

MBTA Communities Zoning Site Plan Review Rules and Regulations



TOWN OF CONCORD, MASSACHUSETTS

Approved December 17, 2024

Table of Contents

SECTION 1 GENERAL PROVISIONS.....	1
1.1 Purpose and Goals	1
1.2 Authority.....	2
1.4 Waivers.....	2
1.5 Amendments.....	2
1.6 Effective Date.....	2
SECTION 2 PRE-APPLICATION PROCEDURES	3
2.1 Pre-application Conference.....	3
2.2 Town Staff Review Meeting (“TSRM”)	3
2.3 TSRM Submission Requirements	3
2.4 Preliminary Meeting with the Planning Board.....	4
SECTION 3 SITE PLAN REVIEW PROCEDURES	5
3.1 Site Plan Submission/Application Requirements.....	5
3.2 Site Plan Filing	6
3.3 Town Department/Division & Board/Committee Referrals.....	6
3.4 Planning Board Site Plan Hearing.....	6
3.5 Fees	7
SECTION 4 ADMINISTRATION.....	8
4.1 Filing of Approval	8
4.2 Approval Lapse.....	8
4.3 Approval by the Board of Appeals	8
4.4 Site Plan Approval	8
4.5 Appeals.....	8
SECTION 5 DESIGN STANDARDS.....	9
5.1 General.....	9
5.2 Siting and Appearance	9
5.3 Landscaping and Buffers	9
5.4 Parking, Driveway and Circulation Standards	10
5.5 Erosion Control.....	11
5.6 Stormwater Drainage and Management	11
5.7 Buildings.....	12
5.8 Site Layout.....	13

5.9 Outdoor Lighting 14

5.10 Utilities 14

5.11 Fire Safety & Protection 14

5.14 As-Built Plans..... 15

ATTACHMENTS 16

Appendix A: Site Plan Review Application 16

Appendix B: Application Checklist 16

Appendix C: Planning Board Fee Schedule 16

Appendix D: Planning Board Regulation & Procedure for Employment of Outside Consultants 16

Appendix E: Standard Conditions for Site Plan Approval..... 16

Acknowledgement: The Concord Planning Board would like to acknowledge the support of the Massachusetts Housing Partnership 3A Technical Assistance Program and appreciation to Emily Innes and her team at Innes Associates for their work on developing these Regulations.

SECTION 1

GENERAL PROVISIONS

1.1 Purpose and Goals

These MBTA Communities Multi-family Site Plan Review Rules and Regulations (Regulations) are adopted to establish the procedures and requirements for submitting site plans pursuant to Zoning Bylaw (Bylaw) Section 7.11 MBTA Communities Multi-family Overlay District and to notify Applicants of the review criteria for these site plans.

The goals of the MBTA Communities Multi-family Site Plan Review process are as follows:

- (a) Review an as-of-right multi-family development in a process that is consistent with Chapter 40A, Section 3A of the Massachusetts General Laws.
- (b) Ensure the site is designed holistically for all users and contributes to the neighborhood and the Town.
- (c) Ensure that projects are designed to consider the needs of pedestrians (including people using wheelchairs, strollers and other assistive devices), bicyclists, and users of other non-motorized transportation. Projects shall also enhance access to public transit.
- (d) Establish best practices through the implementation of low-impact development (LID), and other measures to create a site that contributes to rather than degrades the functioning of surrounding natural systems and the environment.
- (e) Establish minimum standards for projects that will guide a project through the permitting process while allowing for flexibility in design.
- (f) Minimize impervious surfaces and encourage restoration of sensitive areas to more natural conditions.
- (g) Encourage infill development of vacant sites and redevelopment of vacant buildings.
- (h) Ensure that site design incorporates strategies to address the impacts of our warming climate. Such impacts include the projected increase in average rainfall and extreme precipitation events, more frequent droughts, and the projected increase in average temperatures and extreme heat events.
- (i) Ensure that potential negative impacts, such as glare, noise, and odors, are reduced through landscaping or other measures.
- (j) Provide guidance for site and building design that considers Concord's development patterns and built environment, including historic and contemporary buildings valued by the community.
- (k) Establish lighting standards for a site that are adequate for safety and security but limit glare and light trespass onto areas that do not require illumination for safety reasons.

