



TOWN MEETING

As Amended

Zoning Bylaw Section XVID. Large House Review

SECTION XVID. LARGE HOUSE REVIEW

A. PURPOSE

This Section is adopted by the Town to provide pre-construction and post-construction review of single family dwellings which meet the applicability standards set forth below.

B. DEFINITIONS

Total Living Area plus Garage Space - This term includes:

- (i) The sum of the horizontal area(s) of the above-grade floors, including portions of attics, in the residential building(s) on a lot, measured from the exterior face of the exterior walls; and
- (ii) Area(s) of attic(s) measured from the floor to the interior roofline if 7 ft. or greater in height, and 5 ft. or greater in height on a sloped interior roofline; and
- (iii) Garage and storage space, whether in principal or accessory structures, in excess of 600 sq ft.; and
- (iv) Basement areas multiplied by a fraction, the numerator of which is the external above ground surface of basement walls and the denominator of which is the total surface (both above and below ground) of external basement walls, provided that if such fraction is less than .25, then the basement areas shall not be included.

Calculations shall be determined in accordance with the Rules and Regulations adopted by the Planning Board.

C. APPLICABILITY

The provisions of this Section shall apply to all building permits issued after January 1, 2008 for new single family dwellings where the Total Living Area plus Garage Space of the dwelling, after completion, exceeds:

3,600 square feet for dwellings within the Single Residence 10,000 Square Foot Area Regulation District;

4,300 square feet for dwellings within the Single Residence 15,000 Square Foot Area Regulation District;

5,900 square feet for dwellings within the Single Residence 20,000 Square Foot Area Regulation District; and

7,200 square feet for dwellings within the Single Residence 30,000 and 40,000 Square Foot Area Regulation Districts.

The provisions of this section shall also apply to all building permits issued after January 1, 2008 for alteration of single family dwellings where the alteration will increase the Total Living Area Plus Garage Space of the dwelling in question by more than 10%, and the Total Living Area Plus Garage Space of the dwelling, after completion of the project, will exceed the applicable threshold, as listed above.

Notwithstanding the foregoing, the following are exempt from Planning Board review:

1. Changes to non-conforming single-family dwellings which are subject to a Finding in accordance with Section 6 of Chapter 40A M.G.L and SECTION XVII. PRE-EXISTING NON-CONFORMING USES, STRUCTURES AND LOTS., of this Zoning Bylaw,
2. The reconstruction of pre-existing, non-conforming buildings, damaged or destroyed by accidental cause, including fire, or otherwise damaged or destroyed without the consent of the owner, in accordance with SECTION XVII. PRE-EXISTING NON-CONFORMING USES, STRUCTURES AND LOTS., C. DISASTER REBUILD.
3. Attics that are determined by the Building Inspector to remain unfinished in perpetuity due to the slope or construction of the roof; and
4. The completion or finishing of attics in existing structures where there are no exterior alterations or changes.

D. PROCEDURE

1. General. Any applicant for a single family residential dwelling which is subject to this Section shall submit the required information, including plans indicating the delineation of the neighborhood, existing and proposed site conditions, photographs, topography, building elevations, proposed grading and landscape design described in the Rules and Regulations to the Planning Board through the Planning Director and shall not be entitled to the issuance of a building permit unless and until the dwelling is approved in accordance with this Section.
2. Waivers. The Planning Board may, in any particular case where it determines such action to be consistent with the purpose and intent of the Zoning Bylaw and otherwise in the public interest, waive strict compliance with certain application and review requirements contained in this Section and with the

Rules and Regulations adopted by it under this Section if it finds that the proposed construction, or certain aspects of the construction are de minimus based on the Standards and Criteria contained in Part E of this Section.

Waiver requests must be made in writing and shall be addressed in a preliminary meeting between the Planning Board and the prospective applicant, held not later than 21 days after receipt of the waiver request. An applicant who makes a waiver request shall not submit an application until after meeting with the Planning Board on the waiver request.

3. Review and Timing. The Planning Board and Design Review Board shall each meet separately with the applicant to discuss the applicability of the Standards and Criteria set forth in Part E of this Section after receipt of the submission to discuss the project. Although a public hearing is not required, notice of the Planning Board meeting shall be sent by mail, postage prepaid, to the abutters and abutters to the abutters within 300 feet of the property line of the applicant, as they appear on the most recent applicable tax list at least 10 days prior to the public meeting. Owners of land directly opposite the applicant on any public or private street or way shall be considered abutters under this Section. Written comments from abutters will be received and considered, and oral comments will be considered only at the discretion of the Planning Board. The Design Review Board shall prepare comments and recommendations as it deems appropriate and shall submit these to the Planning Board. The Planning Board shall prepare its decision and provide it to the applicant within 90 days of the submission as well as to the Building Inspector and Zoning Board of Appeals as may be appropriate. The Planning Board may seek the recommendations of other Town Departments depending on the nature of the application. If the Planning Board has not issued its decision within 90 days of receipt of the submission from the applicant, the project, as described in the submission, shall be deemed approved. The 90-day time limit may be extended by written agreement between the Planning Board and the applicant, signed by, or on behalf of, the applicant.
4. Approval. The Planning Board shall determine whether the Standards and Criteria for Review set forth below have been satisfied. In reaching its decision, the Planning Board shall consider the recommendations of the Design Review Board and other applicable Boards and Departments, and all other materials submitted to the Planning Board. If the Planning Board finds that the Standards and Criteria for Review have been satisfied, it shall approve the project as set forth in the submissions, provided that it may approve the project subject to conditions or plan modifications specified by the Planning Board in writing. A construction mitigation plan may be required if the site warrants erosion and sedimentation control measures. If the Planning Board finds that the Standards and Criteria for Review have not been satisfied, it shall disapprove the project, and shall state in writing the basis for its decision.
5. Issuance of Building Permit and Certificate of Occupancy. The Building Inspector shall not issue a building permit unless and until the project is approved by the Planning Board or is deemed approved in accordance with this Section and is filed at the Registry of Deeds. The Building Inspector shall

verify compliance with all required conditions or plan modifications prior to the issuance of a Certificate of Occupancy. The Building Inspector shall inform the Planning Director and the applicant of any failure to comply with conditions of plan approval or plan modifications pursuant to this section.

6. Revision and Amendment of Plans. Any revision, amendment or new information relating to an LHR application shall be considered as follows:
 - a. Pending LHR Applications. Revision or amendments relating to a pending LHR application that is before the Planning Board for review shall be accepted by the Planning Board as part of the original submission.
 - b. Previously Approved LHR Applications. Revisions or amendments to an LHR Application that has previously been approved by the Planning Board must be submitted to the Planning Director who shall make a determination as to whether the revisions are major or minor and shall be processed as follows:
 - i. Minor. If the Planning Director determines the proposed revisions or amendments to be minor, he or she shall determine the consistency of the revisions with the Planning Board's previous findings and the Standards and Criteria for Review, and either approve or deny the revisions accordingly. If denied, the Planning Director shall notify the applicant and the Planning Board within five (5) business days of the applicant's submittal of such revisions. The applicant may submit denied minor revisions to the Planning Board for their consideration; the Board shall either accept or reject the proposed revisions as part of the approved LHR application.
 - ii. Major. If the Planning Director determines the proposed revisions or amendments to be major, the Director shall notify the applicant and Planning Board within five (5) business days of the applicant's submittal to such revisions. The applicant may then submit the proposed revisions to the Planning Board, which shall either accept or reject the proposed revisions as part of the approved LHR application.

