to verify the slopes and inverts of the proposed service connection, two manholes of the existing sanitary sewer system need to be identified on the plan with rim & invert elevations. The crown of the service connection & the sewer man need to match.
2. The existing water & sewer services to the building shall be cut and capped at the main and be completely removed from the main and the site then properly back filled. The Engineering Division must inspect this work; failure to having this work inspected may result in the delay of issuance of the Utility Connection Permit.
3. Use City of Newton Details they are in PDF format on the City's website.
4. With the exception of natural gas service(s), all utility trenches with the right of way shall be backfilled with Control Density Fill (CDF) Excavatable Type I-E, detail is available in the City of Newton Construction Standards Detail Book.

5. All new sewer service and/or structures shall be pressure tested or videotaped after final installation is complete. Method of final inspection shall be determined solely by the construction inspector from the City Engineering Division. All sewer manholes shall be vacuum tested in accordance to the City's Construction Standards & Specifications. The sewer service will NOT be accepted until one of the two methods stated above is completed. All testing MUST be witnessed by a representative of the Engineering Division. A Certificate of Occupancy will not be recommended until this test is completed and a written report is received by the City Engineer. ***This note must be added to the final approved plans.***
6. All sewer manholes shall be vacuum tested in accordance to the City's Construction Standards & Specifications. The sewer service will NOT be accepted until one of the two methods stated above is completed. All testing MUST be witnessed by a representative of the Engineering Division. A Certificate of Occupancy will not be recommended until this test is completed and a written report is received by the City Engineer.

Water:

1. The Fire Department may require a fire suppression system for the tow family units, if so a fire flow testing is required for the proposed fire suppression system. The applicant must coordinate this test with both the Newton Fire Department and the Utilities Division; representatives of each department shall witness the testing, test results shall be submitted in a write report. Hydraulic calculation shall be submitted to the Newton Fire Department for approval.
2. All water connections shall be chlorinated & pressure tested in accordance to AWWA and the City of Newton Construction Standards and Specifications prior to opening the connection to existing pipes.
3. Approval of the final configuration of the water service(s) shall be determined by the Utilities Division, the engineer of record should submit a plan to the Director of Utilities for approval

General:

1. Finalized utility connection plan reflecting the above changes that meets the minimal design standards of the City of Newton must be submitted for approval by the contractor of record with appropriate Bonds & Insurance. The Engineering Division makes no representations and assumes no responsibility for the design(s)

in terms of suitability for the particular site conditions or of the functionality or performance of any items constructed in accordance with the design(s). The City of Newton assumes no liabilities for design assumption, error or omissions by the Engineer of Record.

2. All trench excavation contractors shall comply with Massachusetts General Laws Chapter 82A, Trench Excavation Safety Requirements, to protect the general public from unauthorized access to unattended trenches. Trench Excavation Permit required. This applies to all trenches on public and private property. *This note shall be incorporated onto the plans*
3. All tree removal shall comply with the City's Tree Ordinance.
4. The contractor is responsible for contacting the Engineering Division and scheduling an appointment 48 hours prior to the date when the utilities will be made available for an inspection of water services, sewer service, and drainage system installation. The utility in question shall be fully exposed for the inspector to view; backfilling shall only take place when the City's Inspector has given their approval. *This note should be incorporated onto the plans*
5. The applicant will have to apply for Street Opening, Sidewalk Crossing, and Utilities Connecting permits with the Department of Public Works prior to any construction. *This note must be incorporated onto the site plan.*
6. The applicant will have to apply for a Building Permits with the Department of Inspectional Service prior to any construction.
7. Prior to Occupancy Permit being issued, an As-Built Plan shall be submitted to the Engineering Division in both digital format and in hard copy. The plan should show all utilities and final grades, any easements and final grading. *This note must be incorporated onto the site plan.*
8. All site work must be completed before a Certificate of Occupancy is issued. *This note must be incorporated onto the site plan.*

Note: If the plans are updated it is the responsibility of the Applicant to provide all City Departments [Conservation Commission, ISD, and Engineering] involved in the permitting and approval process with complete and consistent plans.

If you have any questions or concerns please feel free to contact me @ 617-796-1023.