



**RESIDENTIAL CLUSTER DEVELOPMENT DISTRICT
SPECIAL PERMIT
RULES AND REGULATIONS
OF THE PLANNING BOARD OF
THE TOWN OF COHASSET, MASSACHUSETTS**

Attached:

- Residential Cluster Development District Special Permit Rules & Regulations
- Residential Cluster Development District Special Permit Checklist
- Residential Cluster Development District Special Permit Application
- Fee & Deposit Schedule

TOWN OF COHASSET
PLANNING BOARD
41 Highland Avenue
Cohasset, Massachusetts 02025
Tel: (781) 383-3517 Fax: (781) 383-1561

RESIDENTIAL CLUSTER DEVELOPMENT DISTRICT SPECIAL PERMIT
RULES AND REGULATIONS

The following Rules and Regulations ("the Rules") are enacted by the Planning Board ("the Board") pursuant to Section 10 of the Town of Cohasset Zoning Bylaws ("the Bylaws") and M.G.L. c.40A Section 9. The Rules establish procedures for applications to the Board for special permits pursuant to Section 10 of the Bylaws, "Residential Cluster Development District."

NOTE: In view of the comprehensiveness of the special permit filing, it is strongly recommended that the applicant schedule an informal discussion with the Planning Board prior to filing.

As indicated under Section 10.3.2 of the Bylaws, the initial application/plan filing shall be prepared in accordance with the requirements for a Preliminary Subdivision Plan as per the Rules and Regulations Governing the Subdivision of Land in Cohasset including proposed location, bulk, and height at all proposed buildings. In addition, the applicant must provide complete information as detailed under Section 10.3.2.a-f of the Bylaws as part of the initial application/plan filing.

A Definitive Plan filing, prepared in accordance with the requirements for a Definitive Subdivision Plan as per the Rules and Regulations Governing the Subdivision of Land in Cohasset, must be filed to supplement the initial application/plan filing and within the timeframe specified in the bylaw (see Section 10.3.4 of the Bylaws).

1. Have 18 sets of Residential Cluster Development District plans made.
2. Make 18 copies of the application *and* obtain two (2) copies of the certified abutters list and two sets of matching mailing labels from the Assessor's Office.
3. Take all plans and applications to the Town Clerk's Office (with abutters list and matching mailing labels attached).
4. The Town Clerk will stamp all plans and applications as "**RECEIVED**". The Town Clerk will retain 1 set for her files.
5. Bring the remaining sets of the applications and plans (17) to the Planning Board Office, along with a check in the appropriate amount for the application fee, legal and engineering deposits.

6. At the time of application filing, the Applicant shall forward one set of the application and plans by overnight or hand delivery to the Board's review engineer, John Modzelewski, PE, Civil Designs Inc., at 496 A Commercial Street, Boston, MA 02109, 617-367-6243.
7. In the event that the Chairman or Board 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, may be denied or dismissed for failure to comply with these rules.
8. The Planning Board will forward the application and plans to the other Boards and agencies as per Section 10.3.3 of the Bylaws.
9. The Planning Board will schedule a date and time for the Public Hearing. The Planning Board meets on the first and third Wednesday of the month. Reminder: The Notice of the Public Hearing must be published in a local newspaper no less than fourteen (14) days prior to the Public Hearing, so please leave ample time.
10. Copies of hearing notice shall be sent by mail, postage prepaid, to the applicant and to all "parties in interest" as per MGL Ch. 40A, Section 11.
11. At the Public Hearing the Owner/Applicant should plan to attend. If wanted the engineer and/or other professionals may attend to answer any questions the Board and/or members of the public may raise.
12. The Planning Board will forward supplemental and Definitive Plan filings to other Boards and agencies as determined by the Board.
13. Once a decision has been reached, the Planning Board will file a copy of the decision with the Town Clerk within 14 days. The decision shall become effective once it is filed with the Town Clerk.
14. The Planning Board will mail a copy of the decision, certified mail, to the owner and applicant and a notice of the decision to all "parties in interest."
15. Once the 20 day appeal period has elapsed, and in the absence of any appeal, the Applicant, if granted the Special Permit, shall make required changes to the Record set of Plans, provide additional required reports or materials and list any surviving Conditions of Approval on the Title page of the Plans before final endorsement by the Board.
16. The Applicant, if granted the Special Permit, is responsible for filing a copy of the decision (Form 3) at the Norfolk County Registry of Deeds, Dedham, Massachusetts and providing a copy of Form 3 to the Board for its files before applying for a building permit.