E. STANDARDS AND CRITERIA FOR REVIEW

1. Preservation of Landscape. The landscape shall be preserved in its natural state insofar as practicable by minimizing use of wetlands, flood plains, hilltops, any grade changes and vegetation and soil removal. Unique natural areas, topographic features such as ledge outcrops, significant trees and landscaping, and historic features shall be saved or enhanced insofar as practicable.
2. Scale of Buildings. All new construction shall be sited and implemented in a manner that is consistent with the scale of other structures in its vicinity through the use of appropriate massing, screening, lighting and other

architectural techniques such as variation in detail, form and siting. Consideration shall be given to the need for vegetated buffers. To the extent practicable this shall be based on the "Intent, Policy and Recommendations" specified in Part II. Design Criteria. of the "Design Guidelines Handbook" adopted by the Design Review Board and otherwise applying good architectural and aesthetic principles. Structures shall be arranged insofar as practicable to avoid casting shadows onto abutting property.

3. Lighting. Exterior lighting shall be only as needed to accomplish safety and design objectives and shall be arranged so as to minimize the impact on neighboring properties.
4. Open Space. Open space shall be as extensive as is practicable and designed so as to add to the visual amenities of the neighborhood for persons passing the site or overlooking it from nearby properties. To the extent practicable this shall be based on the "Intent, Policy and Recommendations" specified in Part II. Design Criteria. of the "Design Guidelines Handbook" adopted by the Design Review Board
5. Drainage. The development shall incorporate measures that are adequate to prevent pollution of surface or groundwater, to minimize erosion and sedimentation, and to prevent changes to groundwater levels, increased rates of runoff, and minimize potential for flooding. Drainage shall be designed so that groundwater recharge is maximized, and so that the rate of runoff shall not be increased at the project boundaries.
6. Circulation. Walkways, drives and parking shall be safe and convenient and, insofar as practicable, not detract from the use and enjoyment of adjacent properties and Town streets.

F. FEES

Any applicant seeking plan approval under this section shall submit an application and pay such fees as shall be determined by the Planning Board, to cover any expenses connected with public notice and review of plans, including but not limited to the costs of any engineering or planning consulting services necessary for review purposes.

G. RULES AND REGULATIONS

The Planning Board may promulgate or amend Rules and Regulations which pertain to the plan approval process under this section, and shall file a copy of said rules in the office of the Town Clerk. Such rules may prescribe the size, form, contents, style, and number of copies of plans and specifications, and the procedure for the submission and approval of such review so long as the Rules and Regulations conform to this SECTION XVII. LARGE HOUSE REVIEW of the Zoning By-law. The adoption or amendment of Rules and Regulations shall be after a public hearing to receive comments on the proposed or amended Rules and Regulations. The public hearing shall be advertised once in a newspaper of general local circulation, at least 14 days prior to the date of the public hearing.

H. APPEALS

An applicant, or any person receiving notice under paragraph D., 4. above, may appeal the Planning Board's approval, denial, conditions or plan modifications to the Zoning Board of Appeals in accordance with SECTION XXIV. PERMIT GRANTING AUTHORITY.

A True Copy

Attest

Kathleen Nagle
Town Clerk

Wellesley Large House Review Regulations

I. WHAT IS LARGE HOUSE REVIEW?

Many Wellesley residents have become concerned that some large single-family homes are out of context with surrounding houses and are having detrimental impacts on neighborhood character. The 2007 Wellesley Comprehensive Plan presented options that the Town could use to address this problem. The Planning Board proposed a new section for the Zoning Bylaw, Large House Review (LHR), which was passed by Town Meeting in November 2007. LHR is incorporated into the Wellesley Zoning Bylaw in Section XVID, which may be accessed on the Town website.

LHR requires a review process for new single-family homes and additions that exceed certain dimensional thresholds. LHR applies to all sufficiently large new single-family homes and additions being constructed in Wellesley, not just those in a historic district or a neighborhood conservation district. The intent of this review process is not to mandate certain designs or restrict house size, but to ensure that a new large house or addition will be compatible with the scale and character of nearby properties. Once a complete LHR application is filed, the Planning Board must render a decision within 90 days. The new LHR bylaw provision and regulations will be in effect beginning January 1, 2008.

II. DOES LHR APPLY TO MY PROJECT?

LHR is triggered when the size of a new single-family home or alteration to a single-family home exceeds dimensions established in the LHR section of the Zoning Bylaw. Size will be based on the concept of "Total Living Area plus Garage Space" (TLAG), as defined in the Zoning Bylaw, and explained below. Review thresholds vary according to the zoning district in which the house in question is situated. You must consult the Town Zoning Map to determine which Single Residence District your house is in.

LARGE HOUSE REVIEW THRESHOLDS

- If your house is in the Single Residence 10,000 SF Area Regulation District, then the TLAG threshold for review is 3,600 SF.
- In the Single Residence 15,000 SF Area Regulation District, the TLAG threshold is 4,300 SF .
- In the Single Residence 20,000 SF Area Regulation District, the TLAG threshold is 5,900 SF.
- In the Single Residence 30,000 and 40,000 SF Area Regulation Districts. the TLAG threshold is 7,200 SF.
- Any new residence that exceeds the applicable TLAG threshold is also subject to LHR.
- Any alteration of an existing residence in which the TLAG of the residence following completion of the proposed alteration will exceed the applicable threshold is subject to LHR, provided that the alteration will increase the TLAG of the residence by more than 10%.
- Finishing an existing basement of a house completed for three or more years, whether or not this equals or exceeds the 0.25 fraction does not count as TLAG.

A. How is TLAG determined?

House size is calculated using the methodology established by the Board of Assessors and a formula created by the new LHR section of the Zoning Bylaw.

TOTAL LIVING AREA PLUS GARAGE SPACE (TLAG)

TLAG will include:

- All finished area above ground (calculated from the outside measurements of the dwelling); and
- Garage space and storage buildings to the extent they are larger than 600 SF taken together; and
- Basement areas multiplied by a fraction whose numerator is the external above ground surface of basement walls and whose denominator is the total surface (both above ground and below ground) of external basement walls. If this fraction is less than 0.25, the basement areas will not be included in TLAG. In other words, if more than 25% of the area of basement walls appears above ground, then a portion of basement area, according to this formula, is to be included in TLAG.

CALCULATING TLAG

Measurements of House: Measurements are taken from the exterior surface of the exterior walls and rounded to the nearest foot.		
	<i>Counted as TLAG</i>	<i>Not Counted as TLAG</i>
Attic	▪ Finished attic space counted at 25% of floor area of the attic	▪ Unfinished attic space ▪ Attic space served only by ladders or pull-down stairways
Basement	▪ The square footage of basement areas multiplied by a fraction, the numerator of which is the external above-ground surface of basement walls and the denominator of which is the total surface (both above and below ground) of external basement walls. If the fraction is 0.25 or greater, the basement area will be included in the square footage calculation.	▪ Basement areas, if the above-ground fraction is less than 0.25
Chimney	▪ Interior areas occupied by a chimney	▪ The exterior area occupied by a chimney (<i>i.e.</i>, above the roofline and/or on the side of a house)
Fractional Stories	▪ Counted as a percentage of the first-floor area (<i>e.g.</i>, a half-story is calculated as 50% of the first-floor area)	NA
Garage Space and Storage Buildings	▪ Area in excess of 600 square feet total for all garage/storage buildings	▪ Up to 600 square feet in total
Multi-Story Interior Space	▪ Features such as a foyer, balcony, vaulted ceiling, or	▪ Features which occupy space that would otherwise be

	cathedral ceiling with a ceiling height of 12 or more feet are counted for multiple stories.	unfinished attic space, will not be counted.
Patios and Decks	NA	▪ Covered or uncovered patios ▪ Areas under a canopy ▪ Decks
Porches	▪ Heated porches	▪ Unheated porches
Windows, Bay or Bow	▪ Windows having a foundation	▪ Windows having no foundation

The applicant may determine whether LHR applies, or he/she may request assistance from the Building Department or Planning Department. If a project is not subject to LHR, the applicant may apply directly to the Building Department for a building permit. Otherwise, the applicant will have to undergo LHR by the Design Review Board (DRB) and Planning Board.

