

Planning Board

Everett City Hall  
484 Broadway, Everett MA 02149  
617-394-2334  
www.cityofeverett.com

*City of Everett*

Department of Planning and  
Development

Application for Site Plan  
Review and Special Permit for

Lower Broadway Economic  
Development District (LBEDD)

Date: \_\_\_\_\_



The following application is made to the City of Everett Planning Board in accordance with the provisions of Appendix A, Section 30 of the City of Everett Ordinances, Lower Broadway Economic Development District (LBEDD)

**Application Information:**

Applicant (primary contact): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Owner of Property \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Property Location: \_\_\_\_\_

Parcel ID(s): \_\_\_\_\_

Land Area (sq. feet or acres): \_\_\_\_\_

<b>City Clerk's Stamp</b>
Date Received: _____

Type of Approval: (see APPENDIX A: TABLE OF USE REGULATIONS to determine)

Site Plan Review (Special Permit Granting Authority)	
Administrative Site Plan Review (no waivers allowed)	

LBEDD Subdistrict:

Commercial (LB-C)	
Employment (LB-E)	
Mixed Use (LB-MU)	
Residential Multifamily (LB-MF)	
Residential Detached (LB-RD)	
Waterfront Mixed-Use (LB-WMU)	
Resort Casino Overlay District (LB-RCOD)	

**Narrative:**

The Application should include a detailed narrative addressing how the project meets the standards in the Zoning Ordinance or identifying any requested exceptions. A complete Application shall include a completed checklist demonstrating that the project meets the Design Standards in the Lower Broadway Economic Development District, as applicable. If off-site improvements are part of the proposal, the narrative should detail such proposed improvements with supporting documentation.

Based on those listed on Administrative Form: Table of Allowed Uses (attached)

Proposed Use(s): \_\_\_\_\_

Total Building Square Feet:	
• Gross Building Square Feet (non-residential)	
Floor Area Ratio:	
Number of Residential Units:	
Number of Parking Spaces (total)	
• Structured Parking Spaces	
• Surface Spaces	
• Shared/Public Spaces	

ZBA Approval(s) Needed (explain which are needed in narrative):

Dimensional Variances (Use Variances are <u>not allowed</u> in LBEDD)		Special Permit(s)	
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Does this project require permits under Sections of the Everett Zoning Ordinance referenced at LBEDD Section 1.D?

Sec. 11 – Zoning Board of Appeals		Sec. 25 – Substance Abuse Treatment Centers	
Sec. 21A – Adult Entertainment		Sec. 27 – Material Recovery Facilities, Incinerators, etc.	
Sec. 24 – Telecommunications		Sec. 28 and 29 (Superseded by Sec. 15 of Charter) – Stormwater Management	

Authorization (Shall be signed by the Owner of the Property)

I am the owner of the property for which this application is being filed and as such I am familiar with the work that is proposed for my property.

I (we) hereby give permission for this application to be filed with the fill understanding that certain restrictions may be placed on the property relative to the approval of the proposed work

I (we) understand that the submittal of this application authorizes members and agents of the Planning Board to conduct site visits and monitor site construction work.

I (we) understand that further applications and requirements may be necessitated (such as Inclusionary Zoning, Special Permits, Stormwater Management, License Commission) as part of my project.

I further certify that under the penalties of perjury, I am authorized to sign this application.

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If representing a group, corporation or other organization, please attached a copy of the vote authorizing you to act on behalf of such organization for the purposes of this application.

**Contents of an Application for Site Plan Review, Lower Broadway Economic Development District**

City of Everett  
 City Hall, 2nd Floor  
 484 Broadway  
 Everett MA 02149  
 Department of Planning and Development  
 (617) 394-2245



The application for Site Plan Review shall include the following information although the Approving Authority may, upon written request from the Applicant, modify any of the following provided such modification will not negatively impact the Approving Authority's ability to make an informed decision on the application, and the Approving Authority must state in writing their reasons for such modified requirements as part of their decision:



Application Form

- a) Completed Application form with all fees in accordance with a printed fee schedule as established by the Approving Authority, and as may be amended from time to time.
- b) Complete list of abutters certified by the City Assessor, including printed address labels.
- c) Development Plan Summary including proposed housing unit count and/or square footage of nonresidential development; proposed number, location, configuration and design of proposed off-street parking spaces; and proposed off-site improvements (if any).

