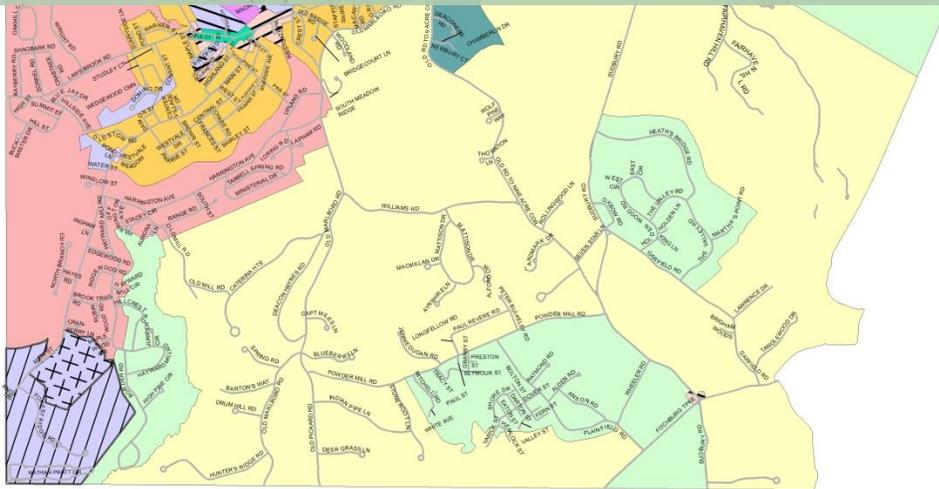


# GUIDE TO PERMITTING IN THE TOWN OF CONCORD, MASSACHUSETTS



Published May 2016



Office of the Town Manager  
Town of Concord  
22 Monument Square  
Concord, MA 01742

Thank you for your interest in the Town of Concord.

We developed this guide to help our residents, businesses, builders, and contractors better understand the development requirements and processes in Concord so that you can successfully move from a great idea to a completed project.

The purpose of our permitting process is to make sure that development is in keeping with the character of the town, that natural resources are protected, and that our infrastructure – roads, water, sewer, and drainage - can support the project. We are also charged with ensuring that construction is structurally sound, accessible, energy efficient, and that risks of damage from natural catastrophe or fire are minimized through proper design and construction.

Our goal is a process that is efficient, predictable, and fair. We hope this guide will assist you in your endeavor and welcome your feedback. If you have any questions, comments, or suggestions please feel free to contact my office at any time at (978) 318-3000.

Sincerely,

Christopher Whelan  
Town Manager

# CONTENTS

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## Questions and Answers about Development in Concord

WHAT DOES THE DEVELOPMENT PROCESS INVOLVE?.....	1
WHAT DEPARTMENTS OR DIVISIONS MIGHT NEED TO REVIEW A PROJECT OR PERMIT APPLICATION? .....	2
WHAT BOARDS AND COMMISSIONS MIGHT NEED TO APPROVE MY PROJECT? .....	4
WHAT QUESTIONS SHOULD I BE ASKING ABOUT A PROPERTY OR PROJECT IDEA? .....	5
HOW DO I RESEARCH MY PROPERTY OR IDEA? .....	7
HOW DO I COORDINATE A PROJECT THAT REQUIRES APPROVALS FROM MULTIPLE DEPARTMENTS AND DIVISIONS?.....	10
WHAT ARE MY OBLIGATIONS DURING PROJECT DESIGN, APPROVAL AND IMPLEMENTATION?.....	13

## Department and Division Overviews

PLANNING / ZONING .....	15
NATURAL RESOURCES .....	19
BUILDING INSPECTIONS .....	22
HEALTH .....	24
HISTORIC DISTRICTS .....	28
PUBLIC WORKS .....	31
FIRE.....	34
SELECT BOARD .....	36

*This guide serves as an introduction to the permitting requirements and policies of the Town of Concord. It is not comprehensive and is not intended to substitute for the regulations and codes followed by the Town.*

## FIGURES

Figure 1: Steps in the development process.....	1
Figure 2: Sample GIS Screen .....	7
Figure 3: Work Flow for Projects Requiring Planning or ZBA approval.....	11
Figure 4: Work Flow for Projects Not Requiring Planning or ZBA Approval .....	12
Figure 5: Concord Zoning Map .....	18
Figure 6: Wetlands Conservancy District .....	21
Figure 7: Historic Districts Map.....	30
Figure 8: Town of Concord Water and Sewer Systems .....	33

## TABLES

Table 1: Departments and their Role in Development .....	2
Table 2: Boards and Commissions.....	4
Table 3: Questions to Ask when Considering a Project .....	5
Table 4: Information Sources.....	9

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# SECTION 1: QUESTIONS AND ANSWERS ABOUT DEVELOPMENT IN CONCORD

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## WHAT DOES THE DEVELOPMENT PROCESS INVOLVE?

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Every project, from a small home renovation to a large new business will require approvals. While the scale and complexity may vary, the following five steps are typically required to get you from an idea through implementation.

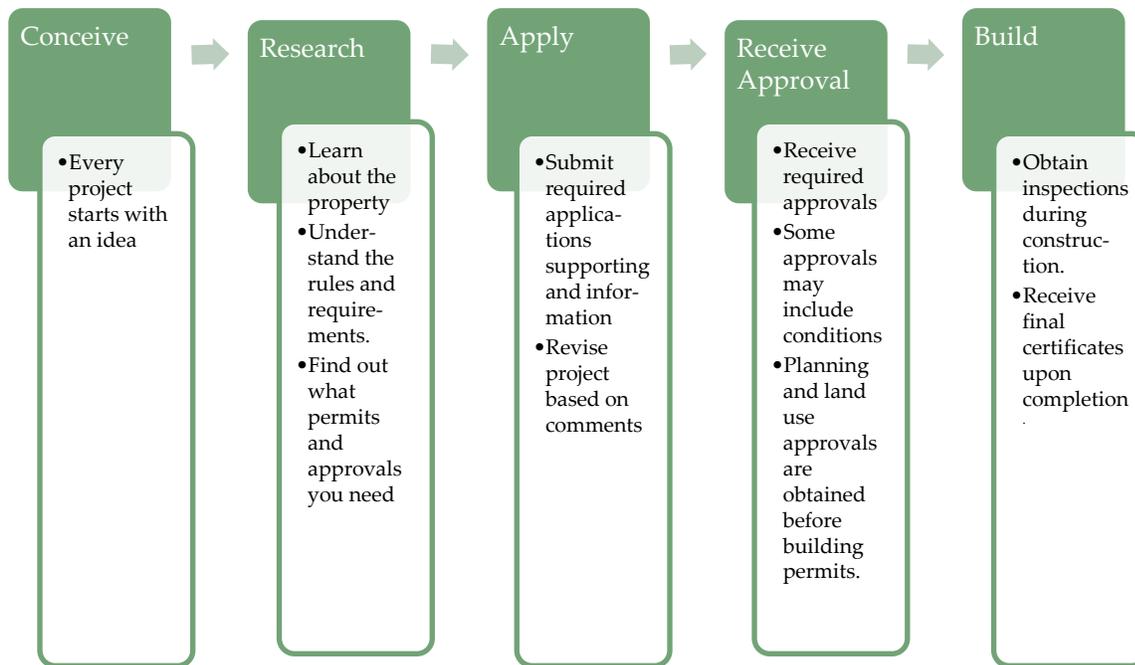


Figure 1: Steps in the development process

## WHAT TOWN DEPARTMENTS OR DIVISIONS MIGHT NEED TO REVIEW A PROJECT OR PERMIT APPLICATION?

Below is an overview of each department/division involved in development in Concord.

Table 1: Departments and their Role in Development

Department/Division	Major Development Role
Planning Division	Guides public and private land use decisions; <b>maintains the livability and character and protects the environmental integrity of Concord</b> by ensuring that development and construction is in conformance with the Town's Zoning Bylaw, Sign Bylaw, Subdivision Rules and Regulations, and long term development and conservation plans.
Building Inspections Division	<b>Ensures construction safety.</b> Enforces, issues and revokes permits under the provisions of the MA State Building Code for all construction, reconstruction, alteration, repair, demolition, removal, inspection, installation of mechanical equipment, etc. Enforces specialized codes such as the Architectural Access Code, the Plumbing & Gas Codes, and the Electrical Code and the provisions of the Town's Zoning Bylaw, Sign Bylaw, and other related regulations. Ensures code compliance associated with building safety, ingress and egress, energy conservation, and sanitary conditions and conducts annual inspection of all places of public assembly, restaurants, schools, dormitories, museums, nursing homes, farm labor camps, multi-family homes, day care facilities, inns, hotels, liquor establishments, and public pools.
Health Division	<b>Ensures the protection of the public health</b> by enforcing state and local health codes and regulations, including design and construction standards for food service establishments, on-site sewage disposal systems, swimming pools, and handling of hazardous materials. Works with Concord Water and Sewer Division through the Sewer Review process to determine impacts to town water and wastewater infrastructure resulting from development.
Natural Resources Division	<b>Preserve the character and natural resources of Concord</b> through overseeing the location and scope of all construction activities within wetland jurisdiction including the 100-foot Buffer Zone to wetlands, the 100-year floodplain, Certified Vernal Pool Habitats, and the 200-foot Riverfront Area associated with perennial streams. The Natural Resources Commission has established a 25-foot No Disturb Zone adjacent to wetlands where alteration is limited to enhancements of the resource area, and a 50-foot No Build Zone where new construction is prohibited.

Department/Division	Major Development Role
CPW - Water and Sewer Division	As <b>steward of the town's water and sewer infrastructure</b> , the Water & Sewer Division operates as an enterprise system and is responsible for reviewing and approving all water and sewer utility work including assessment of service eligibility, project design basis (with detailed assessment of water quality and quantity implications) as well as material and construction standards. Collects fees for projects that will increase demands on existing water and wastewater services and for services that will benefit primarily an individual property. Promotes and ensures water conservation measures in new development.
CPW - Engineering Division	The mission of CPW - Engineering Division is to provide comprehensive engineering and technical support and services that <b>promote safe, compliant, context-sensitive and environmentally sustainable infrastructure</b> . The Division provides a wide range of technical assistance and engineering services to achieve inter-departmental and Town goals and objectives. The Division provides recommendations to the town boards and commissions and reviews projects for compliance with local, state, and federal laws and regulations.
Fire Department	<b>Promotes fire safety.</b> Ensures fire truck access and adequate water supply in case of fire. Ensures building has required fire alarms, sprinklers, and other devices. Ensures appropriate exit paths for evacuations if needed. Ensures potentially hazardous activities such as welding are done safely.
Town Manager	Manages the application process of providing liquor licenses (required for any business selling or serving alcohol) and common victualler licenses (required for most food service establishments).
Concord Municipal Light Plant	Oversees all use of electric power including extensions of the electricity infrastructure as well as work that may have an impact on the power system.

