



# Checklist of Petition Requirements

	Special Permit	Variance	Major Site Plan
<b>Copies of the denial letter from the Zoning Enforcement Officer</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Photographs of the proposed site</b> (Black & White copies for petition sets are sufficient)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Submittal Fees</b> (Fees vary and may be paid by personal check, treasurer's check or money order)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Development Impact Statement (DIS)*</b>	At discretion of ZBA*		<input type="checkbox"/>
<b>Plans</b>			
<b>Locus plan or certified plot plan</b> at a scale of one (1) inch equals one hundred (100) feet, showing the entire project and its relation to existing areas, buildings and roads for a distance of one thousand (1,000) feet from the project boundaries or such other distance as may be approved or required by the planning board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site layout plan</b> , which shall contain the boundaries of the lot(s) in the proposed development, existing structures to be retained, proposed structures, drives, parking, fences, walls, walks, outdoor lighting, loading facilities, areas for snow storage after plowing, and all proposed recreational facilities and open space areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Architectural plan</b> , which shall include the ground floor plan and architectural elevations of all proposed buildings and a color rendering. (See Note 1 below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Topography and drainage plan*</b> , which shall contain the existing and proposed final topography at two-foot intervals and plans for handling stormwater drainage (including drainage calculations if necessary), and all wetlands including floodplain areas.	At discretion of ZBA*		<input type="checkbox"/>
<b>Utility plan*</b> , which shall include all facilities for refuse and sewage disposal or storage of all wastes, the location of all hydrants, fire alarm and firefighting facilities on and adjacent to the site.			<input type="checkbox"/>
<b>Landscaping plan*</b> , showing the limits of work, existing tree lines, and all proposed landscape features and improvements including screening, planting areas with size and type of stock for each shrub or tree, and including proposed erosion control measures.			<input type="checkbox"/>

**Note 1:** Certification is required that the proposal is in conformance with the provisions of the Americans with Disabilities Act and the Massachusetts Architectural Barriers Board.

**Note 2:** This list should be considered a summary of the requirements for Petition sets. The applicant should refer to the Chelsea Zoning Ordinance for a full description of the required contents as well as the distribution information. The Zoning Board of Appeals and Planning Board retain the right to require additional information as allowed in the Zoning Ordinance.

**For assistance with project requirements and submission procedure, please call the Department of Planning & Development at (617) 466-4180.**

**All Petition Sets Must be Submitted and Stamped by the City Clerk's Office**

City Hall, Room 101, 500 Broadway  
 Chelsea, Massachusetts 02150  
 Telephone (617) 466-4180  
 Fax (617) 466-4195

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