B. What if I want to add to or alter my just-finished new home?

Multiple building permits that increase TLAG at the same location within any three-year period (i.e., within a three-year moving window) shall be collectively considered as one project for the purposes of LHR thresholds.

III. WHAT DO I HAVE TO DO TO APPLY FOR APPROVAL?

Applicants are strongly encouraged to meet with the Planning Department prior to submitting an LHR application. At this meeting, staff members will discuss the materials that should be submitted with the application and whether an applicant may apply for a waiver for some of the application requirements. Incomplete applications will not be submitted to the Planning Board and Design Review Board for review.

A. What constitutes a complete application?

Application for LHR should be submitted to with the Planning Department following the grant or denial of any waiver request by the Planning Board (see Section IIIB). The applicant is responsible for submitting application materials and a review fee. All checks for filing fees should be made out to the "Town of Wellesley." If a review fee is not submitted with the application, the application shall be deemed incomplete and will not be forwarded to the Planning Board or Design Review Board.

The fee will be \$2,500 for any project that involves construction of a new house.

The fee for additions will be the percentage by which the residence will be increased in size x \$2,500, but not more than \$2,500. For example, an addition of 900 SF to an existing 3,000 SF house in the SRD10 will incur an LHR fee of 30% of \$2,500, or \$750. An addition of 2,000 SF to an existing 1,800 SF house in the SRD10 will incur the full LHR fee of \$2,500.

REQUIRED APPLICATION MATERIALS	
Scale:	All plans must be drawn to a uniform scale (preferably 1"=10', 1"=20', or 1"=30').
Size:	All plans shall be a minimum size of 11"x 17" (preferred) and a maximum size of 24"x 36", with 3/4" borders. Letter sizes on plans should be no smaller than 1/8". At least one full size set of plans at no less than 1/4" scale shall be submitted.
Number of Copies:	10 hard copies and an electronic file of all submission materials

<i>Format for Electronic Submittals:</i>	Digital plan submittals shall be in conformance with the standards promulgated by MassGIS. This information is available at the Planning Department office. Photos should be organized and contain clear explanatory captions. Total photo file size should not exceed 2 MB.		
Existing Conditions			
<i>Item</i>	<i>Required Elements</i>	<i>Waiver Allowed?</i>	<i>Conditions for Waiver</i>
Site plan	▪ Existing site conditions ▪ Location of buildings ▪ Location, type, size, or dimension of trees over 6” caliper ▪ Significant natural features ▪ Surface drainage and topography (1-foot contours) ▪ Property lines ▪ Zoning districts ▪ Adjacent roadways ▪ Historical features ▪ Rights-of-way and easements ▪ Wetlands and floodplains ▪ Adjacent public paths/trails ▪ Other natural or man-made features such as walls and fences	Yes Limited waivers may be granted for areas that will be unaffected by the project.	Applicant documents no change or a minimal change is being made to existing site features
Site photographs	Must show existing natural features and buildings, including those on contiguous lots	Yes	Current and satisfactory images are on file with the Planning Department
Plans of the location of existing and/or former building (demolished within the past five years) on the lot	Photographs of all sides of the building, drawings of building elevations, and floor plans, if available	Yes	Floor plans of all existing structures, including accessory buildings, may be waived if these structures are to be removed
Proposed Conditions			
Proposed building	▪ Plans of proposed building(s) on the site, consisting of floor plans of every level including any basement and attic ▪ Sections identifying type and exterior finish of proposed buildings	No	
Proposed site conditions	▪ Proposed building on site ▪ Retaining walls ▪ Driveway location ▪ Utilities, showing structure details, sanitary sewer manholes, drain manholes, retention/detention structures, level spreaders and similar	Yes	Applicant documents no change or a minimal change is being made to existing site features (e.g., adding a second floor in a manner that does not alter the building footprint or create site changes)

	facilities (if required) and catch basins ▪ Water service entrance location ▪ Location of any exterior pumping equipment (if applicable) ▪ Cuts and fills over 4 feet ▪ Electrical details ▪ Location of electrical service entrance ▪ Size or capacity of service		
Landscape plan	▪ Tree removal and new planting detail ▪ Size, type, and location of proposed plant materials with botanical names (consideration shall be given to mature size of plantings, particularly in relation to vehicle sight distances) ▪ Exterior lighting ▪ Hardscape details, such as walkways or patios Applicants are advised not to use invasive plant material which has been identified as inappropriate by the Town Horticulturalist	Yes	Applicant documents no change or a minimal change is being made to existing site features
Proposed grading changes	Must be depicted by 1-foot contours	Yes	Applicant documents no grading changes will be made and verification is provided that no drainage concerns exist
Proposed drainage structures	Must include provisions for sedimentation and erosion control if existing slopes in excess of 15% are to be disturbed	Yes	Applicant documents no grading changes will be made and verification is provided that no drainage concerns exist
NOTE: The Planning Board may require alternative written materials in connection with a request for a waiver.			

B. Can I get a waiver if my project meets certain conditions?

Any project that triggers LHR must undergo review. A waiver cannot exempt a project from this review. However, the Planning Board has the discretion to waive materials required with the LHR application:

Requests for waivers must be in writing and establish one or more of the conditions found in the Required Application Materials chart (above). The waiver request also should identify any materials that may be submitted in lieu of the application requirements. The Planning Board will consider a waiver request at its next scheduled meeting or a special meeting, with all decisions being made within 21 days from the day the request is made. A waiver may be granted in full or with conditions, which means that the Planning Board will require the applicant to submit alternate materials with his/her LHR application. The conditions under which waivers are granted must be incorporated into the written decision of the Planning Board that must be recorded at the Registry of Deeds, as described below.

IV. HOW DOES THE REVIEW PROCESS WORK AND HOW LONG DOES IT TAKE?

A LHR application will be reviewed by Wellesley's Design Review Board and Planning Board. If drainage plans have not been waived, they will be reviewed by the Town Engineer. The Planning Board will review the final plans at one of its regular meetings, and opportunities will be provided for comment from abutters. The Planning Board must render a decision on the application within 90 days of filing, unless an extension has been agreed upon by the Board and applicant.

A. What is the role of the Design Review Board?

The Design Review Board (DRB) must meet at least once to review the LHR submission materials and provide a recommendation to the Planning Board. DRB recommendations must be submitted in writing to the Planning Board within 30 days from the referral of the application. If recommendations are not submitted within this period, the Planning Board will have discretion not to include the DRB recommendations in its final review.

The applicant must meet with the DRB for design review. The DRB will not determine style, materials, or siting for the applicant. The DRB may suggest revisions to the proposal, but does not have the authority to require these revisions. More than one review may be held to resolve design issues, particularly if the applicant requests an additional meeting. After design review, the DRB will prepare and submit recommendations to the Planning Board.