## WHAT BOARDS AND COMMISSIONS MIGHT NEED TO APPROVE MY PROJECT?

Depending on the scope of the work and the characteristics of the property, you may need approval from one to several different Town boards and commissions.

Table 2: Boards and Commissions

Board or Commission	Major Development Role	Meeting Schedule * some dates may change due to holidays
<b>Planning Board</b>	Approving authority for subdivisions, site plans, and certain special permits & makes recommendations to the Zoning Board of Appeals.	2 <sup>nd</sup> and 4 <sup>th</sup> Tuesday evening of each month.
<b>Zoning Board of Appeals</b>	Approving authority for most special permits, variances, signs, comprehensive permits, and administrative appeals.	2 <sup>nd</sup> Thursday evening of each month.
<b>Historic Districts Commission</b>	Determines the appropriateness of any changes to buildings and structures located within the boundaries of the Historic Districts that are visible from public ways. Does not include plantings and vegetation except in specific situations.	1 <sup>st</sup> and 3 <sup>rd</sup> Thursday evening of each month.
<b>Natural Resources Commission</b>	Approving authority for any work within the wetlands, the 100-year floodplain, 200 feet of a river or perennial stream, or the 100-foot buffer zone to wetlands.	1 <sup>st</sup> and 3 <sup>rd</sup> Wednesday evening of each month.
<b>Public Works Commission</b>	Approving authority for any waivers from current Public Works standards, sewer main extensions, some water main extension projects and any connection or change in sewer use over 1,000 gallons per day peak service. Hears appeals of Public Works Director decisions related to areas within their jurisdiction. Makes recommendations to the ZBA for projects in the Groundwater Conservancy District.	2 <sup>nd</sup> Wednesday evening from September – May.
<b>Board of Health</b>	Approving authority for any variances from the state and local health codes and regulations. Reviews projects located in Zoning Bylaw's Groundwater Conservancy District. Reviews preliminary and definitive subdivisions.	3 <sup>rd</sup> Tuesday evening of each month.
<b>Select Board</b>	Approves and issues common victualler (food service), liquor licenses and new private utilities in the road right-of-way.	Every other Monday evening.

## WHAT QUESTIONS SHOULD I BE ASKING ABOUT A PROPERTY OR PROJECT IDEA?

Before you purchase a property, sign a lease, or embark on a new business, it is important to identify any issues that may affect what you can or cannot do. Below is an initial list of questions that you can ask that will help you through the due diligence process.

TABLE 3: QUESTIONS TO ASK WHEN CONSIDERING A PROJECT

Question	Why?
<i>What zoning district is the property in?</i>	Determines allowed uses, required setbacks, and allowed dimensions.
<i>Is the proposed use allowed in the zoning district?</i>	Ensure the project concept is allowed.
<i>What if any zoning restrictions exist for this property?</i>	Zoning restrictions (such as setbacks or lot coverage limitations) may limit or define the scope of the project.
<i>Does the current structure conform to existing zoning requirements?</i>	Many buildings were constructed and occupied prior to current requirements. If so, this may have an impact on your approvals. A legal nonconforming structure may be changed, altered and/or expanded by a Special Permit so long as it does not make it even more non-conforming or is deemed substantially detrimental to the neighborhood.
<i>Does the location have adequate parking for my proposed use?</i>	If the project does not meet parking standards it may not be allowed or may require special approvals.
<i>What kind of lighting will be allowed?</i>	Ensure you are aware of limitations on the type of exterior lighting permitted including the illumination of signs.
<i>Will the project need new or altered signage?</i>	Ensure you are aware of the limitations and restrictions regarding permitted signs as established in the Sign Bylaw. Review by the ZBA and HDC may be required.
<i>Does the project involve a change of use?</i>	Even if you are doing no construction, a change in use of a property may trigger the need for zoning and building approvals and sewer or septic review. For example, a warehouse being transitioned to a fitness center must have Site Plan approval from the Planning Board to ensure that the use has adequate provisions for items such as parking, refuse disposal, and emergency access from Building and to ensure there are enough exits, bathrooms, and other facilities required for the use.
<i>Will the project result in an increase in demand on municipal water and sewer systems?</i>	This project may trigger a review by the Health Division and a possible impact improvement fee(s) by the Water Division. A fee may be required even for relatively small projects, such as a transition from a retail use to a beauty salon or when adding a bedroom to a house.
<i>Are there any existing restrictions on the land in the land records or due to a Planning Board or Zoning Board of Appeals decisions?</i>	Earlier decisions by boards or commissions may have placed restrictions on the property. Conservation or deed restrictions may legally limit what is allowed on the property.

Question	Why?
<i>Is the project in a Historic District?</i>	Projects affecting the exterior may need to be approved by the Historic Districts Commission.
<i>Is the property subject to the demolition review bylaw?</i>	Under this bylaw, a building or structure built before 1941 is subject to review by the Historical Commission before it can be demolished.
<i>Is the project in or near a wetland or within a wetland resource area?</i>	Any work in or near wetlands is restricted and requires additional review and approvals.
<i>Is the project in a flood zone?</i>	Construction in a flood zone may not be allowed, or is required to meet strict standards and requires additional approvals.
<i>Does the project involve disturbing over an acre of land?</i>	Project size triggers stormwater review and other requirements from Engineering. In some cases, the scope of the project will require 3 <sup>rd</sup> party oversight, which must be paid for by the applicant.
<i>Is the project in a rare species habitat area?</i>	Additional approvals may be necessary from the State (Natural Heritage and Endangered Species Program).
<i>Is the project within the Groundwater Conservancy District?</i>	Additional approvals may be necessary or there may be limitations on use and/or lot coverage by impervious surfaces.
<i>Is the property currently or expected to be connected to a septic system?</i>	The Town will need to ensure that the septic system is adequate or if it needs to be expanded.
<i>Is the property currently or expected to be connected to Town sewer?</i>	Any new sewer connections or change in use must obtain approvals from Concord Public Works. Applicant should verify the ability to connect to municipal sewer. Change of use is reviewed by the Health Division through the sewer review process for impacts on wastewater flows, and associated fees.
<i>Will I need a separate Health Division approval for the work?</i>	Any project on septic will require Health Division approval. Commercial projects with a kitchen and certain other commercial projects or use types will also require Health Division approval.
<i>Will the project require a commercial kitchen?</i>	A commercial kitchen has specific design requirements that may affect the layout and amount of space required for the kitchen.
<i>What licenses are required for the work I want to do?</i>	All food service establishments must have a Common Victualler License and a Food Service Establishment license. All establishments serving or selling liquor must have a liquor license. If you are planning to serve liquor, it is important first to ensure that a license is available as there are a limited number of licenses available in Concord.
<i>Will my project cause traffic impacts or will it trigger a traffic study?</i>	For projects that will cause traffic impacts, the Town may impose certain limitations or restrictions. The Town may also require you to conduct a traffic study to assess the traffic impact and pay for a third party review of the traffic study.
<i>Will this include work in a public way or have an impact on the town's roads or other infrastructure?</i>	Any work in the public way requires coordination with and permits from Public Works.

## HOW DO I RESEARCH MY PROPERTY OR IDEA?

Most of the information required to undertake basic research can be obtained on-line, by reviewing our files, or by speaking with staff.

The Town has a robust **Geographic Information System** available to the public, which allows anyone to conduct research on a property. By entering an address into the GIS system, you can find out the zoning for the property, identify wetlands areas, flood zones, historic districts, and other important information.

The Town's GIS is available at this link:

<http://www.mapsonline.net/concordma/index.html>

If you have any questions or need assistance with GIS, call the Planning Division office at (978) 318-3290 and staff can assist you.

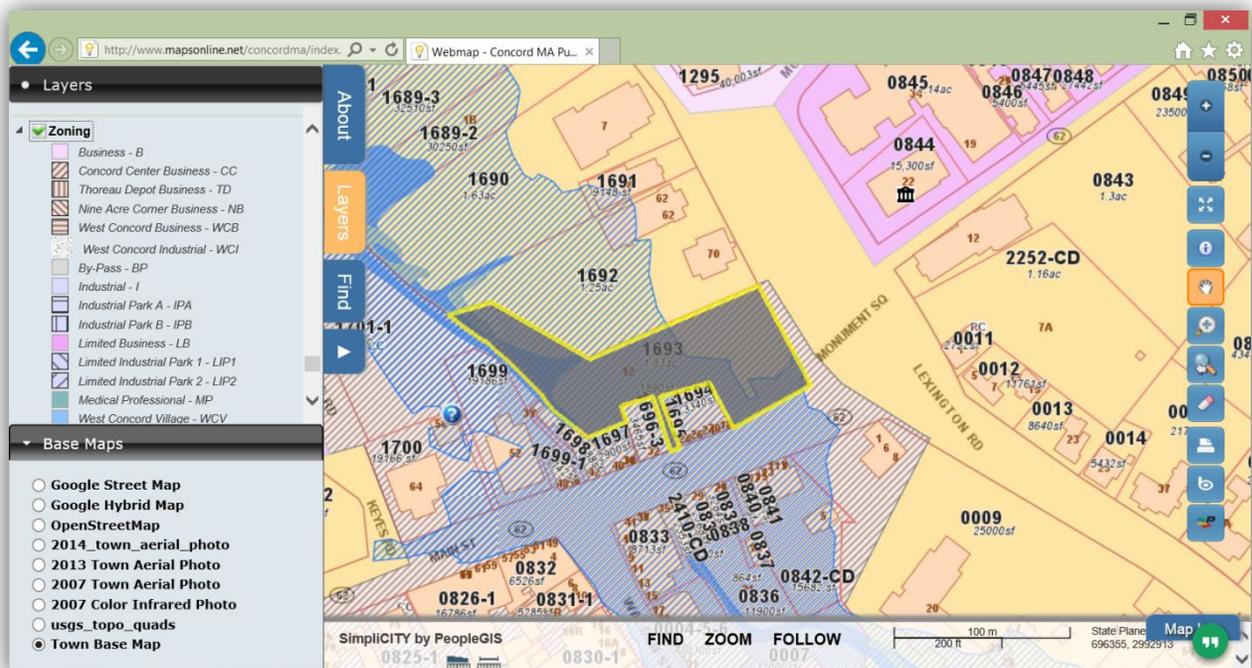


Figure 2: Sample GIS Screen

A second tool for research are **detailed property files** located at the Building Inspections Office on the second floor at 141 Keyes Road. These files provide extensive history on every address and property in Concord that has been developed. Files related to projects in historic districts are available in the Planning Office on the first floor at the same location.

In addition, all of our rules and regulations are on-line. You should start with our Zoning Bylaw, which is available at the following link:

[http://www.concordma.gov/Pages/ConcordMA\\_BOA/zone/index](http://www.concordma.gov/Pages/ConcordMA_BOA/zone/index).