1.2 Authority.

These Regulations are adopted by the Planning Board as authorized by Section 7.11 of the Zoning Bylaw of the Town of Concord. Site plan review is not aimed at prohibiting permitted uses in a zoning district but is a process to allow permitted uses with reasonable regulation consistent with the public interest.

1.3 Applicability

Any development requiring MBTA Communities Site Plan Review shall comply with the provisions of these Regulations. If there are questions regarding applicability, the Building Commissioner and the Town Planner jointly shall determine if Site Plan Review is required for a proposed development, and the Planning Board shall make a final determination. The Building Commissioner shall not issue a Building Permit or Certificate of Occupancy under the Building Code for any structure requiring MBTA Communities Site Plan Review unless the Planning Board or its designee has approved the site plan, and the structure complies with all conditions of the approval.

1.4 Waivers

A waiver of strict compliance with these Regulations may be granted if the Planning Board determines that such a waiver is in the public interest and not inconsistent with the intent and purpose of these Regulations and the Zoning Bylaw or M.G.L. Ch. 40A, §3A. All requests for waivers shall be submitted in writing with the Site Plan Review Application. All requests shall identify the provision or provisions of these Regulations from which relief is sought. The request shall also include a statement explaining why the Applicant believes that granting a waiver would be in the public interest and not inconsistent with the purpose and intent of these Regulations and the Zoning Bylaw.

1.5 Amendments

The Planning Board may amend these Regulations by majority vote. The vote shall take place at a regularly scheduled meeting.

1.6 Effective Date

The effective date of these Regulations and any Amendment(s) to these Regulations shall be the date the Regulations or subsequent Amendment(s) are filed with the Concord Town Clerk.

SECTION 2

PRE-APPLICATION PROCEDURES

2.1 Pre-application Conference

Anyone seeking MBTA Communities Site Plan Review is advised first to obtain a Site Plan Review Application and checklist from the Planning Division office and review Zoning Bylaw Section 7.11 and these Regulations. Following this review, an Applicant is advised to contact the Town Planner to set up a meeting to discuss any conceptual ideas for a proposed project. See the Planning Board MBTA Communities Site Plan Review Application (Appendix A) and Site Plan Review Application Checklist (Appendix B).

2.2 Town Staff Review Meeting (“TSRM”)

- (a) Following the Pre-application Conference, the Town Planner may advise an Applicant to request a pre-application Town Staff Review Meeting (TSRM). The Town Planner will coordinate the presence of other relevant Town Staff at a meeting with the Applicant. The purpose of the TSRM is to provide input to the Applicant from the Town Staff on the following:
 - i. How the proposed site plan meets the criteria established in these Regulations and any other State and Town requirements;
 - ii. what other approvals the project will require; and
 - iii. any significant issues or concerns that may be addressed through design modifications or submission of additional information.
- (b) A TSRM is not legally binding, nor will it alter the legally required schedule for Site Plan Review, but it can help reduce unnecessary delays and their associated costs.
- (c) A review will be limited to technical issues within the Town staff’s expertise. Town staff may offer opinions on the viability of a particular site modification, improvement or design, compliance with these Regulations, and the probability of securing waivers from the requirements. All such opinions are nonbinding and shall not be construed by the Applicant as commitments to later approval.

2.3 TSRM Submission Requirements

An Applicant requesting a TSRM shall submit an email to the Town Planner that contains the following items:

- (a) The name and address of the Applicant and his or her representative.
- (b) The name and address of the owner of the lot(s) and permission from the owner if the owner is not the Applicant.

- (c) To the extent possible, a concept plan showing the location and footprint of the existing and proposed conditions, including building(s), parking, driveways, sidewalks, topography, tree line, wetlands, wetlands buffer, flood plain, the extent of wooded areas, historic features, stone walls, existing roads, and significant trees.
- (d) The anticipated number of dwelling units for the project, and mix of unit types if known.

2.4 Preliminary Meeting with the Planning Board

The Town Planner may also advise an Applicant to request a preliminary meeting with the Planning Board to receive comments from the public and abutters. If the Applicant requests a preliminary meeting, notice of such meeting shall be sent by regular mail to abutters and abutters-to-abutters within 300 feet of the subject property in accordance with the Town's notification standards for Site Plan Review. All materials for a preliminary meeting shall be submitted twenty-one (21) days prior to the meeting date. The Applicant shall pay a fee for a Preliminary Meeting as established in the Planning Board Fee Schedule.