B. Do I have to meet with the Engineering Department?

The Planning Department will forward two sets of the proposed drainage plans to the Town Engineer. Consideration will be given to slope of the property, the amount of land to be disturbed, the impact of drainage plans on neighboring properties, and any other relevant issues. The applicant is not required to meet with the Engineering Department, but the Planning Department will advise the applicant if a meeting with the Engineering Department would be preferred. If the Planning Board does not receive these comments within 30 days of the filing of the application, the Planning Board will have discretion not to include the Town Engineer's recommendations in the final review.

C. Will I have to meet with other boards/commissions prior to final review by the Planning Board?

The proposed project may require approvals from other boards/commissions before the applicant can receive a building permit. In the event of required reviews in which the Planning Board is the approval-granting authority, such as for Scenic Roads or Unaccepted Streets, the Planning Board could conduct all needed reviews in the same meeting. Depending on the property's location and natural features, the applicant may also be required to have the project reviewed by the Wetlands Committee, the Historical Commission, the Historic District Commission and/or the Zoning Board of Appeals. If a project will necessitate multiple board hearings, then the preferred sequence would be Wetlands Committee, Historic District Commission/Neighborhood Conservation District Commission, Zoning Board of Appeals, and Large House Review.

D. What findings must be made by the Planning Board?

The Planning Board will review the LHR application at one of its regularly-scheduled meetings. The Planning Board will evaluate the proposed project against a set of criteria identified in the Large House Review section of the Zoning Bylaw. Recommendations from the Design Review Board and the Town Engineer will be considered, and the Planning Board also may consider recommendations from any other relevant boards/commissions from which it has requested assistance. Written comments from abutters will be considered, and oral comment from the public may be permitted at the discretion of the Chairman of the Planning Board. After the meeting, the Planning Board will prepare a set of written findings in accordance with the following standards.

STANDARDS FOR REVIEW

- **Landscape preservation:** The landscape shall be preserved in its natural state insofar as practicable by minimizing any grade changes and vegetation and soil removal. Unique natural areas, topographic features such as ledge outcrops, significant trees and landscaping, and historic features shall be saved or enhanced insofar as practicable.
- **Drainage:** Management of stormwater shall be provided so as to minimize the impact on Town streets and abutting properties.
- **Building scale:** All new construction shall be sited and implemented in a manner that is consistent with the scale of other structures in its vicinity through the use of appropriate massing, screening, lighting, and other architectural techniques such as variation in detail, form, and siting. Consideration shall be given to the need for vegetated buffers. To the extent practicable this shall be based on the "Intent, Policy, and Recommendations" specified in "Part II. Design Criteria" of the *Design Guidelines Handbook* adopted by the Design Review Board and otherwise applying good architectural and aesthetic principles. Structures shall be arranged insofar as practicable to avoid casting shadows onto abutting property.
- **Lighting:** Exterior lighting shall be used only as needed to accomplish safety and design objectives and shall be arranged so as to minimize impact on neighboring properties.
- **Open Space:** Open space shall be as extensive as is practicable and designed so as to add to the visual amenities of the neighborhood for persons passing the site or overlooking it from nearby properties. To the extent practicable this shall be based on the "Intent, Policy, and Recommendations" specified in "Part II. Design Criteria" of the *Design Guidelines Handbook* adopted by the Design Review Board.
- **Circulation:** Walkways, driveways, and parking shall be safe and convenient and, insofar as practicable, not detract from the use and enjoyment of adjacent properties and Town streets.

E. Can the Planning Board require me to submit additional materials?

The Planning Board may request that the applicant submit additional materials for consideration before issuing a decision. Requested items may include, but are not limited to, a construction mitigation plan if the site warrants erosion and sedimentation control measures; the requirement that building plans be stamped, dated, and signed by a Registered Architect in the Commonwealth of Massachusetts; and/or that the landscape plan be stamped, dated, and signed by a Registered Landscape Architect (RLA) in the Commonwealth of Massachusetts.

F. Is public comment allowed?

The Planning Board's review of an LHR application is not a formal public hearing. However at least 10 days prior to the meeting, notice of the meeting will be sent by first class mail to all abutters and abutters to abutters within 300 feet of the property line of the applicant, as they appear on the most recent tax list. Owners of parcels directly opposite the applicant on any public or private street will be considered abutters. Written comments from abutters must be received by the Planning Board at least 4 business days prior to the meeting for consideration. These written comments will be sent to the applicant 3 business days prior to the meeting. Members of the public are welcome to attend the meeting, and the Chairman of the Planning Board has the discretion to permit oral comments during the Planning Board review.

G. How long does the Planning Board have to review my application and make a decision?

The Planning Board must prepare a written decision and provide it to the applicant within 90 days of the application submission vote on a LHR application. If the applicant fails to respond in a timely manner to Planning Board or Design Review Board requests for additional materials, the Planning Board may deny the application. However, the Planning Board may extend the 90-day time limit if the applicant and the Board

agree in writing prior to the deadline. If the Planning Board does not issue a decision or approve an extension, the project shall be deemed approved after the 90-day decision period expires.

H. Can I request that the 90-day time limit be extended?

The applicant may request an extension from the Planning Board. This may be worthwhile, for example, if the Design Review Board or the Planning Board requests additional materials or plan modifications. All requests for extensions must be made in writing, and the Planning Board must agree to the request in writing prior to the deadline.

I. What must I do if my project is approved by the Planning Board?

If the Planning Board approves the project, the applicant will be required to file a written notarized decision with the Registry of Deeds. A copy of the decision also is filed with the Town Clerk and the Zoning Board of Appeals. The approval will operate as a deed restriction, and the Town of Wellesley shall enforce this restriction.

J. Once approved, how do I get a building permit?

Once the approval filing is certified, the Planning Department will notify the Building Inspector of the approval. The Building Inspector will not grant building permit approval until these materials have been received. Plans must reflect any conditions attached to the approval before a building permit can be issued.

K. How do I get a Certificate of Occupancy?

Conditions attached to the LHR approval will be verified again prior to issuance of a Certificate of Occupancy (CO). If a condition cannot be completed prior to issuance of a CO, for instance as in the case of landscaping that cannot be performed in the winter months, the Planning Board shall set a bond based on the cost of work to ensure completion of the work. The value of the bond will be determined by the Department of Public Works.

L. If my project is disapproved, may I resubmit an application?

If the Planning Board does not approve the project, notice of the disapproval will be sent to the applicant, the Building Inspector, and the Zoning Board of Appeals (ZBA). If the applicant wishes to modify a portion of the project and resubmit the application, he/she may do so. If this is done within 30 days of the disapproval, the review fee will be waived. All resubmitted applications will be treated as new applications and are subject to the entire review process.

M. If I do not wish to resubmit an application, may I appeal the Planning Board's decision?

The applicant may appeal the disapproval within 30 days of the decision. The appeal must be filed with the Zoning Board of Appeals. Abutters also may appeal a Planning Board decision with the ZBA within 30 days of the decision.

For more information, please refer to Section XVID of the Wellesley Zoning Bylaw. This document is available on the Town of Wellesley website (www.wellesleyma.gov) and at the Planning Department. For assistance with Large House Review questions, please visit the Planning Department (781.431.1019, ext. 2232) or Building Department (781.431.1019, ext. 2228) on the lower level of the Wellesley Town Hall.



LARGE HOUSE REVIEW RULES AND REGULATIONS

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1. AUTHORITY

Pursuant to Section XVID, G. Rules and Regulations of the Town of Wellesley Zoning Bylaw, these Rules and Regulations may prescribe the size, form, contents, style, and number of copies of plans and specifications, and the procedure for the submission and approval of Large House Review applications. If any requirement of these Rules and Regulations conflicts with a provision of the Wellesley Zoning Bylaw the latter shall govern.