Our Sign Bylaw regulates the size, placement, and illumination of signs.

[http://www.concordma.gov/Pages/ConcordMA\\_BOA/ConcordSignBylaw.pdf](http://www.concordma.gov/Pages/ConcordMA_BOA/ConcordSignBylaw.pdf)

With any projects involving land disturbance, work in the public way, or affecting utilities it is important to understand the Town's public works design and construction standards, which will have an impact on what can be done and on the costs involved. They can be found at this link:

[http://www.concordma.gov/pages/ConcordMA\\_PublicWorks/constructionstandards](http://www.concordma.gov/pages/ConcordMA_PublicWorks/constructionstandards)

All projects must comply with additional Town, State, and Federal regulations pertaining to health, natural resources, historic preservation, and building standards, which will be identified in more detail in later sections. Links to these regulations are available at each department or division's web site.

Staff is available to answer questions about regulations and standards. We recommend that once you have a project concept and have done your initial research, you meet with the Town Planner and the Building Commissioner to review the project, property, and next steps.

If needed, these individuals will coordinate additional meetings with departments and divisions, including Natural Resources, Health, Historic Districts, Engineering, Public Works, Water and Sewer, Fire, and Concord Municipal Light and Power.

Through research, you should be able to:

- Understand the broad parameters of what you can and cannot do for a project or property
- Identify what permits and approvals will be required
- Identify what materials you need to submit for approvals
- Prepare initial submittal materials for approvals

Table 4: Information Sources

GIS – <a href="http://www.mapsonline.net/concordma/index.html">http://www.mapsonline.net/concordma/index.html</a> Prepared maps – <a href="http://www.mapsonline.net/concord/pdfmaps.html">http://www.mapsonline.net/concord/pdfmaps.html</a>	
Physical Property files – <b>Building Inspections Division</b>	141 Keyes Rd, 2 <sup>nd</sup> floor 978-318-3280
For questions about land use and general permitting requirements – <b>Planning Division</b>	141 Keyes Rd, 1 <sup>st</sup> floor 978-318-3290 <a href="#">Planning Web Page</a>
For questions about zoning and building code requirements – <b>Building Inspections Division</b>	141 Keyes Rd, 2 <sup>nd</sup> floor 978-318-3280 <a href="#">Building Web Page</a>
For questions about signage – <b>Building Inspections Division</b>	141 Keyes Rd, 2 <sup>nd</sup> floor 978-318-3280
For questions about projects in the Historic Districts - <b>Historic Districts Commission</b>	141 Keyes Rd, 1 <sup>st</sup> floor (978) 318-3299 <a href="#">Historic Districts Web Page</a>
For questions about commercial kitchens, wells and about septic systems - <b>Health Division</b>	141 Keyes Rd, 2 <sup>nd</sup> floor 978-318-3275 <a href="#">Health Web Page</a>
For questions about wetlands, natural resource, and conservation restrictions - <b>Natural Resources Division</b>	141 Keyes Rd, 1 <sup>st</sup> floor 978-318-3285 <a href="#">NRC Web Page</a>
For questions about water and sewer requirements, including potential connection or improvement fees for projects which will increase water/sewer demands – <b>CPW - Water and Sewer.</b>	135 Keyes Road 978-318-3250 <a href="#">Water and Sewer Web Page</a>
For questions about stormwater, erosion control requirements, work in or affecting the right-of-way – <b>CPW - Engineering</b>	133 Keyes Road, 2 <sup>nd</sup> floor 978-318-3210 <a href="#">Public Works Web Page</a>
For questions about fire safety requirements - <b>Fire Department</b>	209 Walden Street 978-318-3488 <a href="#">Fire Department Web Page</a>
For questions about liquor licenses or common victualler licenses - <b>Town Manager’s Office</b>	22 Monument Square 978-318-3000 <a href="#">Town Manager Web Page</a>
For questions about projects requiring connection to the electrical grid - <b>Concord Municipal Light Plant</b>	1175 Elm Street 978-318-3101 <a href="#">Concord Light Web Page</a>
For questions about official land records and recording of deeds - <b>Registry of Deeds</b>	208 Cambridge Street Cambridge, MA 617-679-6300 <a href="#">Massachusetts Registry of Deeds</a>

## HOW DO I COORDINATE A PROJECT THAT REQUIRES APPROVALS FROM MULTIPLE BOARDS AND COMMITTEES?

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Some projects require approvals from several Town boards and committees, such as the Historic Districts Commission (HDC), the Natural Resources Commission (NRC), and the Zoning Board of Appeals (ZBA). In some cases, a Town board or committee is required to provide a recommendation to the board making the final decision, which may lead to some back-and-forth discussions. For example, a project or property near wetlands and in a historic district may impact the location and design of a building on the site, which affects the final outcome.

Town staff provides professional support to the Town board and committees and can help guide you through this process. We recommend that you work with the Town Planner to identify the sequence of approvals required for a project if several commissions are involved.

For projects that don't require multiple approvals, please contact the appropriate office (listed on Page 9) for guidance.

### **1. Projects that require Planning Board or ZBA Approval**

For projects that require Planning Board or ZBA approval, input will be provided by other departments or divisions (Engineering, Water/Sewer, Fire, Police, CMLP, etc.) in conjunction with that approval. At the conclusion of the Planning Board / ZBA process, the applicant will receive a decision of approval, approval with conditions or a denial. If approved and conditions of approval satisfied, then the applicant can then apply for and obtain a building permit. A flowchart of this process is provided on the following page.

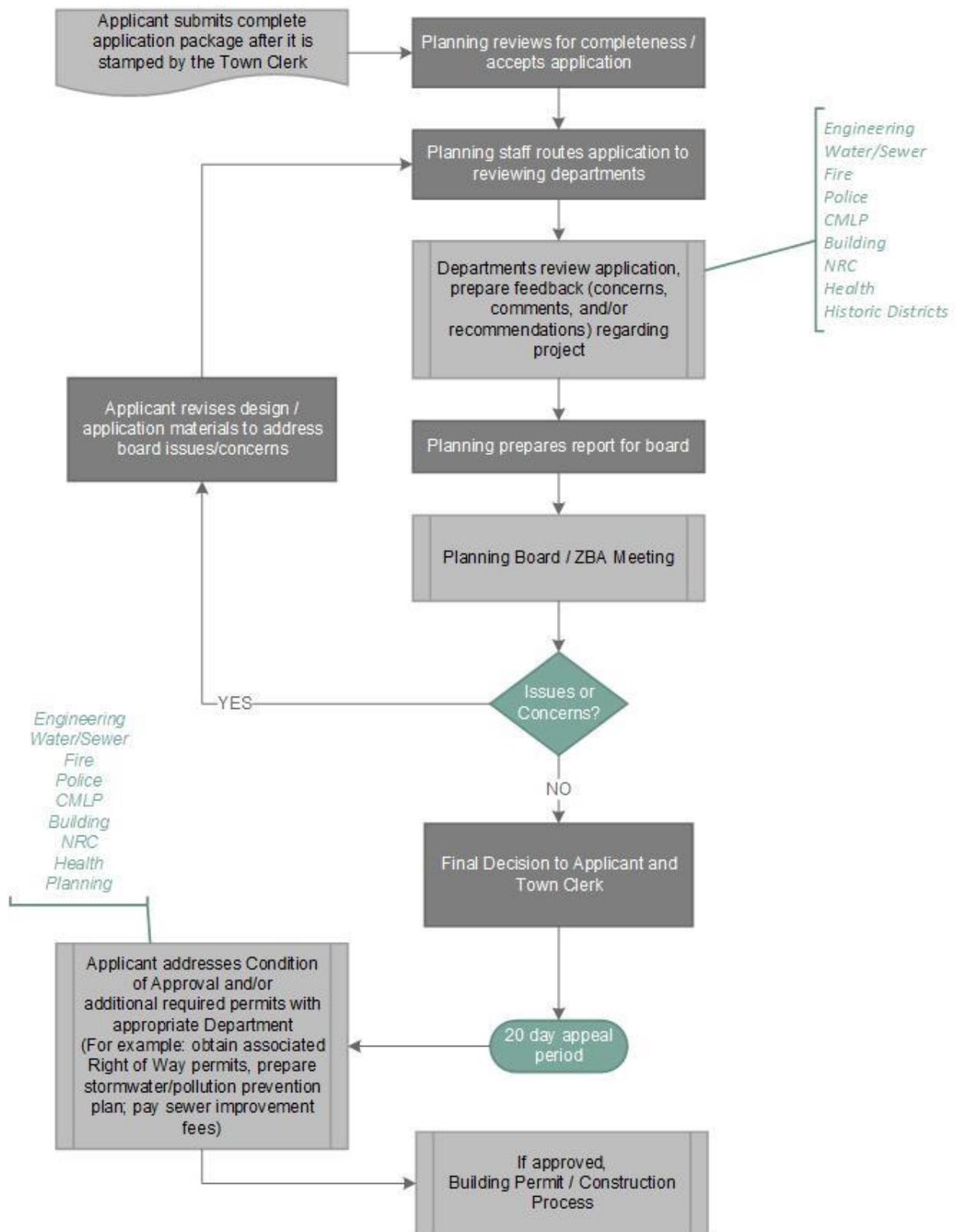


Figure 3: Work Flow for Projects Requiring Planning Board or ZBA approval

## 2. Projects that do not require Planning Board or ZBA Approval.

Projects that do not require Planning Board or ZBA approval may require sign offs from other divisions, such as Historic or Natural Resources. For these projects, the Building Division will ensure all approvals are obtained and assist with the overall process.

