LEVEL TWO UNIFIED PERMIT –
CHECKLIST FOR DETERMINATION OF COMPLETENESS
[Devens Enterprise Commission Rules and Regulations 2022]

Name of applicant and project: **Devens Village Green Multi-Family Unified Permit Amendment (addition of 6 units)**

Date of Issuance of this DOC: February 7, 2022

List Regulatory Components of this Unified Permit: Site Plan Amendment

Signature of LUA or Authorized Agent: _____

1. Submission Requirements

☒ (a) A completed Permit application form.

☒ (b) The required Administrative, Processing, and Peer Review Fee.

☒ (c) One (1) original and three (3) copies of the application, supporting plans and materials and one (1) digital (PDF) copy of the full submission.

☒ (d) A List of Abutters, certified if abutters are not located in Devens and a sketch plan showing the proximity of the abutters to the site.

☐ (e) Drainage calculations prepared by an Engineer complying with 974 CMR 3.04(4).
NA

☐ (f) Request for Determination of Applicability (RFD) or a Notice of Intent (NOI) shall be submitted in accordance with Article XII of the By-Laws and 974 CMR 4.06 .
NA

☒ (g) Copies of all existing easements, covenants, restrictions and Institutional Controls applying to the lot.
Part of original submittal

☒ (h) Soil suitability tests and analysis.
Part of original submittal

☒ (i) A list of Waivers requested by the applicant, identified as Waivers of Submission and Plan Form and Contents requirements or Design Standards, with the applicable section of the Regulations clearly identified or a statement that no waivers are being requested.

☐ (j) Copy of any variance applying to the land, granted or filed concurrently with the Site Plan.
NA

☒ (k) A narrative demonstrating compliance with the Reuse Plan and By-Laws meeting the specifications of 974 CMR 1.02.
Part of original submittal

☒ (l) If proposed by the applicant, a plan for the phasing of the construction of the required improvements, including a description, schedule, and plan showing the location of each phase.
No change in phasing

☒ (m) A written statement of compliance with the Devens Open Space and Recreation Plan (DOSRP) and the Devens Main Post Trails report dated July 2001, to determine the effects, if any, of proposed development on resource areas, proposed trail rights-of-way, active and passive recreation areas, and other amenities included in the DOSRP.
Part of original submittal

☒ (n) If an applicant proposes parking lot construction phasing, a written statement demonstrating that the portion to be constructed is sufficient for the needs of the users of the proposed structure, comparing the number of spaces required by the By-Laws to the number the applicant believes are adequate, written certification that no building or permanent accessory structure will be placed on the area reserved for additional parking spaces, and a draft covenant that the parking will be built when the DEC determines it is required.
Updated parking narrative provided.

☒ (o) An estimate of the number of vehicle trips daily and for the morning and evening peak periods (trip generation rates shall be based on the ITE "Trip Generation Manual" most recent edition, and if applicable, data about similar developments in Massachusetts) and a description of traffic mitigation measures proposed including traffic management plans, trip reduction methods, and car/vanpooling preferential parking, etc. Refer to the Devens Transportation Management Initiative Overview for full details and parking/trip reduction guidance.
Updated parking narrative provided.

☒ (p) An erosion and sedimentation plan.
Part of original submittal

☐ (q) A landscaping maintenance and water management plan.
Part of original submittal

☐ (r) A narrative demonstrating compliance with the Industrial Performance Standards.
Part of original submittal

☐ (s) The Sustainable Sites section of the LEED Green Building Rating System Checklist.
Part of original submittal

☒ (t) Building elevations or perspectives of those portions of the building visible from public ways and residential and open space zoning districts showing the general appearance, massing, building materials, proposed colors, and relationship to abutting premises and, prior to the public hearing, the design review letter from Mass Development.
Building design modifications will require design review from MassDevelopment.

☐ (u) Building design review materials and if located within the Viewshed District, viewshed impact analysis.
NA – not impacting viewshed

☐ (v) All Slope Resource Areas as identified in 974 CMR 3.06 Appendix B Figures (13) Figure M within the proposed plan area shall be shown on the site plan.
NA – not impacting any Slope Resource Areas

☒ (w) Climate change mitigation, adaptation and greenhouse gas emissions mitigation measures in accordance with the requirements of 974 CMR 4.11.

2. Surveying and Drafting Plan Requirements

☒ (a) Site plans shall be 24"x36" and at a scale of 1"= 40' unless alternate size is approved by the Director. All Site Plans must also conform to the Registry of Deeds requirements for recording.

☒ (b) The names and addresses of the record owner of the land and the applicant and the name, seal, and address of the designer, Engineer, Surveyor, and Registered Landscape Architect who made the plan, all of which shall appear in the lower right-hand corner.

☒ (c) The name of the development, scale, date of plan, and legend.

