



TOWN OF LITTLETON
APPLICATION TO THE PLANNING BOARD
Village Common & King Street Common FBC Area
ADOPTED Feb. 3, 2022

Littleton Town Offices
 37 Shattuck Street
 Room 303
 Littleton, MA 01460
 (978) 540-2425

*Submit this Application with Form 1H Checklist for any project that is required to comply with Article XXX and applicable sections of Article XXXI

PART I. PROJECT SUMMARY

Project Name: _____

Project Type: New Construction Interior Renovation (No exterior change) Exterior Renovation and/or Addition Other

Project Uses: (e.g., Multifamily dwelling)	Existing Gross Sq. Ft.	Proposed Gross Sq. Ft.	If Residential, Number of Units
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total:	_____	_____	_____

*For additional uses, please attach a separate sheet.

Total Off-street Parking Spaces: _____

Site Coverage:

1. Total Site Area (sq. ft.) _____
2. Total Building Footprint (sq. ft.) _____
3. Total Building Coverage (%) _____
4. Total Paved Surfaces (sq. ft.)
(including access drives, parking, walkways, etc.) _____
5. Total Impervious Area (sq. ft.) (#2 + #4) _____
6. Total Impervious Cover Ratio (%) _____

PART II. PROJECT TEAM & EXPERIENCE

DEVELOPER

Name of Entity & Business Address	Contact:
Name:	Name:
Address Line 1:	Phone:
Address Line 2:	Email:
City/State/Zip:	
Phone:	

SITE / CIVIL ENGINEER

Name of Entity & Business Address	Contact:
Name:	Name:
Address Line 1:	Phone:
Address Line 2:	Email:
City/State/Zip:	
Phone:	

ARCHITECT

Name of Entity & Business Address	Contact:
Name:	Name:
Address Line 1:	Phone:
Address Line 2:	Email:
City/State/Zip:	
Phone:	

LANDSCAPE ARCHITECT

Name of Entity & Business Address	Contact:
Name:	Name:
Address Line 1:	Phone:
Address Line 2:	Email:
City/State/Zip:	
Phone:	

*For additional team members, please attach a separate sheet.

PART III: REQUIRED ATTACHMENTS

Submitted materials must provide the following, based on the scope of the proposed development:

- ❑ **Project Narrative.** Applicant must provide a detailed project narrative providing enough information for the Planning Board to understand the proposed development and how it will meet the goals of the Village Common or King St Common districts. In particular, the narrative must address, at minimum, the following:
 - Economic development
 - Pedestrian safety (including, but not limited to, accessibility and universal design,
 - Sustainability (including, but not limited to, stormwater management, low-impact development, energy efficiency, photovoltaic (PV) devices, electrical vehicle charging)
 - Site and landscape design (including, but not limited to, open space gathering areas, native plantings, outdoor lighting control, noise mitigation)

- ❑ **Development Team Qualifications.** A narrative description of the experience and qualifications of members of the development team. Identify recent comparable developments completed in Massachusetts by project name, location, year completed, and summary details. Identify developments where proposed team members collaborated on projects in the past.

To facilitate Lot Standards (§173-220) and Site Standards (§173-224) review:

- ❑ **Site Plan(s).** In addition to Site Plan Review requirements, the VC/KC Site Plan(s) must include the following information:
 - General:
 - North arrow and graphic scale
 - Lot lines
 - Adjacent rights-of-way, street names, and easements
 - Abutting properties and respective uses
 - Buildings:
 - Position of all existing and proposed buildings
 - Indication and overall dimensions of primary massing(s) and building component(s)
 - Distance of all building setbacks measured perpendicular to lot lines
 - Distance of separation between all buildings, including existing and proposed
 - Sidewalk width(s) along front lot line(s)
 - Vehicular Access and Parking:
 - Location and design of proposed curb cut(s) and widths, if applicable
 - Location and width(s) of driveway(s)
 - Location and number of off-street parking spaces, including handicap spaces
 - Distance of parking setback from front lot line(s)
 - Location of shared driveway and/or cross-access connection(s), if applicable
 - Screens where abutting residential use
 - Parking structure, if applicable
 - Lot Development:
 - Total lot area (sq. ft.)
 - Building footprint(s) (sq. ft.)