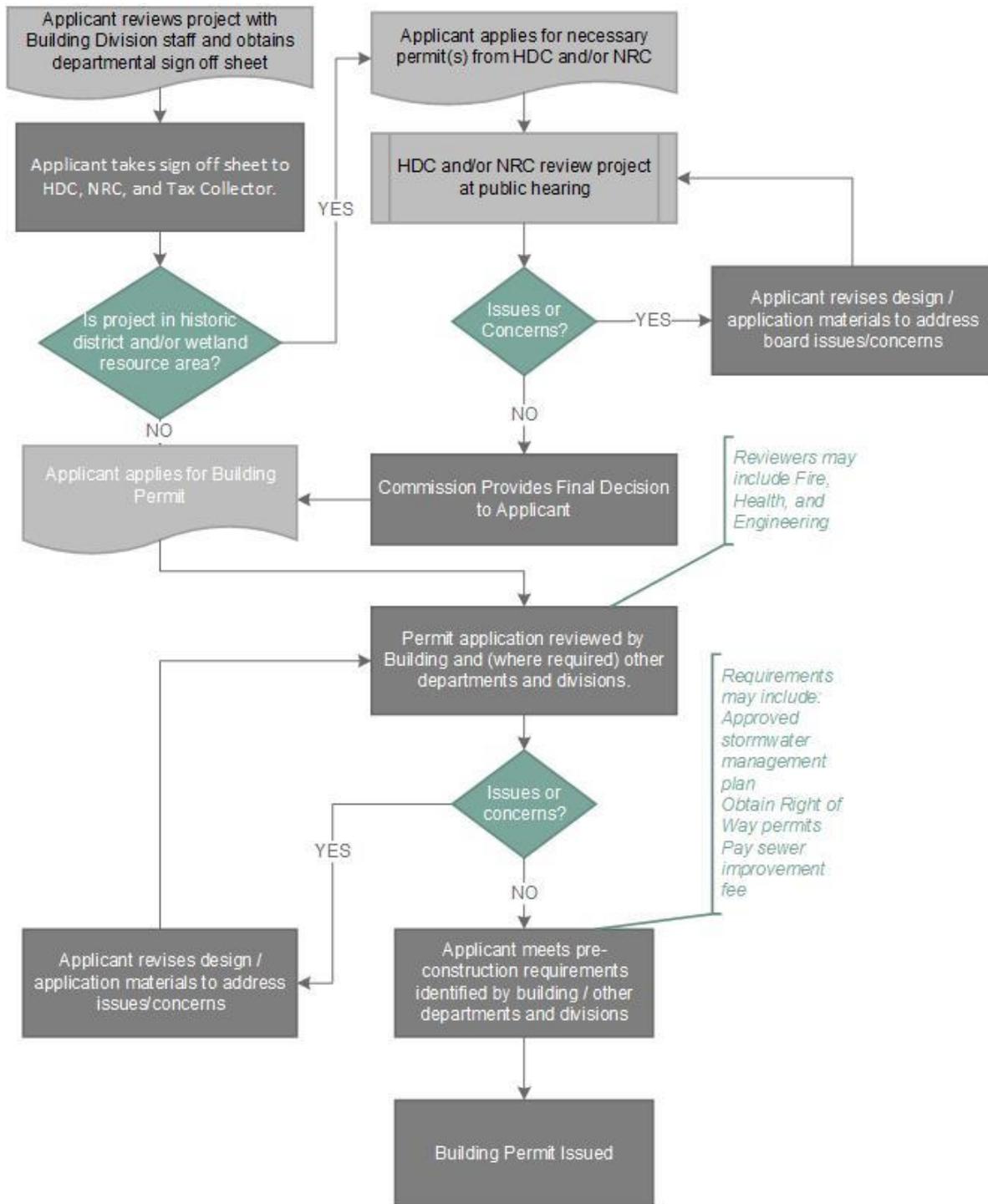


Figure 4: Work Flow for Projects Not Requiring Planning Board or ZBA Approval

## WHAT ARE MY OBLIGATIONS DURING PROJECT DESIGN, APPROVAL AND IMPLEMENTATION?

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Below is a summary of the applicant's role and obligations throughout the review and approval process.

Project Design Phase	<ul style="list-style-type: none"> <li>• Thoroughly research the project and property.</li> <li>• Identify what approvals will be needed and in what order.</li> </ul>
Planning / Land Use Approval Phase	<ul style="list-style-type: none"> <li>• Prepare and submit all required applications.</li> <li>• Revise plans according to comments provided by staff, boards, and commissions.</li> <li>• Upon final approval, record Planning Board or ZBA decisions with the South Middlesex Registry of Deeds.</li> </ul>
Building Permitting	<ul style="list-style-type: none"> <li>• Prepare required architectural drawings.</li> <li>• Complete Sewer Review, Septic Review, or Building Review process with Health Division.</li> <li>• Obtain sign-offs from Natural Resources, Health, Planning, Historic Districts, and Tax Collector.</li> <li>• Have plans stamped and approved by the Fire Department (commercial projects only).</li> <li>• Prepare and submit application, architectural drawings, and all required exhibits to Building.</li> <li>• Revise plans according to comments provided by the Building Division.</li> </ul>
Pre-Construction	<ul style="list-style-type: none"> <li>• Review and understand all of the conditions of approval that are associated with the project by all boards, commissions, and departments.</li> <li>• Address any conditions that must be met prior to construction. <b>If additional permits and approvals are required prior to construction (for example, Right of Way permits or an approved Stormwater Management Plan), it is critical to plan for the time required for the department to review these documents and provide the necessary sign-offs.</b></li> <li>• Pay required Sewer Improvement fee.</li> <li>• Attend a pre-construction meeting with engineering and other departments to review required practices during construction to protect infrastructure, natural resources, and property.</li> </ul>
Construction	<ul style="list-style-type: none"> <li>• Build project according to approved plans.</li> <li>• Comply with requirements for erosion control, safety, right of way management, and related construction. Detailed design and construction standards are available at this link: <a href="#">Concord design and construction standards</a>.</li> <li>• Complete required on and off-site improvements (for example, for traffic mitigation).</li> <li>• Schedule and pass inspections as specified on your permit and approval documents.</li> </ul>

Post-Construction	<ul style="list-style-type: none"><li>• Satisfy all post-construction approval conditions specified on your permit(s).</li><li>• Obtain final sign offs from all required departments and divisions.</li><li>• Obtain and record required easements, obtaining approval from Public Works.</li><li>• If your project requires a separate permit by the Health Division, this permit must be obtained prior to beginning operations.</li><li>• If your project required an approval from the Natural Resources Commission, you must obtain and record a Certificate of Compliance from the NRC to release the lien on the property.</li><li>• Complete "as built" drawings and submit to the Town.</li><li>• Maintain the property as required in your conditions of approval and in accordance with the Town's bylaws.</li></ul>
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## SECTION 2: DEPARTMENT AND DIVISION OVERVIEWS

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### PLANNING AND ZONING

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Planning staff are responsible for managing a wide range of land use approvals, which are then presented to the Planning Board or Zoning Board of Appeals. In many cases, these approvals require input from a number of other Town departments and divisions, in particular Natural Resources, Historic Districts, Public Works (Engineering and Water/Sewer), Fire, and Police. The planning and zoning staff review projects for conformance with the Zoning Bylaw, Subdivision Rules & Regulations, and other land use rules. This staff also coordinate the review process among the different departments, consolidate comments from departments and, upon project approval, prepare the board or commission's decision, which may include conditions recommended by all reviewing departments.

When planning or zoning approval is not required but a project is within wetlands or historic jurisdiction, contact the appropriate division staff for guidance.

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#### PLANNING BOARD PERMITS ISSUED

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- Approval Not Required
- Preliminary Subdivision
- Definitive Subdivision
- Subdivision Amendment
- Site Plan Review (without waivers)
- Special Permit for common driveway; residential compounds, PRD, etc.

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#### ZONING BOARD OF APPEALS PERMITS ISSUED

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- Special Permit
- Special Permit with Site Plan Review
- Variance
- Comprehensive Permit
- Appeal of building inspector decisions
- Waivers from parking requirements and design standards
- Signage

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#### SUBMITTAL REQUIREMENTS

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The submittal requirements for a specific application will vary depending on the nature of the project, scope, and individual department review triggers. At a minimum, most applications will require:

- A detailed site plan, prepared and stamped, by an engineer or surveyor.

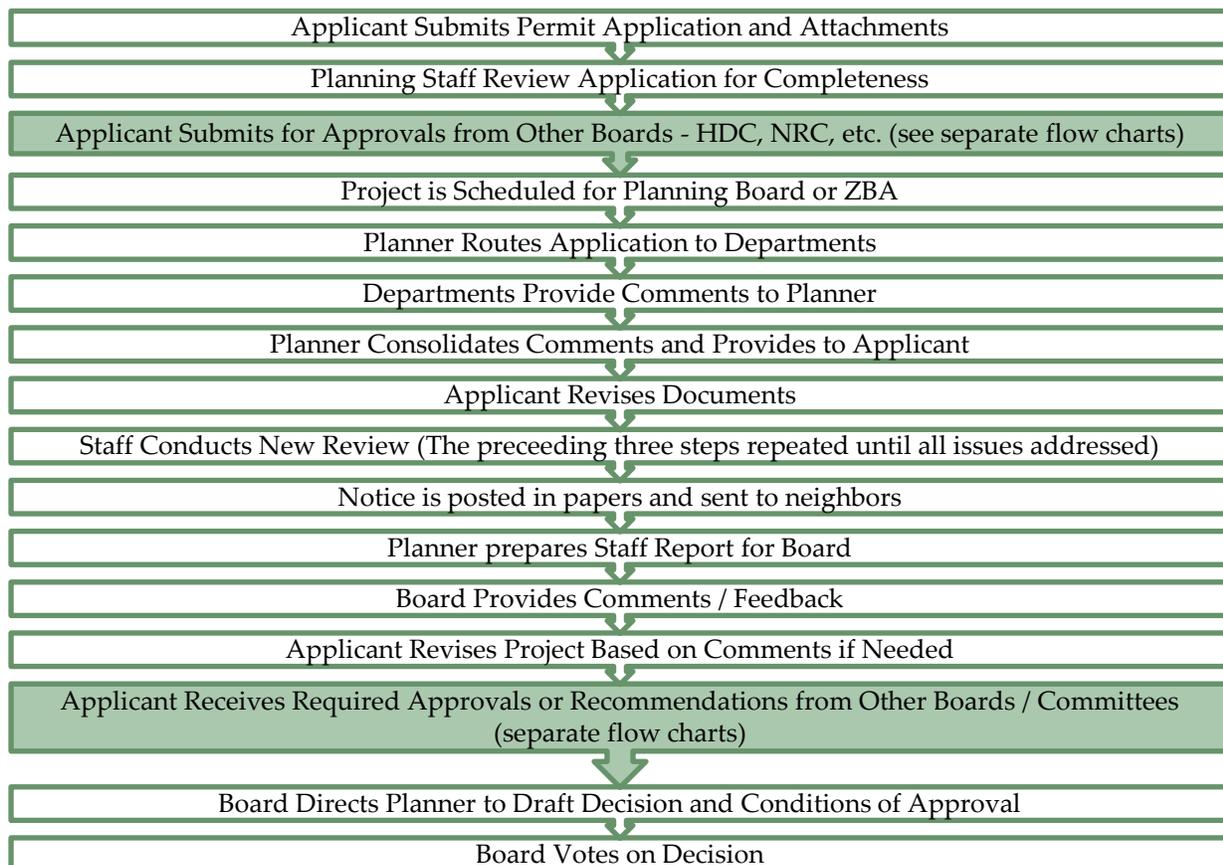
- Architectural drawings of any buildings to be constructed.
- Details regarding stormwater, sewer, water, or road connections.
- Erosion and sedimentation control plans.
- Stormwater management plan.
- Stormwater design calculations.
- Utility connection information.

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## PROCESS OVERVIEW

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The graphic below provides an overview of the process. For projects that also require approval from other boards or commissions, you should work with the Planner and staff from the appropriate departments to determine how to coordinate different approvals. The timing varies depending on the project, as decisions from one commission may lead to changes in the project that may have an impact on another application.