While the Planning Board may offer opinions on the viability of a particular site modification, improvement, or design, compliance with these Regulations, and the probability of securing waivers from the requirements, all such comments are nonbinding and shall not be construed by the Applicant as commitments to later approval.

SECTION 3

SITE PLAN REVIEW PROCEDURES

3.1 Site Plan Submission/Application Requirements

- (a) Application Package. The Site Plan Review Application (Appendix A) shall be accompanied by the following requirements for the Application Package:
- i. All site plans shall be prepared by a certified architect, landscape architect, or civil engineer registered in the Commonwealth of Massachusetts.
 - ii. All landscape plans shall be prepared by a certified landscape architect registered in the Commonwealth of Massachusetts.
 - iii. All building elevations shall be prepared by a certified architect registered in the Commonwealth of Massachusetts.
 - iv. All plans shall be on standard 24" by 36" sheets, and drawings prepared at a scale of one inch equals forty feet (1"=40') or larger or as requested by the Planning Division, prepared, signed, and stamped by a professional licensed in the Commonwealth of Massachusetts, including a Registered Professional Engineer, a Registered Land Surveyor, a Registered Architect, or a Registered Landscape Architect or other appropriate professional.
 - v. The submission shall include one full set of plans on 11" x 17" sheets. All plans and documents shall also be provided in electronic format as a PDF and saved as individual files.
- (b) The Applicant shall provide the following additional information:
- i. Estimate of the anticipated electrical load based on the proposed use prepared by a certified electrical engineer.
 - ii. Review letter from Concord Municipal Light & Power confirming the capacity of the infrastructure for the site.
 - iii. Drainage system management plan and applicable documents such as draft condominium documents that show the intent and resources to maintain such systems in perpetuity.
 - iv. A completed Form S (for properties connected to sewer) or Form C (for properties with septic systems) for Title 5 review.
- (c) The Site Plan Review Application Checklist, attached as Appendix B, identifies the items required for submission.

- (d) The Planning Board may waive any or all components of the Application Package for projects that involve the addition of dwelling units to an existing building where such increase requires minimal changes to the exterior of the building and the access, circulation, and parking on the site. Minimal changes may include the addition of separate entrances to units and the reorganization of parking spaces on the site. A request for a new curb cut or widening an existing driveway do not constitute minimal changes.

3.2 Site Plan Filing

- (a) The Applicant shall file the Site Plan Review Application (Appendix A) and the Site Plan with the Town Clerk. The Applicant shall file a copy of the Application Package that has been date-stamped by the Town Clerk with the Planning Board in the Planning Division office.
- (b) Submissions shall include additional copies of all plans and materials as specified in the Site Plan Review Application Checklist (Appendix B).
- (c) The Town Planner shall deem the submission complete before scheduling the public hearing. If the Application Package is incomplete, the Applicant shall be notified within fifteen (15) business days.

3.3 Town Department/Division & Board/Committee Referrals

- (a) Upon receipt of the Site Plan Review Application, the Town Planner shall transmit one copy each to all applicable and appropriate Town Departments/Divisions, such as Natural Resources, Building, Health, Police, Fire, Public Works, and the Concord Municipal Light Plant.
- (b) Designated staff members of each Department/Division will review the Application Package and provide comments to the Town Planner for the Planning Board to review.
- (c) Other Town boards/committees and Departments/Divisions may recommend conditions or remedial measures to accommodate or mitigate the expected impacts of the development.
- (d) All Town boards/committees and Departments/Divisions shall provide a written response, even if only to say they have no comments.
- (e) The Planning Board shall not render a decision until it has received all board/committee and Department/Division comments. If comments are not returned to the Planning Board within twenty-eight (28) days of the request, the Planning Board shall assume that the Department/Division has no comment on the plan.

3.4 Planning Board Site Plan Hearing

Within forty-five (45) days after the determination of a complete Site Plan Review Application, the Planning Board shall hold a public hearing at a regularly scheduled Planning Board meeting.