Contents of Site Plan

- d) 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 ten (10) copies at 24" x 36" dimension; and fifteen (15) paper copies at 11" x 17". The Site Plan drawings shall contain the following information:
  - (i) Names and address of Applicant and project engineer.
  - (ii) Development Project name, boundaries, north arrow, date scale.
  - (iii) Existing conditions on the lot(s), including the location and purposes of existing easements, if any.
  - (iv) Assessors parcel numbers of lot(s) subject to the Application.
  - (v) Existing and proposed building footprints, parking areas, loading areas, pedestrian ways, driveway openings, driveways, access and egress points, service areas.
  - (vi) Existing and proposed topographic features on the lot and adjoining areas within 50 feet of said lot at two foot contours, including walks, fences, walls, planting areas, and greenbelts.
  - (vii) The amount(s) in sq. ft. of proposed building(s), impervious surface area and open space (natural and landscaped) of the lot.
  - (viii) Proposed names of new street(s), if any.
  - (ix) Data to determine location, direction, width and length of every street line, lot line, easement, zoning district and boundary line.
  - (x) A description of proposed ownership and maintenance of all traveled ways internal to the site, including vehicular ways and sidewalks.
  - (xi) Indication of purpose for proposed easements, if any.
  - (xii) Existing and proposed recreation areas and other open spaces, including dimensions.
  - (xiii) Water supply systems, storm drainage systems, utilities, sites for enclosed refuse containers.

Supplemental Submittals

- (xiv) Stormwater management plan in the form required by the General Ordinance and/or the Zoning Ordinance.
- (xv) Proposed landscaping plan which shall include the species, size, number, location and characteristics of proposed planting, landscaping, buffers, and screening.
- (xvi) Proposed 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.
- (xvii) Where common open space and facilities are proposed as part of a Development Project, plans and any necessary supporting documents shall be submitted showing the proposed location, size and landscaping plan for such open space and facilities.
- (xviii) Building elevation drawings at 1"=4'.
- (xix) Renderings of the architectural design of the building(s) to be constructed and/or renovated, including identification of all major exterior materials, colors and finishes in sufficient detail for the Approving Authority to determine consistency with this Ordinance.

**Contents of an Application for Site Plan Review, Lower Broadway Economic Development District (continued)**

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Additional Analyses, If Required	(xx) <b>Traffic Impact Study.</b> When a proposed Development Project is projected to generate more than one hundred (100) Peak Hour Trips based on ITE standards or more than seven hundred and fifty (750) Average Daily Trips, a traffic impact study shall be required, to include:
	(a) A report on existing traffic conditions, including estimated average daily and peak hour traffic volumes, average and peak speeds, sight distances, motor vehicle accident data for the previous three years, and levels of service (LOS) of intersections and streets likely to be impacted by the proposed Development Project. Generally, such data shall be presented for all major streets and intersections within 1,000 linear feet of the project boundaries.
	(b) Projected traffic conditions for design year of occupancy, including statement of design year of occupancy, average annual background traffic growth, impacts of proposed developments which have already been approved or are pending before City boards.
	(c) Projected peak hour and daily levels and directional flows resulting from the proposed Development Project; sight lines at the intersections of the proposed driveways and streets; existing and proposed traffic controls in the vicinity of the proposed development; and projected post development traffic volumes and levels of service of intersections and streets likely to be affected by the proposed Development Project.
	(d) Proposed methods as necessary to mitigate the estimated traffic impact and methodology and sources used to derive existing data and estimations. The Approving Authority may accept the Applicant's proposal to substitute a contribution of funds for the purpose of partial design and/or construction of off-site traffic improvements provided the funding is proportional to the impacts of the traffic impacts resulting from the proposed Development Project.
	<b>The Applicant may satisfy this requirement by submittal of a traffic study completed in compliance with the Massachusetts Environmental Policy Act (MEPA) if the Development Project is subject to MEPA.</b>
(xxi) <b>Sewage Impact Report.</b> Any application for Site Plan Approval for any use which produces more than five hundred (500) gallons per day of sewage flow when calculated in accordance with the flow estimates of CMR (Mass. Sewer System Extension and Connection Permit Program) Section 7.15 shall require an impact report to be filed with and approved by the Building Commissioner, the City Services Department and the City Engineer, which report shall indicate the total flow; the size, material and slope of all pipes; the ability of the system to carry the flow; locations of manholes and other appurtenances, and invert elevations.	