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GOVERNING REGULATIONS

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- Zoning Bylaw adopted at the Town Meeting of March 1928, and as subsequently amended.
- The Laws of Concord set forth in the Town Bylaws and Concord Town Charters.

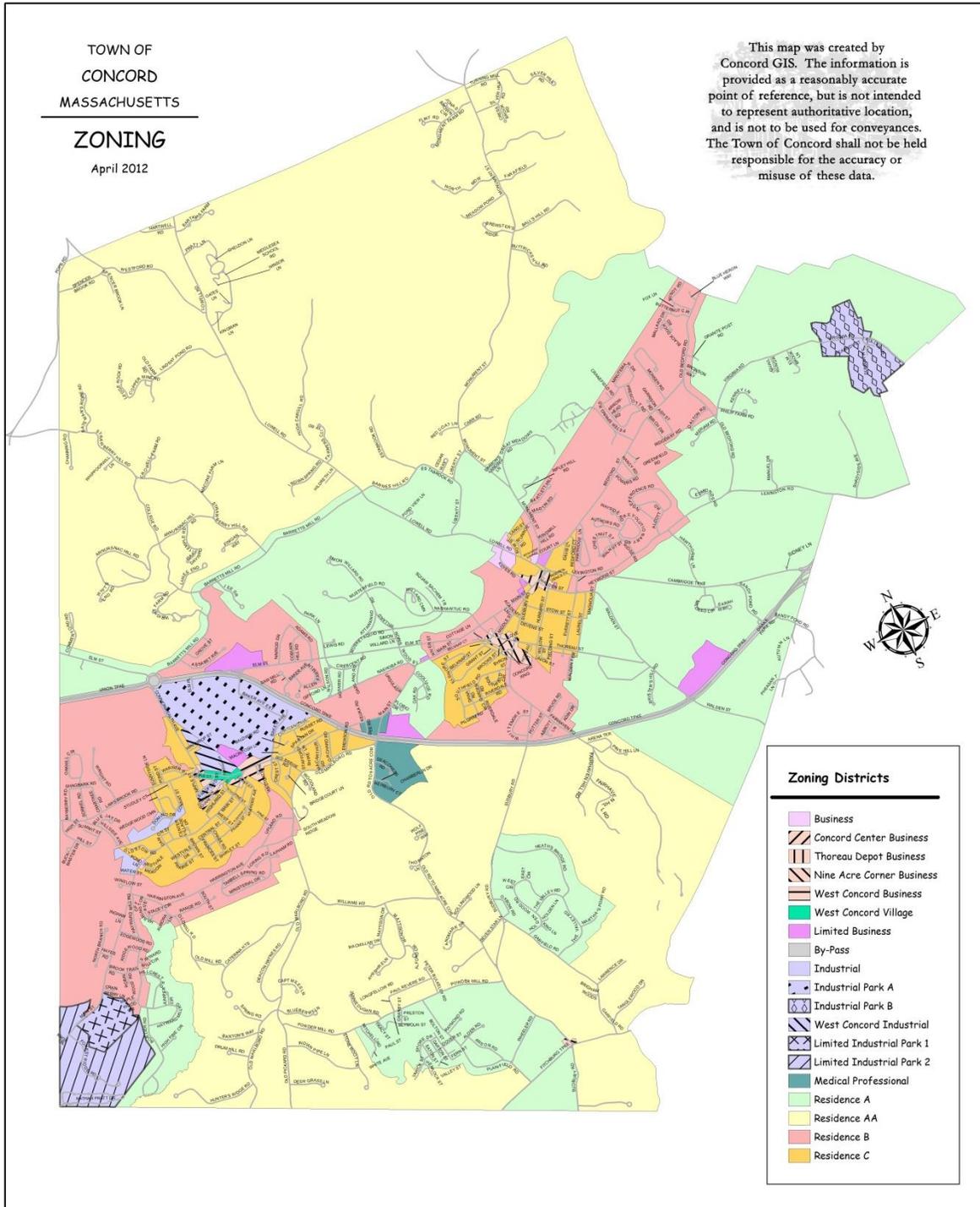


Figure 5: Concord Zoning Map

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## NATURAL RESOURCES

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The Natural Resources Commission and staff oversee all work in and near the town's wetlands to ensure the protection of the town's natural resources. Any landscaping, clearing, filling, excavation, demolition, or construction within the wetlands, the 100-year floodplain, 200 feet of a river or perennial stream, 100 feet of a certified vernal pool, or the 100-foot buffer zone to wetlands requires review and approval from the Natural Resources Commission.

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### NATURAL RESOURCES COMMISSION PERMITS ISSUED

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- Determination of Applicability
- Administrative Approvals (staff permit)
- Order of Resource Area Delineation
- Orders of Conditions
- Amended Orders of Conditions
- Enforcement Orders
- Certificate of Compliance

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### SUBMITTAL REQUIREMENTS

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Submittal requirements vary depending on complexity. A complete checklist of requirements is available from staff and from the Division web page: [http://www.concordma.gov/pages/ConcordMA\\_NaturalResources/Wetlands%20Guidance](http://www.concordma.gov/pages/ConcordMA_NaturalResources/Wetlands%20Guidance)

The minimum requirements will include:

- Application forms.
- Locus map.
- Project plans prepared by a registered engineer, landscape architect, or wetland scientist.
- Narrative describing the work, compliance with standards and regulations.
- Certified abutters list from the Assessor's Office.
- US Geological Survey Map of the property.
- FEMA Flood Map of the property.

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## PROCESS OVERVIEW

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## GOVERNING REGULATIONS

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- Massachusetts Wetlands Protection Act (MGL c131 s40; 310 CMR 10.00)
- Rivers Act (MGL c258 of the Acts of 1996)
- Wetlands Bylaw and Regulations (Article 43 of 2009 Town Meeting, as amended; Article 59 of 2010 Town Meeting), and Policies

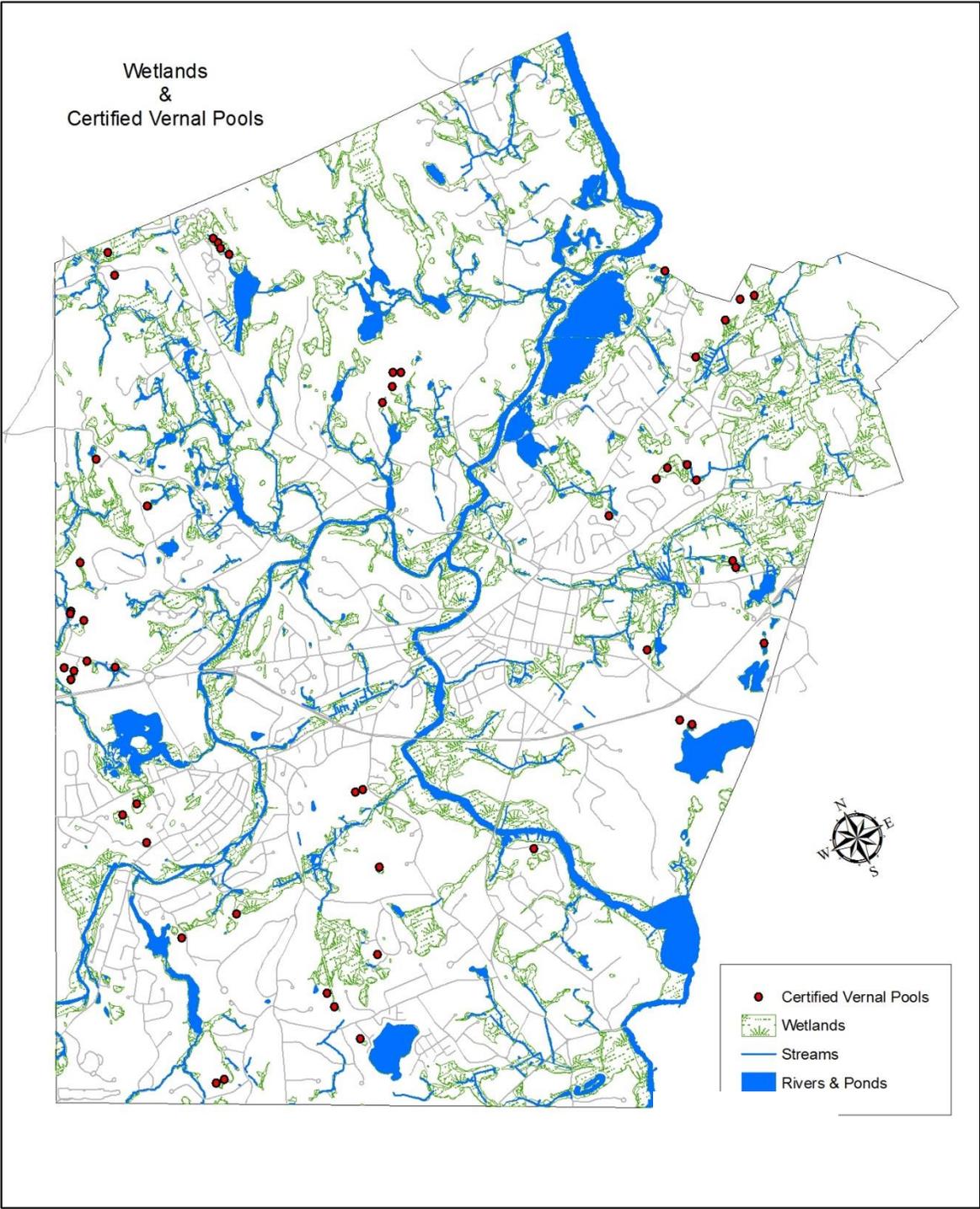


Figure 6: Wetlands and Certified Vernal Pools

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## BUILDING INSPECTIONS DIVISION

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The Building Inspections Division reviews plans for compliance with the Zoning Bylaw as well as the State Building Code. You must get a building permit for any construction, alteration, repair, or demolition of a structure. You also may be required to get a permit for the change of use of a structure, even if no alteration is occurring.