2. PURPOSE

The purpose of these Rules and Regulations is to set forth the application requirements and expand on the description of the LHR applicability and procedure.

3. APPLICABILITY

These Rules and Regulations shall apply wherever Large House Review provisions of the Zoning Bylaw shall apply.

A. TLAG Definition

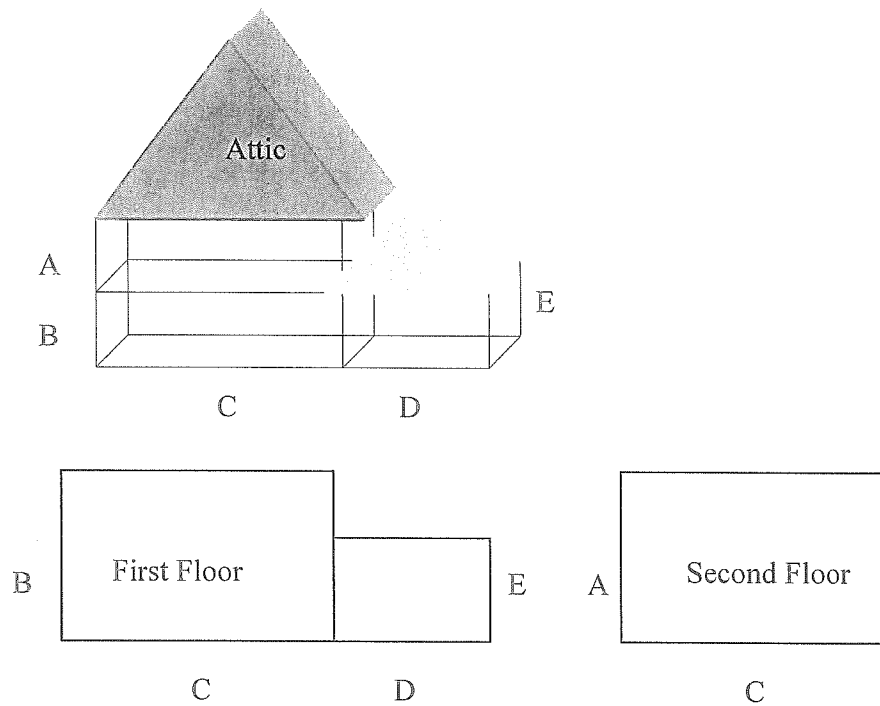
Total Living Area plus Garage Space - This term includes:

- (i) The sum of the horizontal area(s) of the above-grade floors, including portions of attics, in the residential building(s) on a lot, measured from the exterior face of the exterior walls; and
- (ii) Area(s) of attic(s) measured from the floor to the interior roofline if 7 ft. or greater in height, and 5 ft. or greater in height on a sloped interior roofline; and
- (iii) Garage and storage space, whether in principal or accessory structures, in excess of 600 sq ft.; and
- (iv) Basement areas multiplied by a fraction, the numerator of which is the external above ground surface of basement walls and the denominator of which is the total surface (both above and below ground) of external basement walls, provided that if such fraction is less than .25, then the basement areas shall not be included.

B. Calculating Total Living Area plus Garage Space

TLAG will be measured according to the methodology defined above and in Section XVID, B. of the Zoning Bylaw. Figure 1 illustrates how the TLAG of the main body of the house and/or accessory structures in excess of 600 square feet shall be calculated. Figures 2 and 3 below illustrate how attic area shall be measured. Figure 4 illustrates how basements are to be measured.

Figure 1 Calculation of Structures*



$(B \times C) + (D \times E) + (A \times C)$ = The sum of the horizontal areas of the above- grade floors measured from the exterior face of the exterior walls.

*Features such as a foyer, balcony, vaulted ceiling, or cathedral ceiling with a ceiling height of 12 or more feet shall be counted as multiple stories.

Figure 2 Attic TLAG Illustration- Gable Roof

Cable Roof Illustration

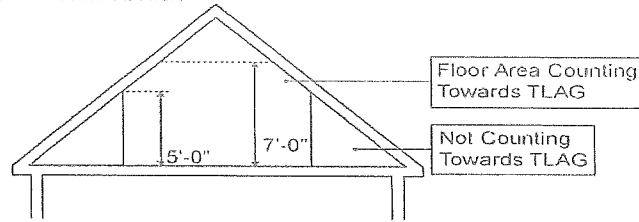


Figure 1 Gable Section

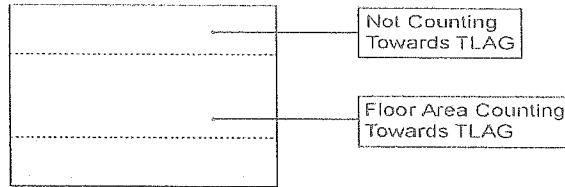


Figure 2: Gable Roof Attic Plan

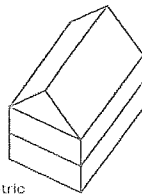


Figure 3 Gable Isometric

Figure 3 Attic TLAG Illustration- Hip Roof

Hip Roof Illustration

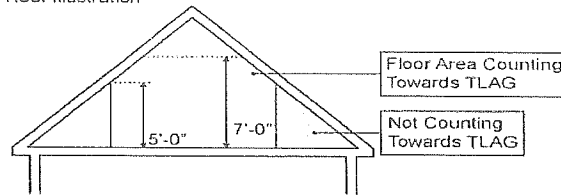


Figure 1 Hip Roof Section

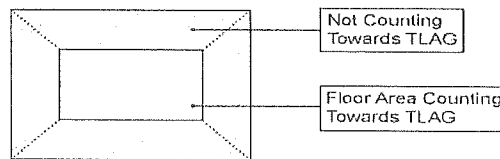


Figure 2 Hip Roof Attic Plan

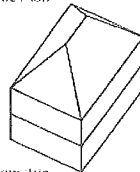
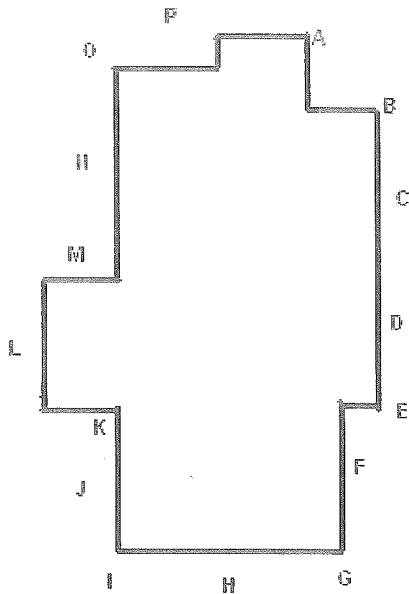


Figure 3 Hip Roof Isometric

Figure 4 Basement TLAG Illustration



1. Starting at one corner of the structure measure the height of the basement wall above grade every 10 lineal feet.
2. Average these measurements.
3. The average wall height above grade is the numerator.
4. The denominator is the height of the basement wall measured from the basement floor slab to the underside of the floor joists.
5. The fraction created is the percentage of basement wall above grade.
6. **If the fraction is below $\frac{1}{4}$ or .25 the basement is exempt from TLAG.**
7. **If the fraction is $\frac{1}{4}$ (.25) or more a portion of the basement will count towards TLAG.**
8. The amount of the basement that will count towards TLAG is calculated by multiplying the area of the basement by the percentage/fraction.