**Must be Signed by the Applicant:**


I further certify that to the best of my knowledge this Application is complete.


Name (please print): \_\_\_\_\_


Title: \_\_\_\_\_


Signature: \_\_\_\_\_

Date \_\_\_\_\_

Administrative Form, Table of Allowable Uses						
Lower Broadway Economic Development District		Required Permit(s)				
 <div style="border: 1px solid black; padding: 10px; margin-left: 100px;">                     R = Required                      NR = Not Required                 </div>		Site Plan Review	Site Plan Review	Administrative Site Plan Review	Special Permit	Variance
CAT. Allowable Use(s)						
<b>Renovation</b>						
REN	Adaptive reuse of existing building to permitted use	R				
<b>Residential</b>						
R1	Single Family Dwelling	NR				
R2	Two-Family Dwelling	NR				
R3	Three-Family Dwelling	R				
R4	Attached Dwelling Development	R				
R5	Multi-Family Residential	R				
<b>Commercial</b>						
C1	Active boating, water taxi, recreational boating	R				
C2	Amusement, including indoor entertainment facilities	R				
C3	Arts Center	R				
C4	Auto showrooms for the sale of automobiles and light trucks, and service facilities which are associated with the sales facilities in the same building	R				
C5	Bank	NR				
C6	Bank with drive-through window(s)	R				
C7	Bar, Pub, Tavern, Cocktail Lounge	R				
C8	Business, Finance or other Professional Office Use	R				
C9	Car wash	R				
C10	Convenience Store	R				
C11	Dance club / night club	R				
C12	Entertainment facilities including Concert Venue	R				
C13	Fast Order Food Establishment	R				
C14	Gaming Establishment	R				
C15	Gasoline Station	R				
C16	Gazebo, outdoor performance space	R				
C17	Hotel	R				
C18	Kennel, pet day care establishment	R				
C19	Marina	R				
C20	Medical Services	R				
C21	Membership Club	R				
C22	Motel	R				
C23	Movie theater or cinema	R				
C24	Neighborhood Market	R				

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CAT. Allowable Use(s)						
C25	Parking garage (including sub-surface) provided there shall be no door or driveway for vehicles in connection with any public garage within fifty (50) feet of any Residential subdistrict boundary line	R				
C26	Recreational use such as bowling alley, arcade, billiards/pool hall, roller rink, tennis courts, swimming, theater, etc.	R				
C27	Research and development facilities except those associated with the emission of noxious odors, smoke, steam or produce excessive noise.	R				
C28	Resort Casino	R				
C29	Restaurants, not including Fast Order Food Establishments, and provided that there are no drive through facilities.	R				
C30	Retail sales and services which are not the principal uses of the building in which they are located to a maximum of 20% of the Gross Floor Area of the building.	R				
C31	Retail sales & service, w/outside storage	R				
C32	Retail sales & service, w/no outside storage	R				
C33	Service and repair stations for automobile or light truck, but not including gasoline stations	R				
C34	Sports/Fitness Facilities; Health Club and Spa	R				
C35	Taxicab business	R				
C36	Transportation related uses including railroad or street railroad passenger stations including customary accessory services therein; not including switching, storage, or freight yards or sidings.	R				
C37	Veterinary or pet grooming establishment	R				
<b>Industrial</b>						
I1	Assembly Related Uses	R				
I2	Automotive Supply and Repair	R				
I3	Electric Generation Plants / Substation	R				
I4	Heavy manufacturing providing there is no outside storage work and there is no emissions of noxious odors, smoke or noise, and no vibration discernible on the exterior of the building.	R				
I5	Light manufacturing (excluding scrap metal), producing, processing, fabricating, printing, converting, altering, finishing or assembling, entirely contained within the structure with no associated emissions of noxious odors or noise, on a scale requiring not more than a total of five (5) horsepower or steam pressure in excess of fifteen (15) pounds gauge pressure.	R				