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### STAFF PERMITS ISSUED

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- Building permit
- Alteration of existing permit
- Roofing, siding, windows, and doors permits
- Electrical permit
- Plumbing permit
- Gas permit
- Sign permit
- Wood Stove permit
- Tents and temporary structures permits
- Periodic inspection certificate
- Occupancy permit
- Demolition permit
- Fire alarm permit
- Sprinkler permit
- Sheet metal permit
- Mechanical permit
- Demolition permit
- Fire Alarm & Sprinkler permits
- Home occupation reviews
- Annual Liquor License Certificates for Select Board
- Certificates of Occupancy
- Former Rail Road land review by EOCD
- Gross Floor Area Analysis on non-conforming lot
- Gross Floor Area Determination
- Street address numbering
- Annual inspection certificates for all schools, day cares, restaurants

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### OTHER STAFF REVIEWS / APPROVALS

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- White Pond determination
- Stretch Energy Code review
- Architectural access board determination

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### SUBMITTAL REQUIREMENTS

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Submittal requirements vary depending on complexity of the project but will include:

- Building permit application
- Insurance form
- Contractor license information
- Contractor Supervisors license
- Home Improvement Registration (HIC)
- Certified Plot Plan
- Site Plan

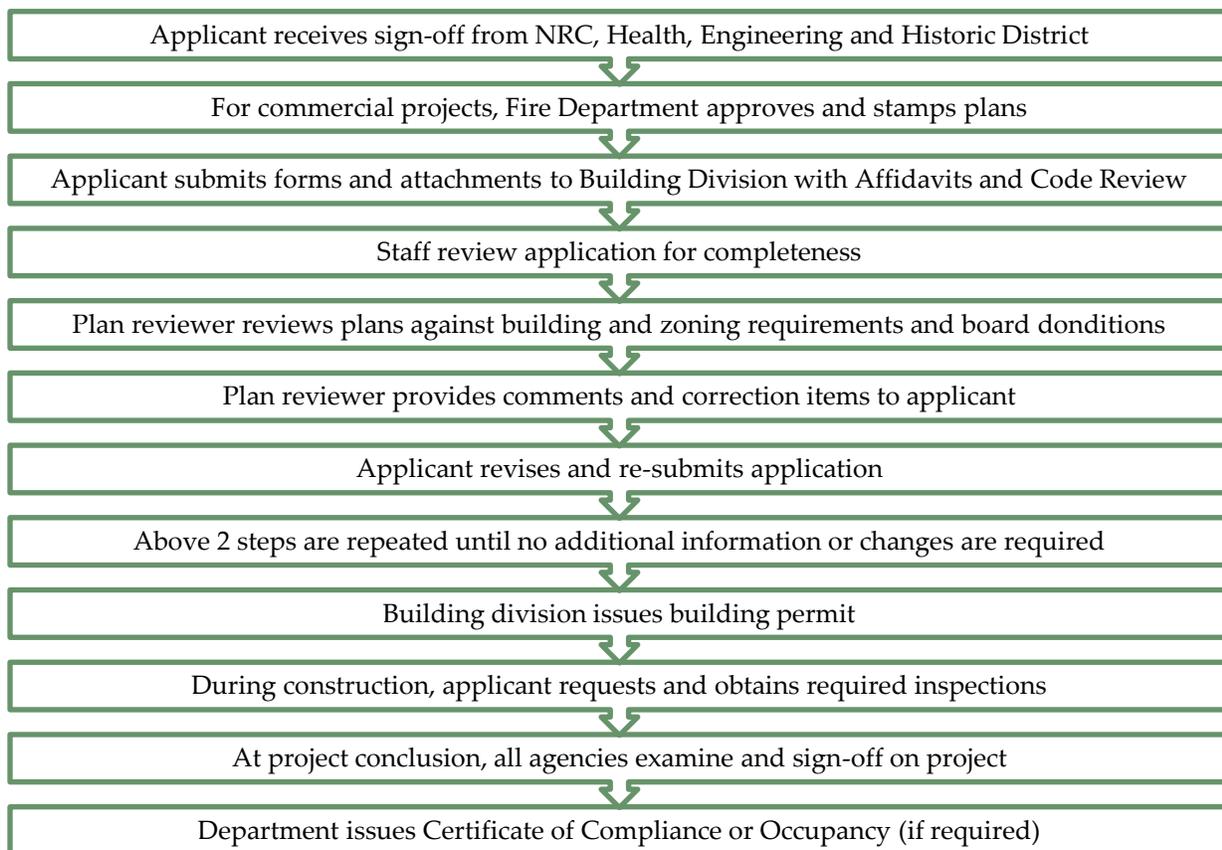
- Construction plans, including foundation, framing, and elevations
- Energy calculations

Building permit applications may only be submitted by the property owner or the owner's authorized agent. Electrical and plumbing permits must be submitted by a contractor with the applicable license.

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## PROCESS OVERVIEW

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## GOVERNING REGULATIONS

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- Zoning Bylaw adopted at the Town Meeting of March 1928, and as subsequently amended, sets forth certain requirements relating to land use and dimensional requirements.
- Concord Sign Bylaw
- Massachusetts State Building Code
- Massachusetts Stretch Energy Code Appendix 780CMR 115.AA
- Architectural Access Board Regulations

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## HEALTH DIVISION

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The Health Division is responsible for overseeing all on-site septic systems and private well construction and alteration. The Division reviews projects that have or will require septic connections to ensure that the septic system can meet the needs of the property as well as conducts sewer reviews for all projects on town sewer. The Division is also responsible for approving and overseeing all commercial kitchens and for licensing a variety of establishments where there is a public health interest.

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### STAFF PERMITS ISSUED

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- Septic system construction
- Well permits
- Food service operation, including temporary food service establishments and temporary food events
- Catering
- Hazardous materials
- Swimming pools
- Animal keeping
- Funeral homes
- Motels
- Recreational camps
- Body art

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### OTHER STAFF REVIEWS/APPROVALS

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- Title 5 Building Review for any project to be served by an on-site septic system. This is to ensure that there is sufficient capacity to serve the property and protect the system from damage during construction.
- Form S Sewer Review for any project to be served by town sewer. The CPW-Water and Sewer Division will use this information to determine if the project will incur any Sewer Improvement Fees.

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### BOARD OF HEALTH APPROVALS ISSUED

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- Any plans requiring a variance from state and local regulations.
- Review of projects located in Concord Groundwater Conservancy District.
- Preliminary and definitive subdivision plans.

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## SUBMITTAL REQUIREMENTS SEPTIC SYSTEM

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The submittal requirements for a specific application will vary depending on the nature and scope of the project. At a minimum, most applications will require:

- Form A, Soil Test for Septic, submitted by a professional engineer
- Form B, Disposal System Construction
- Design plans for the septic system prepared by a professional engineer
- Form C, Building Review of Title 5
- Floor plans showing all habitable space within the building

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## SUBMITTAL REQUIREMENTS WELL

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- Application form(s)
- Plan signed by a registered surveyor or engineer
- Description of land uses within 200 feet of the well which may represent a potential source of contamination

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## SUBMITTAL REQUIREMENTS FOOD SERVICE

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Note: A guide with detailed information is available at:

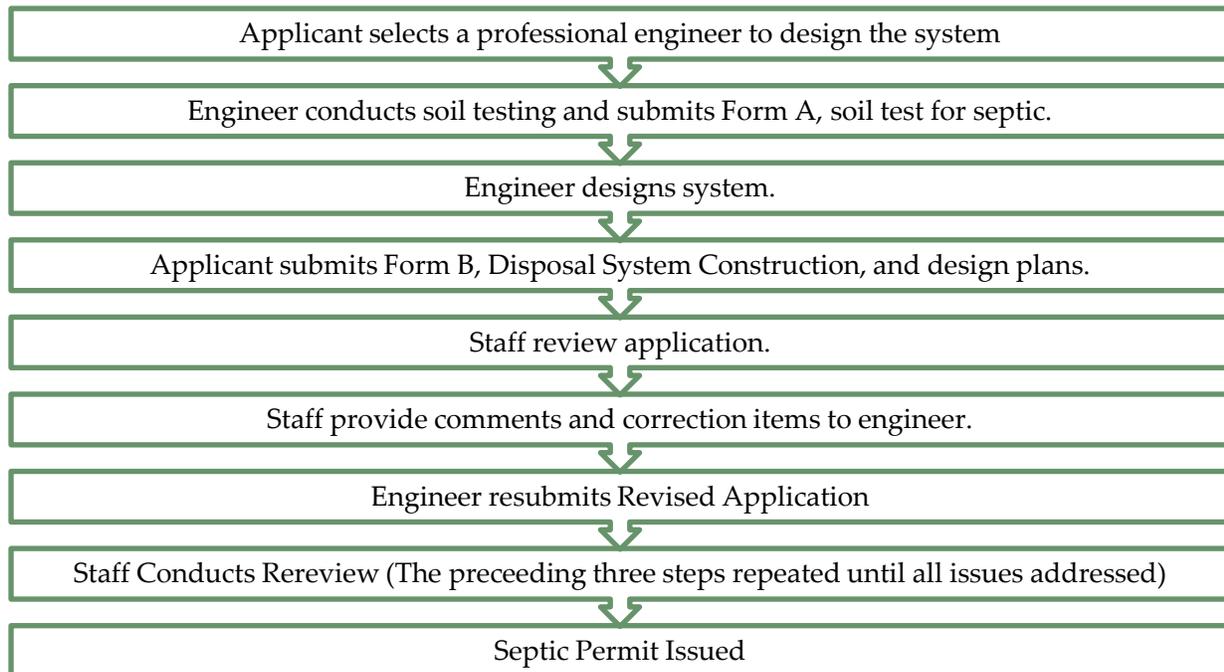
[http://concordma.gov/pages/ConcordMA\\_health/FoodEstablishmentNew](http://concordma.gov/pages/ConcordMA_health/FoodEstablishmentNew)

- Application form(s).
- To scale plan showing all equipment, plumbing, electrical service, and mechanical ventilation. All plans for food establishments must be prepared by a commercial kitchen designer.
- Form C Title 5 Building Review form if project is on septic system.
- Form S Request for Title 5 Sewer Review (if project is on the municipal sewer system).
- Manufacturer specification sheets for each piece of equipment.
- Equipment schedule.
- Proposed menu.
- Site plan showing the location of the business on the site, and the location of any outside equipment such as loading docks, dumpsters, grease storage, ventilation hoods, refrigerator compressors, wood storage, etc. and all outbuildings.
- Floor plans showing all habitable space.