Calculating Basement TLAG

$$\frac{A \text{ thru } P}{16} = \text{Average Wall Height Above Grade}$$

$$\frac{\text{Average Wall Height Above Grade}}{\text{Height of Basement Wall}} = \% \text{ of Basement Above Grade}$$

C. TLAG Exemptions

1. Pursuant to Section XVID, C, 3, in attics where the pitch or construction renders the attic space unable to be finished, therefore uninhabitable under the Massachusetts Building Code, the floor area shall not count; however, where the pitch or construction does not render an attic uninhabitable under the Massachusetts Building Code and the attic could be converted into habitable space without exterior alterations, such as by repositioning collar ties and adding stairs the floor area shall count.
2. Exterior areas occupied by a chimney, covered or uncovered patios or stairs, areas under a canopy, decks, unheated porches and bay or bow windows having no foundation will not count toward TLAG.

3. Attics in existing structures where the completion or finishing of the attic does not require any exterior alterations associated with the construction are exempt. If new exterior alterations such as windows, skylights, cupolas or dormers are necessary and/or desired in the proposed finished space a TLAG Affidavit must be submitted for calculations to the Building Department. Ordinary maintenance and repair, replacement in kind, the addition of a vent pipe, and reshingling of the roof will not be considered exterior alterations for the purposes of finishing the attic.

D. Large House Review Thresholds

Table 1 Large House Review Thresholds per Zoning District

ZONING DISTRICT	TLAG THRESHOLD
SRD 10	3,600 sq. ft.
SRD 15	4,300 sq. ft.
SRD 20	5,900 sq. ft.
SRD 30 and 40	7,200 sq. ft.

1. Any alteration of an existing residence in which the TLAG of the residence following completion of the proposed alteration will exceed the applicable threshold is subject to LHR, provided that the alteration will increase the TLAG of the residence by more than 10%.
2. Multiple building permits that increase TLAG at the same location within any three-year period (i.e., within a three-year moving window) shall be collectively considered as one project for the purposes of LHR thresholds.

4. SUBMITTAL REQUIREMENTS

All reference to “days” shall mean “calendar” days unless noted otherwise.

A. Waivers

Any project that exceeds the LHR thresholds is subject to review. The Planning Board may not waive the review; however, the Planning Board has the discretion to waive certain application material and procedural requirements. Requests for waivers must be made in writing and establish one or more of the conditions found in the Application Materials tables below (Tables 2 and 3). The waiver request should also identify any materials that may be submitted in lieu of the application requirements. The Planning Board will consider a waiver request at its next scheduled meeting or a special meeting, with all decisions being made within 21 days from the day the request is made. A waiver may be granted in full or with conditions, which means that the Planning Board will require the applicant to submit alternate materials with the LHR application. The conditions under which waivers are granted must be incorporated into the final written decision of the Planning Board.

B. Application Requirements

To be submitted to the Planning Director:

- *Application Form*
- *TLAG Affidavit:* Complete Affidavit must be signed by Building Inspector prior to submitting LHR application.
- *Fee:* All checks should be made out to "Town of Wellesley"

New Construction = \$2,500

Addition = % of TLAG increase x \$2,500

Example for SRD 10 Application:

Existing house = 3,000 sf

Addition = 900 sf

Fee = $(900/3000) \times 2500 = \750.00

- *Plans:* All site plans must be stamped and signed by a Licensed Professional Engineer registered in the Commonwealth of Massachusetts.
- *Plan Size:* All plans must be drawn to a uniform scale (preferably 1"=10', 1"=20', or 1"=30'). All plans shall be a minimum size of 11" x 17" (preferred) and a maximum size of 24" x 36", with 3/4" borders. Letter sizes on plans should be no smaller than 1/8". At least two full size sets of plans at no less than 1/4" scale shall be submitted.
- *Copies:* Twenty (20) sets of the application materials shall be submitted unless instructed otherwise by the Planning Department.
- *Electronic Submittals:* All plans shall be submitted on a CD in a PDF format. Photos should be organized and contain clear explanatory captions. Total photo file size should not exceed 2 MB.
- *Additional Material:* The Planning Board may request that the applicant submit additional materials for consideration before issuing a decision. Requested items may include, but are not limited to, a construction mitigation plan if the site warrants erosion and sedimentation control measures; the requirement that building plans be stamped, dated, and signed by a Registered Architect in the Commonwealth of Massachusetts; and/or that the landscape plan be stamped, dated, and signed by a Registered Landscape Architect in the Commonwealth of Massachusetts.

Plans and Documents:

Table 2 Required Application Materials, Existing Conditions

EXISTING CONDITIONS			
<i>Item</i>	<i>Required Elements</i>	<i>Waiver Allowed?</i>	<i>Conditions for Waiver</i>
Statement of Intent	Written explanation of scope of proposed project and how project satisfies each of the LHR standards	No	N/A
Neighborhood Delineation Plan	Written explanation and map outlining the characteristics of neighboring properties in terms of square footage, height, setbacks, mass, scale, bulk, and/or design features. Photographs shall be submitted of abutting properties, and streetscape. Information on abutting properties can be found at the Planning Office, Building Department and/or Assessor's Office.	Yes	Limited waivers may be granted for areas that will be unaffected by the project.
Site Plan, stamped and signed by Professional Land Surveyor registered in the Commonwealth of Massachusetts	▪ Existing site conditions ▪ Location of buildings ▪ Location, type, size, or dimension of trees over 6" caliper ▪ Significant natural features ▪ Surface drainage and topography (1-foot contours) ▪ Property lines ▪ Zoning districts ▪ Adjacent roadways ▪ Historical features ▪ Rights-of-way and easements ▪ Wetlands and floodplains ▪ Adjacent public paths/trails ▪ Other natural or man-made features such as walls and fences	Yes	Limited waivers may be granted for areas that will be unaffected by the project. Documentation of no change or minimal change to existing site features
Site photographs	Must show existing natural features and all sides of existing site buildings.	Yes	Current and satisfactory images are on file with the Planning Department
Plans of the location of existing and/or former building (demolished within the past five years)	Elevations of existing buildings and floor plans	Yes	Floor plans of all existing structures, including accessory buildings, may be waived if these structures are to be removed

Table 3 Required Application Materials, Proposed Conditions

PROPOSED CONDITIONS			
<i>Item</i>	<i>Required Elements</i>	<i>Waiver Allowed?</i>	<i>Conditions for Waiver</i>
Proposed building	▪ Colored elevations of the proposed building(s) on the site, including floor plans of every level including any basement and/or attic ▪ Sections identifying type and exterior finish of proposed buildings ▪ Sustainable Design elements should be noted if applicable.	No	N/A
Proposed Site Conditions, signed and stamped by a Professional Engineer Registered in the Commonwealth of Massachusetts	▪ Proposed building on site, retaining walls, setbacks, driveways ▪ Utilities, showing structure details, sanitary sewer manholes, drain manholes retention/detention structures, level spreaders and similar facilities, and catch basins ▪ Water service entrance location ▪ Location of any exterior pumping equipment (if applicable) ▪ Cuts and fills over 4 feet ▪ Electrical details (location, size of capacity/service) ▪ Roof runoff calculations for roof areas > 3,000 sq. ft. ▪ Maintenance plan/schedule for stormwater quality devices ▪ Note to call Digsafe	Yes	Documentation of no change or a minimal change to existing site features (e.g., adding a second floor in a manner that does not alter the building footprint or create site changes)
Landscape Plan	▪ Tree removal and new planting detail ▪ Size, type, and location of proposed plant materials with botanical names (consideration shall be given to mature size of plantings, particularly in relation to vehicle site distances) ▪ Exterior lighting with details ▪ Hardscape details, such as walkways or patios	Yes	Documentation of no change or a minimal change to existing site features
Proposed grading changes	Must be depicted by 1-foot contours	Yes	Documentation of no grading changes and no existing drainage concerns
Proposed drainage structures	Must include provisions for sedimentation and erosion control if existing slopes in excess of 15% are to be disturbed. Sustainable Design is encouraged and could include Low Impact Design elements.	Yes	Documentation of no grading changes and no existing drainage concerns
Photometric Plan	Plan showing proposed lighting elements and foot candles may be required for projects installing substantial amounts of exterior lighting. Wattage for exterior lighting elements should be detailed.	Yes	Documentation of minimal landscape and structural lighting.