☐ (d) A locus plan indicating the general location of the site in relation to all adjacent and nearby roads, railroads, and waterways.
Part of original submittal

☐ (e) Ties from the development site to the nearest town and county bounds if within 1000 feet of the site. Bearings and curve data/distances of all lot lines, names of all adjoining property owners as they appear in the most recent tax list, and the location of easements, rights-of-way, and public and private ways.
NA

☒ (f) Devens Lot number of the site, if available.

☒ (g) Topography for the entire site in two-foot intervals with contours and principal elevations of significant existing and proposed features related to the National Geodetic Vertical Datum (NGVD) of 1929. Existing contours shall be shown as dashed lines and, along with all other existing features, shall be screened. Proposed contours are to be shown as solid lines.

☐ (h) A space for the DEC's endorsement of the Site Plan by a majority of the members of the DEC on the front sheet and space for the chairperson or designee to sign all other sheets.
Will be required to be included on final plan set.

☒ (i) Lines of existing abutting Streets and Roads showing drainage and driveway locations and curb cuts.

☒ (j) Surveyed property lines showing distances and monument locations, all existing and proposed Easements, Rights-of-Way, utilities and other encumbrances, the size of the entire parcel, and the delineation and number of square feet of the land area to be disturbed.

3. Administrative Plan Requirements

☐ (a) Zoning district(s) and any boundary of zoning districts within the site, along any existing or proposed lot line, or within 50 feet.
Will be required to be included on final plan set.

☒ (b) The location, dimensions (including height), and general use of all existing and proposed buildings and structures to remain, including ground coverage, gross floor area, open area uses, and other facilities and improvements. Location of buildings existing on the site to be developed and on adjacent land under the same ownership within 500 feet of the lot line, indicating whether existing buildings are to be retained, modified or removed.

☐ (c) A statement noting the area of the site, the percentage of the site to be covered by impervious surfaces (such as buildings and parking areas), the area to be devoted to open space, the area to be paved for parking, driveways, loading spaces, and sidewalks, the number of proposed parking spaces and the number required by the By-Laws, the number of employees expected per shift, and the gross floor area of each proposed (commercial, industrial, office, or other) use. This data shall be tabulated to show the relationship of the required versus the proposed quantities.
Will be required to be included on final plan set.

☐ (d) Existing and proposed front, side, and rear setback dimensions.
Will be required to be included on final plan set.

☒ (e) Parking lots and loading docks, showing driveway entrances and exits designed for safe ingress and egress, curb cuts, layout of parking spaces, aisles, off-street loading facilities, pedestrian walks, bicycle racks or storage facilities, handicap ramps, and representative cross-sections of service and parking areas and driveways.
No change from previous approval.

☐ (f) Existing and proposed landscape features such as fences, walls, planting areas, wooded areas, and walks. Scattered trees to be preserved shall also be shown as well as all "specimen trees" (trees exceeding a minimum caliper of twelve inches) within 100 feet of existing or proposed lot lines have been identified and indicated on the plan. All existing landscape features, especially existing trees and woodland to remain are shown on ALL site plan sheets. Planting details setback, screens, and other landscaped areas including quantities, species, and spacing of plantings, shown at sufficient scale to illustrate clearly the landscaping design. Plans for walks, walls, and fences including dimensions, materials, and finishes. Landscaping Plans, Irrigation Design plans, Planting Plans, Planting Detail sheets, and Planting Specifications shall be prepared by a Landscape Architect registered in the Commonwealth of Massachusetts and shall bear the seal and signature of the Registered Landscape Architect who prepared them.
Provide scapewell details by February 21, 2022.

☒ (g) Planting Plans shall indicate the locations of proposed Street, Road and site lighting, even if site lighting is shown elsewhere on a separate plan and designed by separate consultant. Planting plans shall also include details and locations for walks, walls, and fences including dimensions, materials, and finishes.
No change from previous approval.

☒ (h) Quantities, species, and spacing of plantings in lot setback areas, screens, parking and loading areas, and other landscaped areas shall be shown at a minimum scale of 1"=40'. Detail plans for areas such as landscape treatments adjacent to buildings, tree clusters or shrub beds, landscaped islands in parking areas, or other densely landscaped areas shall be shown at a scale of 1"=20'.
No change from previous approval.

☐ (i) If an irrigation system is proposed, the Submission shall include an irrigation plan complying with 974 CMR 8.09(11) showing the complete layout and of all components, complete schematic diagrams of all systems, a functional and sequential description of all systems, and irrigation details for installation of all components, including but not limited to piping, valves, valve boxes, sprinkler heads, backflow preventers, automatic control systems, pumps, meters, associated cabinets, and all appurtenances as needed.
NA – none proposed.

☒ (j) Proposed means of fire equipment access.