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RESIDENTIAL CLUSTER DEVELOPMENT DISTRICT SPECIAL PERMIT **RULES AND REGULATIONS (cont.)**

RESIDENTIAL CLUSTER DEVELOPMENT DISTRICT CHECK LIST

The following check list is a guide for the applicant to give sufficient information on the Residential Cluster Development District (RCDD) plan submitted with the application. A preliminary subdivision plan consistent with the Rules and Regulations Governing the Subdivision of land in Cohasset and the requirements of Section 10.3.2 of the Bylaws, must also be filed with the RCDD application.

If applicable, the Applicant shall make a formal request for any waivers, and/or extension of time for submission or required information, of the within regulations and the Rules and Regulations Governing the Subdivision of Land in Cohasset, including without limitation extensions of time for filing the definitive plan in accordance with Section 10.3.4 of the Bylaws, together with a statement indicating the rationale therefore. Such waivers and/or extensions of time may be granted or denied at the discretion of the Board.

The RCDD application should include without limitation the following information:

GENERAL

- A. Title Block
1. Name of Project (Specific Name)
 2. Name and address of owner and/or agent
 3. Land Surveyor, Engineer, and/or Architect, address, stamp, and signature
 4. Name and address of professional landscape architect
 5. Date of plan and/or revisions
 6. RCDD case number - space
 7. Scale (1"=40') Plans no larger than 2'x3'
 8. Zone(s)
 9. Notation on plan: "no further subdivision of a lot may be made".
 10. Monuments
 11. Space for Planning Board signatures

- B. Parcel of Property
1. Number of multi-family dwelling units
 2. Number of single family dwelling units
 3. Percentage of un-buildable space
 4. Statement of the principal uses and the associated accessory structures and uses
 5. Property lines
 6. Dimensions of property lines to scale
 7. Area of property in square feet (not less than 10 acres)
 8. Existing structures shown
 9. Zone line and zones
 10. Elevations, existing and proposed, Bench Mark Set
 11. Abutters (and property lines)
 12. Easements - type
 13. Topography 2' contour intervals
 14. Adjacent streets
 15. Profiles streets and drains
 16. Access to adjoining property
- C. Location
1. Vicinity (Hap) on plan scale 1"=200'
 2. Locus (Map) on plan scale 1"=1000 (either or both)
 3. North Arrow on plan
- D. Analysis of Site
1. Wetlands
 2. Topography
 3. Soil conditions and percolation test data
 4. Areas within the 100 year flood
 5. Water bodies
 6. Ledge
 7. Trees over 8" diameter
 8. Other features
 9. Easements
 10. Covenants
- E. Description of Neighborhood
1. General description of neighborhood
 2. Impact of RCDD on neighborhood
 3. Utilities
 4. Nearby public facilities
 5. Traffic Impact

F.

Design

1. Architectural design
2. Building material
3. Building Height (35' limit)
4. Placement on lot
5. Relation to other buildings
6. Color
7. Exterior detailing & elevations
8. Bulk and/or roof lines
9. Number of rooms in each multi-family dwelling unit
10. Size of single family dwelling units
11. Show how visual privacy achieved
12. Show how audible privacy achieved
13. Treatment of front, side and rear yards
14. Building locations