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### PROCESS OVERVIEW- SEPTIC

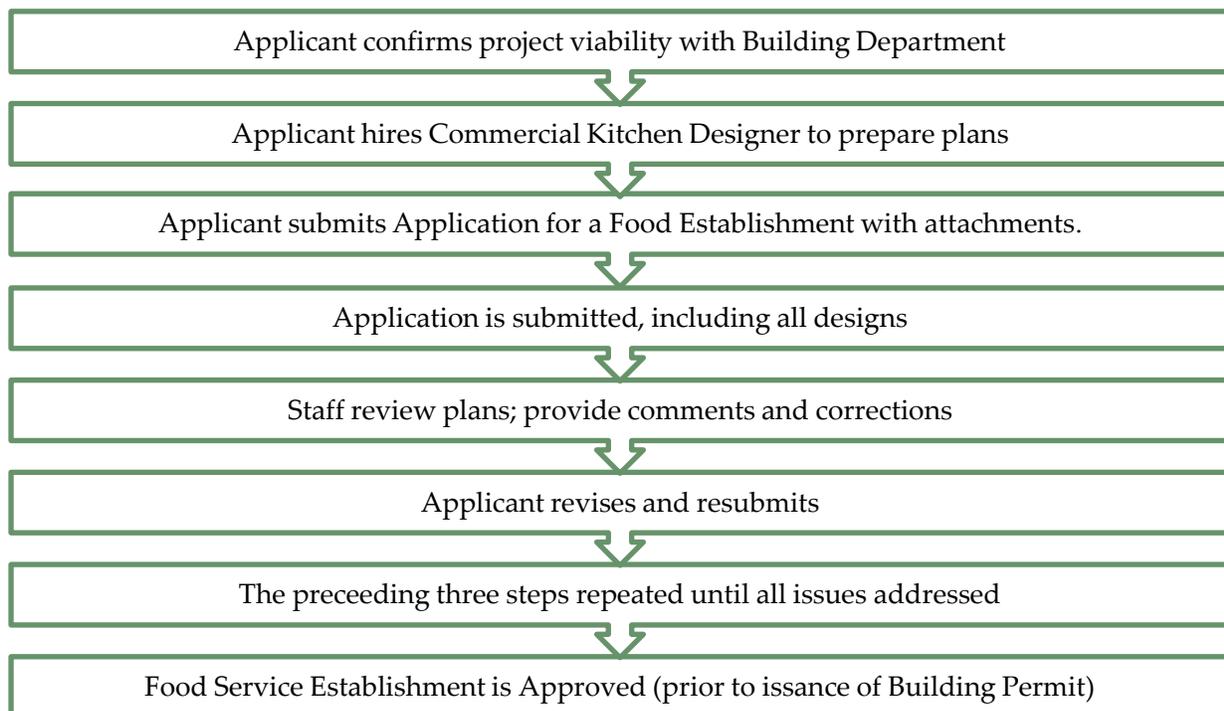
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### PROCESS OVERVIEW- FOOD SERVICE

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## GOVERNING REGULATIONS

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Massachusetts State Sanitary Code 105 CMR 590.00 Massachusetts Food Code

Massachusetts Environmental Code – Septic Systems - Title 5 (310 CMR 15.000)

Concord Board of Health Regulations

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## HISTORIC DISTRICTS

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Approval from the Historic Districts Commission is required for any construction, demolition, painting, addition, removal, or alteration of a structure, or exterior signage in a Historic District.

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### STAFF PERMITS ISSUED

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- Approval on non-applicable items such as replacement in kind.

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### COMMISSION PERMITS ISSUED

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- Certificate of Appropriateness.

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### SUBMITTAL REQUIREMENTS

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Submittal requirements depend on the specific project involved. Applicants should refer to the HDC design guidelines at this link: [Historic District Design Guidelines](#)

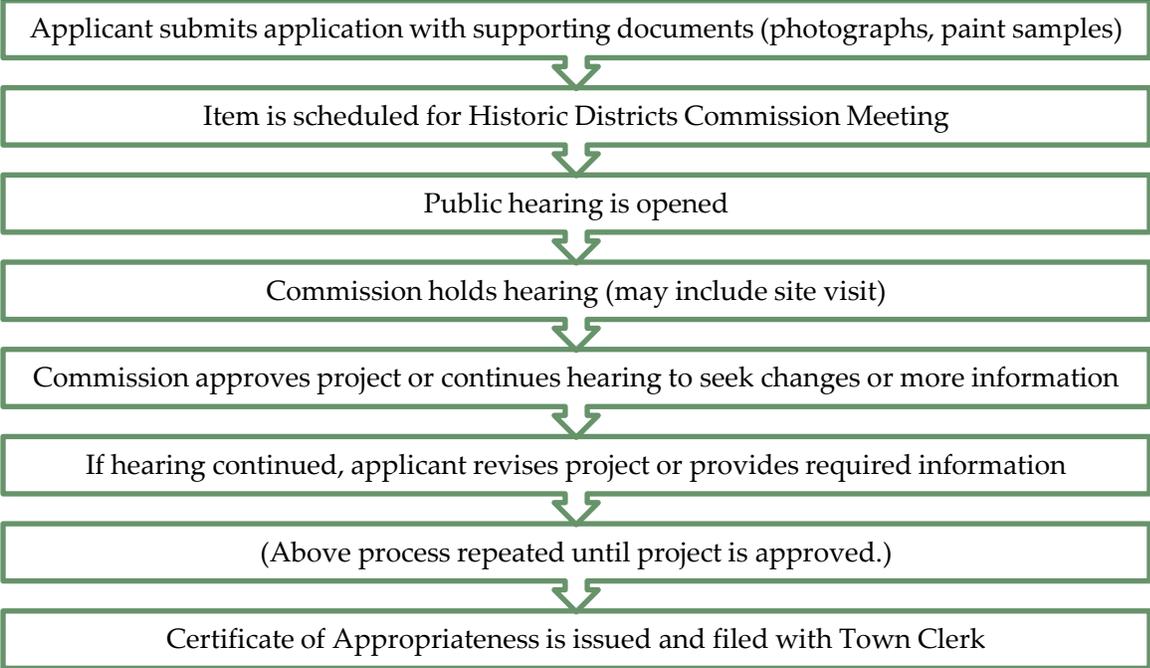
Typical submittal requirements include:

- Drawings of exterior elevations, to scale, showing existing and proposed conditions.
- Site plan, showing trees to be removed, if any.
- Photographs of existing conditions as seen from the public right of way, which includes municipal parking lots and rivers.
- List of exterior materials and colors.
- Sample colors on a surface of at least 8 x 10 inches.
- Manufacturer's brochures with illustrations and specifications for new material.

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PROCESS OVERVIEW

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GOVERNING REGULATIONS

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Concord Historic Districts Bylaw

Historic District Design Guidelines ([Historic District Design Guidelines](#))

### Town of Concord Historic Districts Map

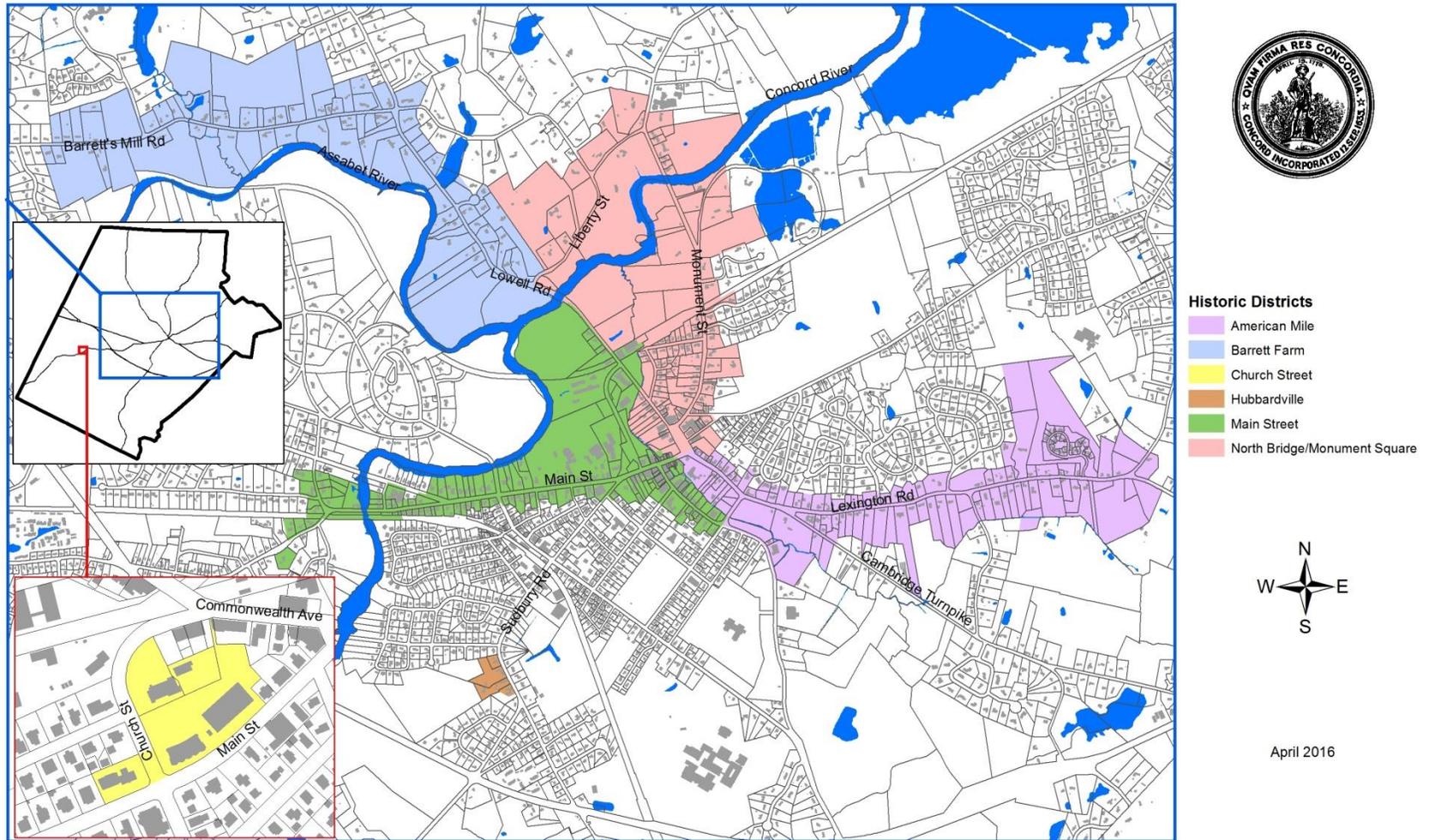


Figure 7: Historic Districts Map

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## PUBLIC WORKS DEPARTMENT

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Three divisions of Public Works are involved in project review.

The **Engineering division's** primary function in permitting involves detailed engineering review of site plans, subdivisions, and other projects, where the approval process is managed by the Planning and Zoning staff. The division also issues some permits directly.

The **Water and Sewer division** reviews and permits all connections, extensions, and alterations to the water and sewer systems. This division also collects connection or improvement fees if a project is anticipated to increase water/sewer system demands.

The **Grounds division** maintains all public shade and park trees, under the direction of the Park and Tree Supervisor who is also the Town Tree Warden. The Tree Warden reviews and permits all public shade tree removal/pruning.

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### STAFF PERMITS ISSUED

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- Right of way permit - Engineering
- Driveway permit - Engineering
- Trench permit - Engineering
- Drainage connection - Engineering
- Water connection - Water & Sewer
- Water change in use - Water & Sewer
- Sewer connection - Water & Sewer
- Sewer change in use - Water & Sewer
- Public shade tree removal/pruning – Grounds

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### OTHER PERMITS AND APPROVALS

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- Stormwater management plan
- Erosion and sedimentation control plan
- Groundwater Conservancy District
- Operations and maintenance plans
- Sewer fee determination and payment

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### PUBLIC WORKS COMMISSION PERMITS AND APPROVALS

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- Any project requiring a variation from established standards
- Water main extension not attached to a Planning or ZBA approval
- Sewer main extension

- Water/Sewer connection(s) if demand/capacity request exceeds threshold established by the Public Works Commission
- Appeals of staff decisions
- Layout / public acceptance of roadways

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## SUBMITTAL REQUIREMENTS

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Submittal requirements will depend on the specific permit and review type.