☒ (k) Proposed traffic circulation systems, including the volume and proposed direction of traffic flows into, out of, and within the site for both vehicles and pedestrians for an average day and for peak hours.
Minor change from previous approval.

☐ (l) Location and dimensions (including height) of all storage facilities for equipment, material, and other like items. Location of all underground and aboveground fuel, combustible, and flammable liquid storage tanks greater than 250 gallons.
NA

☒ (m) Location and dimensions (including height) of facilities for garbage, rubbish, recycling, and other waste collection and disposal. Location and dimensions (including height) of facilities for garbage, rubbish, recycling, composting and other waste collection and disposal. **Note: Applicants should be aware of MA waste ban materials and plan for storage/reuse accordingly.** Info. on waste ban items can be found at http://goo.gl/Qrea5

☒ (n) Garage and pedestrian entrances and exits.

☒ (o) Maximum size vehicle, including trailers, expected to use the site after construction, by length, width, height, and American Association of State Highway and Transportation Officials (AASHTO) designation.
No change from previous approval.

☐ (p) Location and dimensions (including height) of existing and/or proposed free-standing signs and the manner of illumination. All proposed signs shall conform with Article XIII of the By-Laws and 974 CMR 6.00: Sign Control as most recently amended.
NA

☒ (q) Existing and proposed public and private utilities, above and below grade, along with their type, size, and class

☐ (r) If the project is to be phased, a plan for the phasing of the construction of the required improvements, including a description, schedule, and plan of affected areas
NA

☐ (s) Any additional details that may be pertinent or required by the Director during the scoping or Pre-Permitting sessions
NA

4. Industrial Performance Standards Plan Requirements.

☒ (a) The site lighting information shall be provided on the Site Plan, including types of fixtures, heights, wattage, foot candle output directly under the light source, foot candle output at the lot line, and a photometric layout/diagram showing direction and intensity of outdoor lighting.
No change from previous approval.

☒ (b) Notes shall be provided on the Site Plan stating:
(1) Existing or proposed use will not generate electromagnetic interference to any sensitive receptor. Interference with the Harvard-Smithsonian radio telescope (1400-1720 MHz) is specifically prohibited.
(2) Proposed or existing use will not cause pronounced, multiple patterns of noise or vibration nuisance to, or interfere with, any sensitive receptor.
(3) Either "A Massachusetts Department of Environmental Protection (DEP) air quality permit application has been made" or "A DEP air quality permit is not required."
Previously provided.

☒ (c) Locations or uses deemed by the Director to be sensitive receptors in any given area of impact may be subject to field identification of the receptor and/or special documentation or field data that helps to clarify the existence or absence of subject impacts. This documentation and data includes existing secondary data and studies, limited field testing by the applicant, or in the worst case scenario, retention of additional professional consultants to conduct further testing. Specifications for any additional information will be identified by the Director during the pre-permitting conference and shall be incorporated in the Site Plan.

☐ (d) A Copy of the completed Industrial Performance Standards Checklist shall be included: http://www.devensec.com/forms/Industrial_Performance_Standards_Checklist.pdf .
Previously provided.

5. Wetlands/Water Resources/Flood Plain Plan Requirements.

☒ (a) All Resource Areas as defined by 974 CMR 4.06, including existing natural features (ponds, brooks, wetlands, etc.), Federal Emergency Management Agency (FEMA) flood plain elevations on and/or adjacent to the lot, Flood Insurance Rate Map (FIRM) panel number, zone designation, and base flood elevation.
Previously provided.

☒ (b) Erosion, siltation, and dust control measures before and during construction, in accordance with 974 CMR 3.02(3)(e).
Previously provided.

☐ (c) Location of all private wells on or within 200 feet of the boundaries of the property, if any
NA

☐ (d) Location of all public and community water supply wells on or within 1,000 feet of the boundaries of the property, if any.
NA

☐ (e) Proposed conservation restrictions and easements.
NA

☐ (f) For any site plan that stores fuel, combustible and flammable liquids, as defined by 42 U.S.C. section 6901-6922i, G.L. c. 148, and 527 CMR 9.00, compliance with 974 CMR 4.09 and an addendum to the DSPCC and the location of on-site materials and equipment for spill response in accordance with its specific DSPCC are required.
NA

6. Schedule:

Transmitted to Nitsch and other consultants	NA
Pre-Permitting conference	February 4, 2022
Date of Determination of Completeness	February 7, 2022
Mail to Towns (30-day comment period begins)	February 8, 2022
Advertisements	March 4, 2022 and March 11, 2022
Notification of abutters	February 8, 2022
Public hearing	March 29, 2022
End of 30-day comment period	March 10, 2022
Tentative vote	March 29, 2022

7. Notes/Comments

Most items are "NA" (Not Applicable) or "Previously Provided" due to the proposed changes not impacting site layout (change in # of units only and inside the same footprint of the previously approved multi-family buildings).