3.5 Fees

- (a) Filing Fees. The Applicant shall submit a Filing Fee with the Site Plan Review Application (see Appendix C: Planning Board Fee Schedule). Failure to submit the fee at the time of submission will result in the Application Package being determined incomplete.
- (b) Outside Consultant Review Fees. In addition to Filing Fees, which are fees to offset mailing and administrative costs, the Planning Board may also require Outside Consultant Review Fees. When reviewing a Site Plan Review Application or when conducting inspections in relation to the Site Plan Review Application, the Planning Board may determine that the assistance of outside consultants is warranted. At the time of submission or at any time in the review process, the Planning Board may require the Applicant to pay an Outside Consultant Review Fee pursuant to M.G.L. Ch. 44 §53G and the Rules & Regulations for the Employment of Outside Consultants. The fee will consist of the reasonable costs incurred by the Planning Board for the employment of Outside Consultants engaged by the Planning Board to assist in the review of a proposed project.
 - i. In hiring outside consultants, the Planning Board may engage engineers, planners, lawyers, urban designers, architects, or other appropriate professionals who can assist the Planning Board in analyzing a project to ensure compliance with all relevant laws, bylaws, and regulations. Such assistance may include, but is not limited to, analyzing a Site Plan Review Application, monitoring or inspecting a project or site for compliance with the Planning Board’s decision or regulations, or inspecting a project during construction or implementation.
 - ii. See Appendix D: Planning Board Regulation & Procedure for Employment of Outside Consultants.

SECTION 4

ADMINISTRATION

4.1 Filing of Approval

- (a) In accordance with Section 11.8.6 of the Bylaw, the Planning Board shall render a site plan decision and shall file its decision with the Town Clerk within 90 days of receipt of a Site Plan Review Application, unless such time is extended in writing by agreement with the Applicant and notice of such extension is filed with the Town Clerk.
- (b) The Planning Board may impose such appropriate conditions, limitations, and safeguards as will ensure compliance with the terms of approval.

4.2 Approval Lapse

In accordance with Section 11.8.8 Term of Approval in the Town of Concord Zoning Bylaw, Site Plan Approval shall lapse if construction has not commenced within two (2) years from the date of approval. Section 11.8.8 also allows an extension of time that may be granted for up to six (6) months for Site Plan Approval by the Planning Board.

4.3 Approval by the Board of Appeals

Where a special permit from the Board of Appeals is required pursuant to another Section of the Bylaw, the Applicant shall file with the Board of Appeals first and receive approval from the Board of Appeals prior to filing for Site Plan Review.

4.4 Site Plan Approval

- (a) Site Plan Approval shall be obtained before the Applicant applies for a building permit. Site Plan Approval shall be granted upon determination by the Planning Board that the following conditions have been satisfied:
 - i. The Applicant has submitted the required fees and information as set forth in these Site Plan Rules and Regulations; and
 - ii. The project, as described in the Site Plan Review Application, meets the development standards set forth in Section 5 below and Zoning Bylaw Section 11.8.
- (b) The Planning Board may impose reasonable conditions, at the Applicant's expense, to ensure that these conditions have been satisfied.

4.5 Appeals

Decisions of the Planning Board may be appealed to a court of competent judgment in accordance with M.G.L. Ch. 40A §17.

SECTION 5 **DESIGN STANDARDS**

5.1 General

In considering a Site Plan, the Planning Board shall be guided by the general standards set forth in Section 11.8.5 of the Zoning Bylaws and may impose such appropriate conditions, limitations, and requirements as will ensure compliance with the terms of the Planning Board's approval.

5.2 Siting and Appearance

- (a) Buildings, parking, and other structures shall be located, to the extent possible, to protect, preserve, and complement unique natural areas, scenic vistas, wetlands, wetlands buffers, rare and endangered plant species, and animal habitats, trees with 6-inch diameter at breast height (4.5 feet above ground) or greater, historic features, and floodplain areas.
- (b) Buildings shall be located to reduce the visual impact of the buildings from adjacent properties.
- (c) Where feasible, the placement of the building on the lot should consider the suitability for solar or geothermal energy installations.
- (d) The Planning Board may adopt Design Guidelines to provide information to Applicants about architectural styles and components, including those from historic and contemporary buildings, that are considered valued by the Concord community and suitable for multifamily developments.