5. REVIEW REQUIREMENTS

A. Design Review Board Review

The Design Review Board (DRB) must meet at least once with the applicant at a regular meeting to review the LHR application and provide a recommendation to the Planning Board. DRB recommendations must be submitted in writing to the Planning Board within 30 days from the referral of the application. If the Planning Board does not receive the DRB recommendation within 30 days it does not need to include the DRB's recommendation in their decision.

The applicant or their designee must present the application to the DRB. The DRB will not determine style, materials, or siting for the applicant. The DRB may suggest revisions to the proposal but does not have the authority to require these revisions. More than one review may be held to resolve design issues, particularly if the applicant requests an additional meeting.

In rare instances when the Planning Board is satisfied, in its sole discretion, that independent design review by the Historic District Commission or when minimal exterior changes renders design reviews unnecessary, the Planning Board may waive the Design Review Board's review.

B. Engineering Division Role

The Planning Department will forward a set of the application materials to the Town Engineer for review by the Engineering Division. The Engineering Division will consider the slope of the property, the amount of land to be disturbed, the impact of drainage plans on neighboring properties, and any other relevant issues in its review of the drainage standard. The applicant is not required to meet with the Engineering Department, but an applicant may contact the Engineering Division to set up a pre-application meeting. If the Engineering Division does not transmit its comments to the Planning Board within 30 days of the filing of the application the Planning Board will have discretion not to include the Engineering Division's recommendations in their decision.

C. Public Comment

A notice of the Planning Board's first scheduled meeting with an applicant shall be mailed, via first class mail, to all abutters and abutters to abutters within 300 feet of the property line of a subject property, as they appear on the most recent tax list at least 10 days prior to the meeting. Owners of parcels directly opposite the subject property on any public or private street will be considered abutters. Notice will be sent to properties via street address if it appears the notice would not reach the occupant of an abutting dwelling from the tax list. If a property under review is located within a Neighborhood Conservation District, all properties in the NCD shall receive notice.

If abutters or persons receiving notice submit written comments, the Planning Department must receive these comments at least four (4) business days prior to the scheduled meeting for consideration. The Planning Department will forward the written comments to the applicant at least three (3) business days prior to the meeting.

D. Planning Board Role

The Planning Board will review the LHR application materials at one of its regularly scheduled meetings. The Board will evaluate the proposed project against a set of criteria identified in Part E. STANDARDS AND CRITERIA FOR REVIEW of Section XVID of the Zoning Bylaw. The Board may consider recommendations from other relevant boards and commissions from which assistance is requested.

E. Role of Other Boards/Commissions

Prior to issuance of a final decision the Planning Board may require approvals from other boards/commissions before the applicant may receive a building permit. In the event of required reviews in which the Planning Board is the approval-granting authority, such as for Scenic Roads or Unaccepted Streets, the Planning Board may conduct all needed reviews in the same meeting. Depending on the property's location and natural features, the applicant may be required to first obtain approvals from the Wetlands Committee, the Historical District Commission, Neighborhood Conservation District(s) and/or the Zoning Board of Appeals

6. DECISION

The Planning Board must vote, prepare a written decision and provide it to the applicant within 90 days of the submission of an application. If the applicant fails to respond in a timely manner to Design Review Board, Engineering or Planning Board requests for additional materials, the Planning Board may deny the application. However, the Planning Board may extend the 90-day time limit if the applicant and the Board agree in writing prior to the deadline. The application shall be deemed approved after the 90-day review period expires if the Planning Board does not issue a decision or approve an extension.

A. Approvals

If the Planning Board approves the project, the Planning Department will file the written decision with the Town Clerk to initiate the 30-day appeal period. After the 30-day appeal period expires, the applicant may collect the decision and shall sign and notarize it before recording it at the Norfolk County Registry of Deeds, located at 649 High Street, Dedham.

B. Denials

If the Planning Board denies the application, notice of the denial shall be sent to the applicant, the Building Inspector and the Zoning Board of Appeals. An applicant may modify and resubmit the application within 30 days without having to resubmit a fee; however, all resubmitted applications will be treated as a new application.

C. Appeals

Applicants and any person receiving notice under Section XVID. D. 3 may appeal the decision of the Planning Board to the Zoning Board of Appeals pursuant to Section XVID, H. of the Zoning Bylaw.

D. Applying for a Building Permit

The Norfolk County Registry of Deeds will issue an instrument of recording showing book and page upon recording of the LHR Approval Agreement. This document shall serve as proof of satisfaction of LHR procedural requirements and must be presented to the Building Department at the time an application for a Building Permit is made. Nothing in these Rules and Regulations shall relieve an owner/applicant from complying with other applicable zoning bylaws and requirements. The plans filed with the Building Permit application shall be the same plans approved by the Planning Board and construction shall occur in accordance with the approved plans.

8. AMENDMENTS

A. Pending Applications

As per Section XVID. D.6, revisions or amendments relating to a pending application that is before the Planning Board shall be accepted by the Board as part of the original submission.

B. Approved Applications

As per Section XVID. D.6, revisions or amendments to an approved application shall be submitted to the Planning Director. Once submitted the Director will determine whether the revisions are major or minor in scope as they relate to the Planning Board's findings and the Standards and Criteria for Review outlined in Section XVID. E. of the Zoning Bylaw.

1. **Minor Revisions:** Approved minor revisions shall be noted in a letter from the Planning Director to the Building Inspector. If the Planning Director denies the proposed minor revisions, the Director shall notify the applicant and the Planning Board within 5 business days. The applicant may submit denied revisions to the Planning Board for their consideration.
2. **Major Revisions:** Revisions determined by the Planning Director to be major in scope due to the extent of change proposed to such elements as exterior architectural features, alterations in landscaping elements, or changes in material selection shall be reviewed by the Planning Board. The Planning Director shall notify the applicant and the Planning Board within 5 business days after receipt of the revisions as to whether the submittal materials are sufficient and the date of the meeting. The Planning Board shall review all major revisions at a public meeting and shall mail notice 10 days prior to such meeting to abutters within 300 feet. Major revisions may require alteration to the decision filed with the Norfolk Registry of Deeds.