Engineering - Most projects require an engineering plan stamped by a Professional Engineer or surveyor registered in the Commonwealth of Massachusetts, to include:

- All property lines, easements and/or legal rights within the property lines
- Drainage/stormwater design calculations
- Roadway data, including elevations
- Utility data
- Stormwater Pollution Prevention Plan, Erosion Control Plan
- Topographical data
- Natural features

Water and Sewer Connections may require:

- Application forms
- Detailed description of service
- Water and sewer service plans (completed by a licensed drain layer or civil engineer)
- Water Impact Assessment
- Water/Sewer Connection Agreement
- Design data sheet form for backflow devices
- Trench permit or right of way permit
- Licensing information

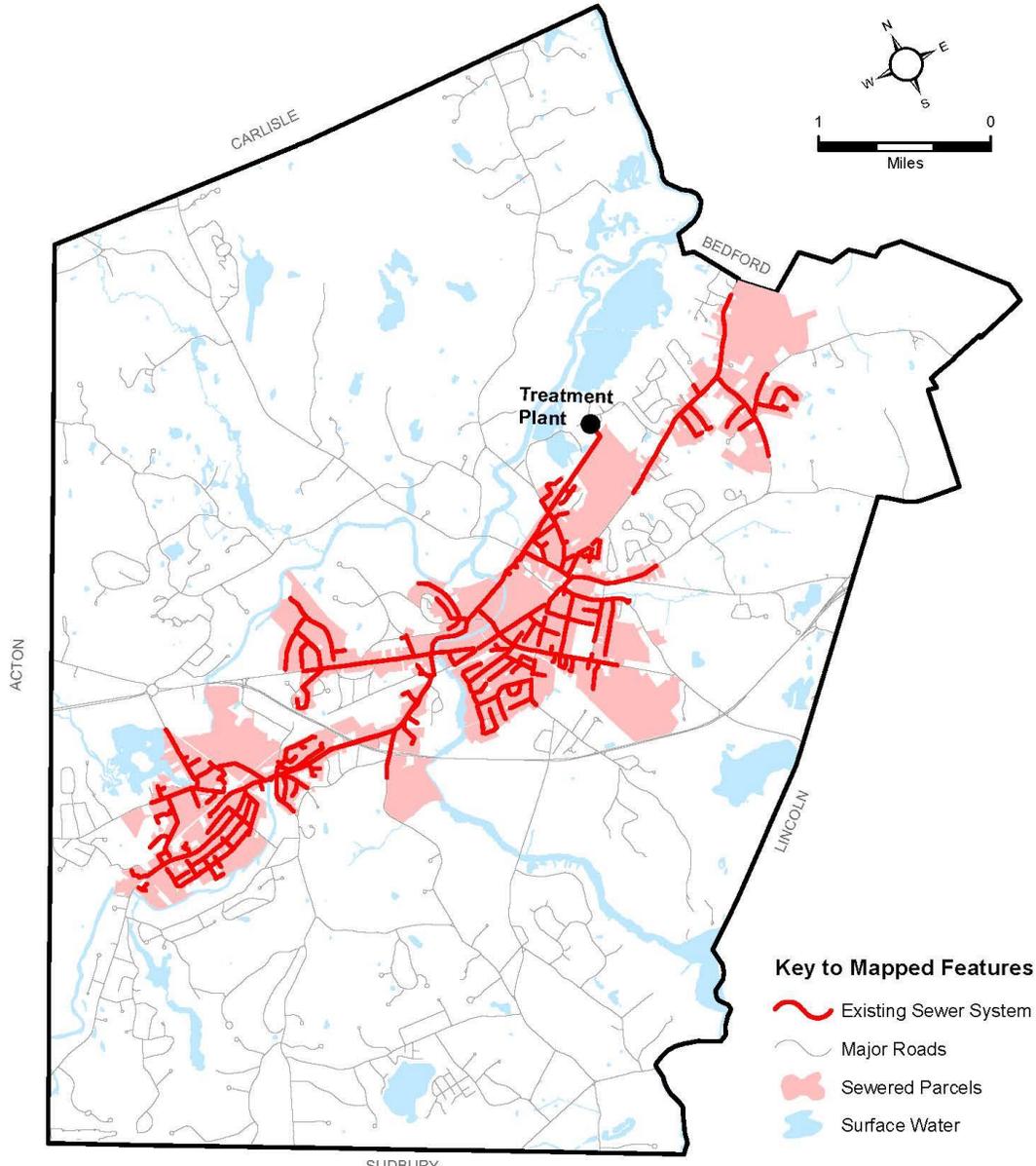
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## GOVERNING REGULATIONS

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- Concord Public Works Design and Construction Standards and Details, adopted by the Public Works Commission on March 15, 2011
- Concord Public Works Stormwater Regulations, adopted by the Public Works Commission on March 15, 2011
- Concord Public Works Rules and Regulations Governing Water Connection and Use adopted by the Public Works Commission on October 9, 2002.
- Concord Public Works Sewer Rules and Regulations adopted by the Public Works Commission on April 26, 2004.

## Concord Municipal Sewer System Service Area



This map was created by Concord GIS. The information is provided as a reasonably accurate point of reference, but is not intended to represent authoritative location, and is not to be used for conveyances. The Town of Concord shall not be held responsible for the accuracy or misuse of these data.

Note: Wastewater management for properties not shown in the Municipal Sewer System Service Area are served by on-site private septic systems

Figure 8: Town of Concord Water and Sewer Systems

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## FIRE DEPARTMENT

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The Fire Department reviews site plans that will be going before the Planning Board and/or ZBA to ensure that there is proper access, water supply, and that unique fire protection problems are addressed. The Department also reviews building permit plans for fire safety issues, including proper addressing of buildings and existence of required fire alarms, required Emergency Responder Radio coverage, suppression devices, exit signage, and related safety issues. Questions may be directed to [fireprevention@concordma.gov](mailto:fireprevention@concordma.gov).

The department issues some stand-alone permits and licenses.

A guide with more detailed Fire Department requirements is available at [http://concordma.gov/Pages/ConcordMA\\_Fire/cfdguide](http://concordma.gov/Pages/ConcordMA_Fire/cfdguide)

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### STAFF PERMITS ISSUED

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- Blasting
- Cannon / Mortar firing
- Dumpsters (6yds or larger)
- Fire alarm repair/alteration
- Fire Protection System Impairment
- Flammable gas/liquid
- Fog/movie smoke
- Gun powder
- Hazardous materials processing
- Oil Burner Installation
- Hood extinguisher
- Open Burning
- Open flame tar kettle
- Propane storage, above and underground
- Salamander
- Sprinkler repair/alteration
- Storage tank installation or removal - above ground
- Storage tank installation - underground
- Storage Tank Removal - underground
- Tank trucks
- Tent
- Welding and cutting

Permits are available online at: [http://concordma.gov/Pages/ConcordMA\\_Fire/Permits](http://concordma.gov/Pages/ConcordMA_Fire/Permits)

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### OTHER PERMITS AND APPROVALS

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- Site plan review for Planning and Zoning and ZBA applications
- Fire Alarm and Sprinkler plans review for building permits

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### SUBMITTAL REQUIREMENTS

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Submittal requirements will depend on the specific permit and review type and may include:

- Permit application

- Cut sheets for devices being used (e.g., fire suppression hoods)
- Alarm system plan must be designed by a Massachusetts registered electrical engineer or licensed master electrician and include a letter certifying that the plan meets NFPA 72, the National Fire Alarm Code, and any other applicable codes.
- Sprinkler system, standpipe, or system additions must be designed by a Massachusetts registered fire protection engineer and include a letter certifying that the plan meets NFPA 13 and any other applicable codes. Relocations require the Sprinkler Fitter's license.

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### GOVERNING REGULATIONS

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- Massachusetts Fire Code, 527CMR1.00 (NFPA 1 with Massachusetts Amendments)
- Massachusetts State Building Code. Specifically, chapters 4, 9, & 34
- Town of Concord Codes and Ordinances

*By reference the following codes and standards are applicable:*

*(This is a list of the most common reference standards, others may apply)*

- NFPA 72, National Fire Alarm and Signaling Code
- NFPA 13, Standard for Installation of Sprinkler Systems
- NFPA 14, Standard for Installation of Standpipe and Hose Systems
- NFPA 25, Standard for Inspection, Testing and Maintenance of Water Based Fire Protection Systems
- NFPA 58, Liquefied Petroleum Gas Code
- NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations.
- International Fire Code

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## SELECT BOARD

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The Select Board is the Local Licensing Authority and issues common victualler and liquor licenses.

Every food service establishment in Concord with the capability of cooking, preparing, and serving food is required to have a Common Victualler License.

The availability of annual liquor licenses ("all alcohol" or "wine and malt") is determined by population and is revised every ten years. Businesses seeking a liquor license should check with the Town Manager's office to determine what licenses are available.

A business seeking a liquor license must first obtain a common victualler license, which requires approval by the Building Inspections Division, the Health Division and the Water and Sewer Division.

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### LICENSES / PERMITS

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- Common victualler
- Alcohol service; Alcohol sale
- Location for private utility extensions in the public way

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### SUBMITTAL REQUIREMENTS

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Common victualler:

- License application.
- A floor plan approved by the Building Inspections Division.
- An affidavit stating that the applicant will comply with the floor plan.
- Approval by the Health Division of a Food Service Establishment application.
- A letter regarding any lease agreement.
- Evidence of Workers Compensation Insurance.
- Approval by the Water and Sewer Division.

Liquor license:

Liquor licenses are governed by MGL Ch, 138 and the Alcoholic Beverage Control Commission (ABCC). All of the forms needed to apply for a liquor license transaction can be found on-line: [ABCC forms](#)

- A Common Victualler License.
- Floor plan approved by the Building Inspections Division and confirmation of compliance with the Zoning Bylaw.

- Approval by Health Division of Food Service Establishment Application.
- License application from the Alcoholic Beverages Control Commission.
- An alternate "manager of record" who may be contacted if necessary.
- Approval by the Water and Sewer Division.

Utility Extensions:

- Surveyor site plan showing proposed and current conditions and utility locations.

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### GOVERNING REGULATIONS

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- 204 CMR 2.00: REGULATIONS OF THE ALCOHOLIC BEVERAGES CONTROL COMMISSION
- 204 CMR 7.00: SPECIAL LICENSES
- Mass General Laws Chapter 138 (Alcoholic Liquors) and 140 (Licenses)