5.3 Landscaping and Buffers

- (a) In accordance with Section 6.2.9 of the Town of Concord Zoning Bylaws, landscape buffers, side yards, rear yards, and the other lot lines noted in Table III of the Zoning Bylaw shall be suitably landscaped.
- (b) Such landscaping shall be designed to reduce the visual impact of the principal use upon adjacent property using trees, shrubs, walls, fences, or other landscape elements.
- (c) Where the developed area adjoins land developed for residential use, suitable landscaping shall consist of a substantially sight-impervious screen of evergreen foliage at least eight (8) feet in height or planting of shrubs and trees complemented by a sight-impervious fence of at least five (5) feet but not more than eight (8) feet in height, or such other type of landscaping as may be required under Site Plan Approval.
- (d) The installation of plants on the Massachusetts Prohibited Plant List, as may be amended, is prohibited. To the maximum extent feasible, all landscaping shall be native or climate-adapted plants that are drought-resistant, tolerant to pests and salt, hardy for Zone 6 or Concord's hardiness zone as may be updated. The installation of invasive species, as identified by the Massachusetts Invasive Plant Advisory Group, is also prohibited.

- (e) In all developments, to the maximum extent feasible, existing trees shall be retained and used to satisfy the provisions of Section 5.

5.4 Parking, Driveway and Circulation Standards

An integrated parking, driveway, and circulation system that is suitable for vehicular and non-vehicular users shall be provided for each site. The following parking strategies are strongly encouraged: below-ground parking structures, pedestal or podium parking, tandem parking, grouped parking areas separated by landscaping, or attached parking structures. The following parking strategies are discouraged: large, open parking lots and detached parking structures. The following guidelines shall apply:

- (a) Driveways shall meet the requirements of the Town’s Driveway Permit Standards.
- (b) Where feasible, curb cuts shall be minimized.
- (c) Shared driveways are encouraged.
- (d) Parking shall be subordinate in design and location to the principal building façade.
- (e) Impervious surface reduction. Parking and circulation on the site shall be organized to reduce the amount of impervious surface to the minimum width acceptable to the Concord Fire Department. Where possible, parking areas shall be connected to minimize curb cuts onto public rights-of-way.
- (f) Surface parking location. Surface parking shall be located at the rear or side of the principal building. Parking shall not be located in the setback between the principal façade of the building and any lot line adjacent to the right-of-way.
- (g) Parking screening. Surface parking adjacent to a public sidewalk shall be screened by a landscaped buffer of sufficient width to allow the healthy establishment of trees, shrubs, and perennials, but no less than 6 (six) feet in depth. The buffer may also include a fence or wall of no more than three feet in height.
- (h) Integrated garages. The principal pedestrian entry into the building shall be more prominent in design and placement than the vehicular entry into any integrated garage.
- (i) Parking structures. Building(s) dedicated to structured parking on the same lot as one or more multi-family buildings shall be subordinate in design and placement to the multi-family building(s) on the lot.
- (j) Parking Materials. The parking surface may be concrete, asphalt, decomposed granite, stone dust, bricks, or pavers, and other similar pervious materials but not including grass or soil not contained within a paver or other structure. Pervious pavement is encouraged in place of impervious pavement.
- (k) Wayfinding. For properties with multiple parking areas, a multi-facility sign is encouraged. Secondary signage and lighting within a garage or parking lot shall have directional guidance.

5.5 Erosion Control

Erosion and soil sedimentation shall be minimized by using the following erosion control practices:

- (a) The development shall be designed to fit the site's physical characteristics, including the topography, soils, and natural drainage systems.
- (b) Once construction activities are underway, the amount of area and duration of exposure shall be kept to a minimum, as required by the Concord Public Works Design & Construction Standards & Details and the Massachusetts Erosion Sediment and Control Guidelines.
- (c) Temporary erosion control measures shall be used during construction.
- (d) Exposed or disturbed areas due to stripping of vegetation, soil removal, and regrading shall be permanently stabilized within six months of occupancy.
- (e) Permanent vegetation and mechanical erosion control measures shall be installed as soon as possible after construction ends, as directed by the Natural Resources Commission.