- Paved surfaces (sq. ft.), including access drives, parking, walkways, etc.
- Façade Build Out and Frontage Types:
 - Total lot width
 - Total width of all building façade(s)
 - Indication of frontage type(s) along front lot line(s)
- Open Space:
 - Pedestrian walkways
 - Parks and recreation areas
- Screens:
 - Location of screens for loading facilities, service areas, and mechanical equipment

To facilitate Building Standards (§173-221) review, submit the following drawing set (Conceptual Building Plan(s), Building Elevations, and Cross Sections) for each proposed building.

Conceptual Building Plan(s) per building, showing:

- General:
 - North arrow and graphic scale
 - Adjacent rights-of-way, street names, and easements, if applicable
- Primary Massing(s) and Building Assembly:
 - Indication of primary massing(s) and building component(s)
 - Width and depths of primary massing(s)
 - If more than one primary massing, distance of offset between exterior walls of primary massings
- Uses and Features:
 - Indication of use(s) and floor area per floor
 - For residential use, number of dwelling units
 - Indication of principal entrance(s)
- Building Components:
 - Dimension requirements for all building component(s), including, but not limited to, setback from primary massing, widths, depths, stories, heights, projections, and setback encroachments.
- Frontage Types:
 - Indication of frontage type(s)
 - Dimension and design requirements for all frontage type(s), including, but not limited to, paved areas, landscaped areas, structure projections, bicycle parking, and seating.

Minimum Four (4) Building Elevations per building, showing:

- General:
 - Graphic scale
- Primary Massing(s):
 - Widths, depths, and heights of primary massing(s)
 - Indication of roof pitch type
 - Indication of roof architectural features, including, but not limited to, mechanical and stairwell; penthouses; vents or exhausts; solar pens or skylights; etc. (§173-221.I.a.)
- Building Height and Features:
 - Total building height (as defined in Article II, Definitions)

- Indication of principal entrance(s)
- Building Components:
 - Dimension requirements for all building component(s), including, but not limited to, setback from primary massing, widths, depths, stories, heights, projections, and setback encroachments.
- Fenestration:
 - Ground story fenestration dimensions and total glazing percent
 - Upper story fenestration dimensions and total glazing percent
- Frontage Types:
 - Indication of frontage type
 - Dimension and design requirements for all frontage type(s), including, but not limited to, paved areas, landscaped areas, structure projections, bicycle parking, and seating.
- Screens:
 - Dimensions and design of screens for loading facilities, service area, and mechanical area
- ☐ **Minimum Two (2) Cross Sections per building**, showing:
 - General:
 - Graphic scale
 - Story Height:
 - Heights of ground story and second story (as defined in §173-221.D.a.i.)
 - Heights of half story(ies), (as defined in §173-221.D.a.ii.)
 - For half story(ies), distance between where roof rafters intersect the wall plate or top of wall frame of the exterior walls and the finished floor of the half story (as defined in §173-221.D.b.).
 - Number of Stories:
 - Indication of the number of stories (as defined in §173-221.E.)
- ☐ **Perspective Views.** Perspective views are strongly encouraged, but not required and can include:
 - Aerial view(s) showing the full extent of the project and lot
 - Ground-level view(s) from the primary rights-of-way
 - Ground-level view(s) of principal building frontage areas and entrances

To facilitate Design Guidelines (§173-222) review:

- ☐ **Written Design Guidelines Narrative.** Narrative explaining consistency with the Design Guidelines, referencing application drawings or additional drawings as necessary.

If you wish to review application requirements and/or materials with Planning Department Staff prior to submitting your application, please call 978-540-2425, or email the Planning Department.