Administrative Form, Table of Allowable Uses						
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CAT.	Allowable Use(s)					
I6	Manufacture, assembly, processing, packing or other industrial operations associated with medium to heavy industry which involves machining, welding, shearing, forging, stamping or similar operations.	R				
I7	Storage and sale of building materials or machinery.	R				
I8	Storage of goods in containers where all storage is contained within the building, not including storage of any raw or natural materials	R				
I9	Warehouse, Distribution	R				
I10	Wholesale	R				
<b>Accessory uses</b>						
A1	Central heating or cooling plant	R				
A2	Electric car charging station	NR				
A3	Home Occupation	NR				
A4	Hospitality uses customarily accessory to Hotel, including restaurant, bar, spa, etc.	R				
A5	Limo service / driving service	R				
A6	Meeting and conference space	R				
A7	Offices of a doctor, dentist or other member of a recognized profession, teacher or musician residing on the premises; provided there is no display or advertising except for a small professional name plate.	NR				
A8	Parking (surface lot) accessory to any permitted Principal Use (ten or fewer spaces)	NR				
A9	Parking (surface lot) accessory to any permitted Principal Use (greater than ten spaces)	R				
A10	Parking garage (including sub-surface) provided there shall be no door or driveway for vehicles in connection with any public garage within fifty (50) feet of any Residential subdistrict boundary line	R				
A11	Sale of used household goods by residential occupants on their premises, normally referred to as garage sales, for a period of more than seven (7) days in any year.	R				
A12	Sale of used household goods by residential occupants on their premises, normally referred to as garage sales, providing that such sale not continue for a period of more than seven (7) days in any year.	NR				
A13	Uses accessory to activities permitted as a matter of right, which activities are necessary in connection with scientific research or scientific development or related production.	R				

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CAT.	Allowable Use(s)					
A14	Wholesale merchandising incidental and subordinate to a primary retail business	R				
<b>Exempt</b>						
E1	Agriculture, horticulture or floriculture and the expansion or reconstruction of existing structures thereon for the primary purpose of agriculture, horticulture or floriculture.	R				
E2	Art museum, membership club and social and recreational building and premises, except those chief activity of which is one customarily carried on as a gainful business.	R				
E3	Municipal use such as library, fire station, park, and soldiers' and sailors' memorial building.	R				
E4	Public or charitable institutional building not of a correctional nature	R				
E5	Religious use including church, synagogue, mosque, parish house and Sunday School building.	R				
E6	School, except private vocational school	R				
E7	Temporary mobile home placed on the site of a residence destroyed by fire or other holocaust, for the purpose of providing temporary shelter while the residence is being rebuilt, but not to exceed twelve (12) months.	NR				
<p><b>Notes to Use Regulations:</b></p> <p><sup>1</sup> <i>Multi-Family Residential Use may be permitted by special permit in the LB-C and LB-E Subdistricts only if it is located within a Mixed-Use Development Project, and provided that the first story of any such Development Project shall, with the exception of access to such Multi-Family Use, be comprised entirely of one or more non-residential use(s)</i></p> <p><sup>2</sup> <i>As defined in the Everett Zoning Ordinance.</i></p>						





## PROHIBITED USES

1. Adult Bookstore
2. Adult Club
3. Adult Theater
4. Adult Video Store
5. Body Art / Tattoo Studio
6. Body Piercing Studio
7. Bulk storage or processing plants involving the use of flammable or combustible liquids, gases or solids.
8. Check-Cashing Establishment
9. Expansion of existing bulk storage or processing plants involving the use of flammable liquids, gases or solids.
10. Fortune Teller
11. Freight or Trucking Terminal
12. Gas stored in quantities exceeding five hundred (500) cubic feet; or in quantities exceeding fifty (50) cubic feet if the pressure is greater than one hundred (100) pounds per square inch; or within ten (10) feet of any street line or party lot line, except in the case of gas contained or generated in fire extinguishers.
13. Gun Shop
14. Industrial operations, either outside or inside the building, which produce outside noxious odors, smoke, steam, or other emissions, or which produce industrial noise or require excessive use of large trucks or trailers or transfer of large amounts of industrial materials.
15. Industrial plants for the generation of power, steam or any other type of energy involving the use of solid fuel.
16. Open lot or enclosed storage of coal, coke, sand or similar materials.
17. Open lot storage, handling or hauling of used materials including, but not limited to building materials, metal junk, scrap, paper, rags or motor vehicles.
18. Parking (surface lot) as a principal use.
19. Pawn Shop
20. Power, gas or fuel generating facilities.
21. Salvage operations or junk yard.
22. Storage and sale of building materials or machinery.
23. Trucking terminals and free standing product distribution centers.
24. Uses which produce offensive odors, emissions, fumes, gases, or smoke, which produce noise or vibrations which are discernible beyond the limits of the property lines or which produce dust or waste on the exterior of the building.