5.6 Stormwater Drainage and Management

- (a) Stormwater management. The Applicant shall demonstrate their proposed strategies for compliance with the most current versions of the Massachusetts Department of Environmental Protection Stormwater Management Standards, Massachusetts Stormwater Handbook, Massachusetts Erosion Sediment and Control Guidelines, and, if applicable, any additional requirements under the Town of Concord's MS4 Permit for projects that disturb more than one acre and discharge to the Town's municipal stormwater system.
- (b) The Applicant shall also provide an Operations and Management Plan for both the construction activities and ongoing postconstruction maintenance and reporting requirements.
- (c) The Applicant shall also provide a Post-Construction Stormwater Management Plan and its associated Long-Term Operation and Maintenance Plan which shall comply with the current Massachusetts Stormwater Handbook and the Concord Public Works Design & Construction Standards & Details.
- (d) Low Impact Development (LID). Low Impact Development (LID) management practices, including nature-based management measures in site design and environmentally sensitive design principles, shall be incorporated unless infeasible, and shall comply with the following requirements:
 - i. Reduce runoff and pollutant loading by managing runoff as close to its source as possible;

- ii. Use integrated LID and individual small-scale stormwater management practices (isolated LID practices) to promote the use of natural systems for infiltration, evapotranspiration, harvesting and use of rainwater, and reduction of flows to drainage collection systems;
 - iii. Reduce impervious cover;
 - iv. Conserve and protect natural lands, especially open space landscapes, high-quality wildlife habitat, and existing farmland;
 - v. Use compact building design and increase density to prevent sprawl, enhance walkability, and preserve more undisturbed natural areas;
- (e) Subsurface detention and infiltration systems shall be designed with access manholes and inspection ports to provide proper means to inspect and maintain the system. All subsurface detention and infiltration systems shall contain an internal “forebay” or pre-treatment chamber row which will allow treatment of first flush runoff (the first 1” of any rainstorm) before discharging stormwater to the remainder of the system and shall be designed to allow for proper access for inspection and maintenance.
- (f) Infiltration measures shall be provided to mitigate post-development increases in stormwater runoff and water volume resulting from proposed rooftops. Runoff from proposed rooftops throughout the site shall be directly routed to dedicated infiltration Best Management Practices (BMPs). Discharge of roof runoff directly to surface grade is strictly prohibited. If runoff is directed to infiltration BMPs which also mitigate surface runoff, the roof runoff shall be directly discharged to the BMP and not allowed to comingle with untreated surface runoff prior to discharge to the BMP. Installation of metal roofs on buildings and structures depicted on the site plan shall meet the requirements of the most current updated version of the Massachusetts Stormwater Handbook.
- (g) Use of roof gardens or other mitigation strategies are encouraged.
- (h) All drainage structures shall be maintained on a regular basis. The Homeowners Association, Condominium Association, or management company, as applicable, shall be responsible for maintaining such structures in perpetuity.

5.7 **Buildings**

- (a) Principal façade. The primary building shall have its principal façade and entrance facing the principal street.
- (b) Building entries. Where feasible, building entries shall be clearly defined and linked to a paved pedestrian network that includes the public sidewalk.
- (c) Multiple principal buildings on a lot.
 - i. The orientation of multiple buildings on a lot shall reinforce the relationships among the buildings. All building façades shall be treated with the same care and attention in terms of entries, fenestration, and materials.

- ii. The building(s) adjacent to a public street shall have a pedestrian entry facing a public street.
 - iii. A paved pedestrian network shall connect parking to the entries to all building(s) and the buildings to each other.
- (d) Shared Outdoor Space. Multi-family housing shall have common outdoor space that all residents can access. Such space may be in any combination of open green space, playground, dog park, courtyard, plaza, rooftop, or terrace. All outdoor space, active and passive, shall count towards the project’s minimum Open Space requirement under Zoning Bylaw Section 7.11.
- (e) Corner Lots.
- i. A building on a corner lot shall indicate a primary entrance either along one of the street-facing façades or on the primary corner as an entrance serving both streets.
 - ii. Such entrances shall be connected by a paved surface to the public sidewalk, if applicable.
 - iii. All façades visible from a public right-of-way shall be treated with similar care and attention in terms of entries, fenestration, and materials.

5.8 Site Layout

- (a) Walkway connectivity. Developments shall provide an accessible pedestrian network to other buildings on the site, parking, and the public sidewalk, with minimal interruption by driveways. Parking lot aisles and access and interior driveways shall not count as walkways. Walkways shall be shaded where possible.
- (b) Site amenities. The Board may require benches, waiting areas, bicycle racks, stroller bays, and other pedestrian amenities near building entrances. Building entrances shall provide shelter from the weather.
- (c) Open Space. Required open space shall be contiguous within the site and, where feasible, with open space on adjoining lots to facilitate the movement of wildlife and support the health of plantings.
- (d) Mechanicals. Fencing, plantings, or a combination of both and appropriate siting shall screen mechanical equipment to mitigate the visual and auditory impact of the equipment.
- (e) Solid waste and recycling. On-site solid waste storage, including any provision for recycling and composting, shall be screened by fencing or plantings. For multi-family projects of five or more units, solid waste and recycling collection points shall be located within each principal building on the site.