G. Utilities - show nearby existing and proposed

1. Sewerage Facilities
 - a. On-site (location & size)
 - b. Indicate - individual or communal
 - c. If communal – Plan and data for Board of Health approval
 - d. If Town System - written confirmation from the Town of Cohasset Sewer Commission detailing an agreement to accept the proposed wastewater flow.
 - e. If Town System - size and type of pipes (profiles)
2. Water
 - a. Location of service
 - b. Size and type of pipe
 - c. Gate valves
 - d. Hydrants
3. Drains
 - a. Design criteria including drainage calculations, retention basin design and calculations
 - b. Location of catch basins, storm drains
 - c. Headwall details
 - d. Natural watercourses and water bodies
 - e. Culverts (invert elevations) and size
 - f. Swales or ditches
4. Electric (detail drawing - underground)
 - a. Power
 - b. Telephone
 - c. Street lighting

- d. Fire Alarm
- e. E.M.H., transformers, pads, etc.
- f. Cable

5. Gas

H. Landscape Design

- 1. Site landscaping (include types of plants and final topography)
- 2. Building landscaping (include types of plants)
- 3. Exterior lighting
- 4. Existing site features
- 5. Show how existing trees and vegetation will be retained where possible
- 6. Percentage covered by impervious surface (25% maximum)
- 7. Describe earth moving to be done
- 8. Perimeter Buffer zone where applicable
- 9. Types of plants to be used for any screening

I. Parking and Circulation

- 1. Adjacent roadways
- 2. Roads within development
- 3. Uses for which roads are needed
- 4. Parking - off street (see Sections 7 and 10.9 of the Bylaws)
- 5. Landscaping for parking areas
- 6. Driveways
- 7. Pedestrian circulation facilities (walks, paths, etc.)
- 8. Traffic study within and adjacent to RCDD
- 9. Abutting parcel frontage
- 10. Pavement width - Street width
- 11. Curbing line
- 12. Right-of-way lines
- 13. Intersection within 100' of property lines
- 14. Cross section of roads
- 15. Alignment of roads
- 16. Grades of roads
- 17. Lengths, bearings, radii, angles of roads
- 18. Proposed names of roads
- 19. Cul-de-sacs
- 20. Sidelines, center line, points of tangency of roads

J. Open Space

- 1. Location
- 2. Percentage of land not dedicated to parking, roads or lots
- 3. Percentage of unbuildable areas in open space
- 4. Description of natural resources
- 5. Natural courses to be used for storm drainage

6. Show access to residents of RCDD
7. Show access to residents of Cohasset, if any, where appropriate

K. Ownership and Affordability Restrictions

1. Terms of Homeowners Association agreement where applicable
2. Proposed long-term use restriction

L. Recreation and Common Areas

1. Community center where applicable
2. Tennis Court if applicable
3. Swimming Pool if applicable
4. Paths: bridle, hiking; bicycle if applicable
5. Community garden if applicable
6. Other common areas

M. Performance Guarantee

1. Bonds, surety
2. Covenants (to expire two years from date of endorsement)

N. Further Requirements - Conditions, safeguards, limitations, etc.

1. Maintenance of roads, drainage & retention basins, common areas, utilities, snow removal and trash

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RESIDENTIAL CLUSTER DEVELOPMENT
APPLICATION FOR DISTRICT SPECIAL PERMIT

Date: _____

The Planning Board Members:

The undersigned herewith submits the accompanying Plan of Property located in the Town of Cohasset for approval as a Residential Cluster Development District Special Permit under the requirements of Section 10 of the Cohasset Zoning Bylaw and the Rules and Regulations governing the subdivision of land of the Planning Board of the Town of Cohasset, MA.

1. Name of Legal Owner of 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 as follows:
Name of Applicant: _____
Home phone: _____ Business phone: _____
Cell phone: _____ FAX: _____

3. Name of Engineer: _____
Business phone: _____ FAX: _____

4. Zoning Classification: _____

5. Deed of Property Recorded In: _____ Registry,
Certificate No: _____, in Book _____, Page _____

6. Location and Description of Property: _____

Address: _____, Map _____, Plot: _____

(Signature of Applicant)

(Address)

Notes:

1. This application must be accompanied by a two copies of a certified list of abutters and two sets of matching mailing labels (obtain from Assessor's Office).
2. A submission shall not be deemed complete until the applicant(s) has provided deposits for engineering and legal expenses.
3. A copy of this application must be filed with the Town Clerk's Office.

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