



# Town of Brookline Massachusetts

PLANNING DEPARTMENT  
**Alison C. Steinfeld**  
Planning Director

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May 23, 2016

Mr. Robert Roth  
Roth Family LLC  
40 Centre Street  
Brookline, MA 02445

## RE: 40 Centre Street Comprehensive Permit Application

Dear Mr. Roth:

I have reviewed the application for completeness in accordance with 760 CMR 56.05(2)(a-h) and Brookline ZBA Regulations, Part H "Rules and Regulations for G.L. c.40B Sec. 21 Comprehensive Permits Section 3. Below is a list of elements that must be provided.

### Required Application Elements

Boldfaced text indicates requirements specified in the state regulations. Local regulations that are consistent with state regulations are not reproduced below. *Italic text indicates additional requirements specified in the local regulations.*

- (a) preliminary site development plans showing the locations and outlines of proposed buildings; the proposed locations, general dimensions and materials for streets, drives, parking areas, walks and paved areas; and proposed landscaping improvements and open areas within the site. An Applicant proposing to construct or rehabilitate four or fewer units may submit a sketch of the matters in 760 CMR 56.05(2)(a) and (c) which need not have an architect's signature. All Projects of five or more units must have site development plans prepared by a registered architect or engineer;

#### Staff Review

- **Provide description of materials proposed for paved areas—impervious or permeable?**
- **Indicate the type of plantings (species, height at planting) proposed for side yard.**

- (b) a report on existing site conditions and a summary of conditions in the surrounding areas, showing the location and nature of existing buildings, existing street elevations, traffic patterns and character of open areas, if any, in the neighborhood. This submission may be combined with that required in 760 CMR 56.05(2)(a);

#### Staff Review

- **Provide an atlas map showing the abutting parcels with the footprints of the structures on those parcels along with the proposed site plan for the project. Include dimension labels indicating setbacks on abutting parcels and project site.**
- **Elevation schematics (include dimension labels for height) and renderings showing the proposed structure in the surrounding context (the rowhouses to the left and the residential neighborhood to the right).**

- (c) preliminary, scaled, architectural drawings. For each building the drawings shall be prepared by a registered architect, and shall include typical floor plans, typical elevations, and sections, and shall identify construction type and exterior finishes;

**Staff Review**

- **Provide a site section that shows the relative scale of the building in relation to the structure to its left and any changes in grade.**
- **Provide scaled elevation drawings of the proposed building not just renderings.**
- **Provide a full size version of scaled plans.**

- (d) a tabulation of proposed buildings by type, size (number of bedrooms, floor area) and ground coverage, and a summary showing the percentage of the tract to be occupied by buildings, by parking and other paved vehicular areas, and by open areas;

**Staff Review**

- **Indicate what percentage of the project site consists of building coverage and paved areas.**

- (e) where a subdivision of land is involved, a preliminary subdivision plan

**Staff Review**

- **Not applicable.**

- (f) a preliminary utilities plan showing the proposed location and types of sewage, drainage, and water facilities, including hydrants;

*(vi) ... Adequate supporting information shall be provided to demonstrate compliance by the Town's Stormwater Management Bylaws. If a waiver from full compliance is requested, the nature and reasons for the waiver shall be specified in detail.*

**Staff Review**

- **The project team has met with Peter Ditto, the Director of Engineering and Transportation, to discuss required materials that indicate the project is in compliance with Article 8.26 (on-site stormwater management). Mr. Ditto has not yet received updates to the conceptual plan showing compliance with Art. 8.26; however, he expects the applicant to submit them. To confirm, this is a required component of the application, and plans remain outstanding.**

- (g) the Project Eligibility letter, showing that the Applicant fulfills the requirements of 760 CMR 56.04(1);

**Staff Review**

- **PEL application was provided to the Town when Applicant submitted PEL to the subsidizing agency. Nothing further required.**

- (h) a list of requested Waivers.

**Staff Review**

**Nothing further required at this time.**

Additional requirements specified in Brookline ZBA Regulations:

*(x) a list of each member of the development and marketing team, including all contractors and subcontractors, to the extent known at the time of Application. The Applicant shall also be required to disclose its relationship to all such entities;*

*(xi) a list of all prior development projects completed by the Applicant, along with a brief description of each project*

**Staff Review**

- **Provide the name and address of legal counsel.**

**Additional Materials**

- A digital 3D model of the structure and site in context with surrounding buildings.

Other departments and divisions; namely, fire, police, traffic, and engineering will provide separate comments to ZBA and might request additional materials from the applicant. The traffic study does not address all of the analysis that staff requires, but these questions are better handled under peer review.

Please submit requested materials by June 6, 2016. I am glad to review this matter with you at your convenience. Thank you.

Sincerely,

Maria Morelli  
Senior Planner

Cc: Jesse Geller, Brookline Zoning Board of Appeals