5.9 Outdoor Lighting

- (a) Light levels shall meet or exceed the minimum design guidelines defined by the Illuminating Engineering Society of North America (IESNA) and shall provide the illumination necessary for safety and convenience while preventing glare and overspill onto adjoining properties and reducing the amount of skyglow.
- (b) Outdoor lighting shall use 3,000K or warmer fixtures.
- (c) Lighting fixtures shall contribute to the overall character of the building and be consistent with the overall design of the site development.
- (d) Motion-activated controls or timers that dim or turn off exterior lights beyond regular operating hours shall minimize unnecessary nighttime lighting.
- (e) Top-mounted sign lighting with shields shall be directed so that the light falls entirely on the sign. Such light fixtures shall be positioned so that the light source (bulb) is not visible from any point of the property or the roadway.

5.10 Utilities

- (a) Wastewater. There shall be adequate capacity to meet the flow demands of the proposed use under the standards of the Concord Public Works Department, the Board of Health, and the Massachusetts Department of Environmental Protection.
- (b) Water. The Concord Public Works Department shall confirm that there is adequate water capacity to meet the proposed project's flow demands.
- (c) Underground utilities. All utility services, including but not limited to electrical, cable, and telecommunications services, shall be installed underground.

5.11 Fire Safety & Protection

- (a) Fire and emergency vehicle access shall be provided to each building shown on the site plan.
- (b) Emergency access shall be designed to be maintained and kept passable at all times of the year.
- (c) Fire protection measures meeting the Fire Code shall be required for all developments as specified by the Fire Chief.
- (d) All multi-family buildings that require a fire protection system connected to the public water supply shall have a mechanical room with access from the outside of the building equipped with a Knox Box for Fire Department and Water Department access.
- (e) Any Site Plan Review Application that proposes the use of a fire pond or design for a cistern shall include information on the grading of the pond or cistern and the height of the water table. A registered professional engineer shall sign and stamp the plan. The Fire Department shall review all fire pond and cistern designs.

5.13 Sustainability

Each multi-family building shall incorporate to the maximum extent possible sustainable design practices that:

- (a) Strive to achieve net-zero operations including on-site renewable energy production and strategies that promote water and energy efficiency and eliminate harmful materials. The goal is for the building(s) to deliver the best functional design while achieving high levels of performance for health, energy, and resilience.
- (b) Adapt or reuse existing structures and infrastructure to the extent feasible.
- (c) Increase the reuse of demolished onsite materials within the new project.
- (d) Reduce or eliminate the use of fossil fuels for building conditioning and operation in favor of building electrification and passive design strategies.
- (e) Prioritize the selection and use of high-efficiency and high-quality construction materials, including reclaimed and recycled materials, that minimize embodied carbon emissions.
- (f) Reduce the heat island effect on site by shading impervious surfaces such as roofs and hardscapes. Strategies include, but are not limited to, shade trees, canopies or awnings, and a combination of green roofs, blue roofs, or rooftop solar.

5.14 As-Built Plans

- (a) Final As-Built Plans showing the location of all buildings and structures, all exterior lighting fixtures, and all utilities (including but not limited to one or more of the following: septic system, leaching area, underground piping, vent pipes, drainage facilities, well and well pipes, electric, gas, and phone lines) shall be submitted in paper and CAD format and approved prior to the issuance of an occupancy permit.
- (b) A registered professional engineer shall provide volumetric calculations for the as-built conditions for all stormwater detention/retention facilities. If these calculations show smaller incremental volumes than proposed, the hydrologic calculations shall be re-run with as-built data to show that the drainage system will function as designed.
- (c) The applicant shall submit a letter issued by a registered professional engineer stating, under pains and penalties of perjury, that the as-built plan is consistent in all aspects with the plan reviewed and approved by the Planning Board or the Building Commissioner, identifying any changes from the original approval, and that all conditions of approval have been met.

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