Attachment 1. Town of Wellesley Project Requirements

Project related requirements for all projects (where applicable):

- Plantings shall not be installed over any utility structures or utility lines.
- A passable roadway must be maintained at all times for pedestrian and vehicular traffic.
- Contractors will be responsible to repair and/or replace any bituminous concrete pavement or sidewalk, or curbing in the public way damaged by construction equipment. Any damage to the existing bituminous concrete must be replaced per Town specifications.
- Work in a public way must conform to the Town of Wellesley's Construction Requirements for the Installation and/or repair of Underground Facilities, Excavations and Paving in the Public Way.
- Any decorative or rumble strip, hitching post, fence or other structure to be placed at the end of a driveway must be constructed on private property, typically eight (8) feet behind the roadway pavement. Cobblestone driveway aprons are not allowed, per Town Bylaw 49.5.
- Roads and streets may only be closed with the approval of the Town of Wellesley Chief of Police. A traffic management plan must be submitted to the Police Department for approval.
- A Street Occupancy Permit is required for trench excavations on public and private property. Street Occupancy Permit Regulations provide conditions under which excavation work can be approved. Failure to obtain a Street Occupancy Permit may result in a fine in the amount of \$50.00 for each offence. Each day in which the violation continues shall constitute a separate offence, in accordance with Town Bylaw 49.34.
- For sewer service connections, a cleanout per the Town of Wellesley Sewer Service Connection Procedures and Specifications is required. The applicant must pay a sewer service connection fee, obtained at the Town of Wellesley Engineering Division, prior to the installation of the sewer connection.
- The applicant must notify the Engineering Division 72 hours prior to scheduling a sewer inspection. Failure to notify the Engineering Division in this manner may result in a delay in the inspection of the sewer connection excavation.
- The applicant must contact and pay the DPW Water Division to install the water service connection. A schedule of fees is available by contacting the DPW Water Division at 781-235-7600, ext. 3355.
- Catch basins, either on-site or adjacent to the project site, must be protected from untreated stormwater discharges with haybales and silt sacks. The applicant is required to make periodic inspections of each catch basin to remove debris.
- No stormwater from the development of the subject property shall be directed onto any of the abutting properties, including the Town public way. This includes sump pumps, pipes and hoses of any kind.
- If necessary, haybales and/or silt fence shall be added to the property and shown on the site plan. This will help mitigate erosion, due to stormwater runoff, from entering the roadway and the Town's stormwater drainage system.
- If a private drain connection is proposed, the applicant shall apply for a private drain connection permit at the Town of Wellesley Department of Public Works Engineering Division. Upon execution, the permit shall record the permit at the Norfolk County Registry of Deeds and the permit shall run with the property.
- The applicant shall provide the Town of Wellesley Department of Public Works Engineering Division with a copy of the log book or record keeping and report for all inspection and maintenance activities for any onsite drainage system on an annual basis. The annual report shall be prepared by a Licensed Professional Civil Engineer registered in the Commonwealth of Massachusetts.



Building Department

TOWN HALL • 525 WASHINGTON STREET • WELLESLEY, MA 02482-5992
781-431-1019 ext. 2228 Fax 781-283-5724

Section XVID Review Affidavit

Incomplete form will not be accepted

LHR is triggered when the size of a new single-family home or an alteration adds more than 10% of TLAG to an existing single-family home and exceeds dimensions established in the LHR section of the Zoning Bylaw. Size will be based on the concept of "Total Living Area plus Garage Space" (TLAG), as defined in the Zoning Bylaw and Large House Review Regulations. This form is required for new single-family dwellings, additions to single family dwellings, adding dormers to a finished space, new and additions to storage buildings over 100sf, finishing attics, alterations that add living area, and any other project the Inspector of Buildings deems necessary.

Please fill out the following affidavit in full, and *provide complete and accurate dimensioned plans including floor plans, elevations of the entire structure and a separate calculation plan on how TLAG was calculated* to determine if your project is exempt from Section XVID Large House Review provision of the Zoning Bylaws. Alterations of existing buildings that add 5% or less TLAG by calculation are exempt from submitting plans for the entire structure.

Project Address _____

Applicant's Name _____ (Builder of Record on Permit Application)

Single Residence District (Circle One): 10,000 15,000 20,000 30,000/40,000
(3,600) (4,300) (5,900) (7,200)

Note: Please refer to the information in this packet on how to calculate TLAG.

Measurements of House: Measurements are taken from the exterior surface of the exterior walls and rounded to the nearest foot. Partial foot measurement: < 6" is to be rounded down and ≥ 6" is to be rounded up. Basement area calculations shall be taken from the interior of the foundation walls.

Basement Calculations

Basement area 1

Height of basement wall _____ average height of basement wall above grade _____

% of basement wall above grade _____ If number is 25% or greater, see basement on pages 3 & 4.

Basement s.f. area (entire) _____ basement s.f. area that counts toward TLAG _____
(a)

If basement-ceiling heights are not the same height in different portions of the basement, please calculate those sections separately.

Basement area 2 (if applicable)

Height of basement wall _____ average height of basement wall above grade _____

% of basement wall above grade _____ If number is 25% or greater, see basement on pages 3 & 4.

Basement s.f. area (entire) _____ basement s.f. area that counts toward TLAG _____
(a)

Floor Area Calculations

First floor, s.f. area _____ (b) Second floor, s.f. area _____ (c)

Attic & Fractional Stories Calculations

Attic area (finished with no dormers) _____ (d) or Fractional Story area (finished with dormers) _____ (e)
(Please see attic under TLAG calculations) (Please see Fractional Story under TLAG calculations)

Garage & Storage Buildings Calculations

Garage/Storage Bldgs. sf. area _____
Garage/Storage Bldgs. sf. area that counts towards TLAG _____ (f)

How to calculate Total TLAG for New Home Construction: $a + b + c + d + e + f =$ _____ (Total TLAG)

How to calculate % increase & total TLAG for additions: $a + b + c + d + e + f =$ _____ (Total TLAG) and/or

Existing TLAG _____ (G) Proposed TLAG _____ (H)
(Existing TLAG minus any demo) (New TLAG being added)

_____ (G) + _____ (H) = Total TLAG _____ (Total TLAG)

Increase % of TLAG _____ %

To calculate % increase for Alterations Only: Total TLAG minus Existing TLAG divided by Existing TLAG x 100 = Increase %

I do hereby certify under the pains and penalties of perjury that the information provided above is true and correct and these calculations are for zoning purposes only.

Applicant's Signature _____ Date _____

Print name _____ Phone # _____

For office use only

- ☐ Approved
- ☐ Pre LHR Plan Review
- ☐ Denied

Building Inspector _____ Date _____

Building Inspector Notes:

--

LARGE HOUSE REVIEW THRESHOLDS

- If your house is in the Single Residence 10,000 SF Area Regulation District, then the TLAG threshold for review is 3,600 SF.
- In the Single Residence 15,000 SF Area Regulation District, the TLAG threshold is 4,300 SF.
- In the Single Residence 20,000 SF Area Regulation District, the TLAG threshold is 5,900 SF.
- In the Single Residence 30,000 and 40,000 SF Area Regulation Districts, the TLAG threshold is 7,200 SF.
- Any new residence that exceeds the applicable TLAG threshold is also subject to LHR.
- Any alteration of an existing residence in which the TLAG of the residence following completion of the proposed alteration will exceed the applicable threshold is subject to LHR, provided that the alteration will increase the TLAG of the residence by more than 10%. **To calculate for Alterations Only: Total TLAG minus Existing TLAG divided by Existing TLAG x 100 = increase in TLAG %**
- When only finishing an existing basement of a house completed for three or more years or prior to January 1, 2008, whether or not this equals or exceeds the 0.25 fraction, finishing the basement does not count as TLAG.

CALCULATING TLAG

Measurements of House: Measurements are taken from the exterior surface of the exterior walls and rounded to the nearest foot. Partial foot measurement: < 6" is to be rounded down and ≥ 6" is to be rounded up.

	<i>Counted as TLAG</i>	<i>Not Counted as TLAG</i>
Attic	▪ Finished attic space counted at 25% of floor area of the attic. ▪ If dormers are included in the design of finished attic space it is considered a fractional story (see below)	▪ Unfinished attic space ▪ Attic space served only by ladders or pull-down stairways
Basement	▪ The square footage of basement areas multiplied by a fraction, the numerator of which is the external above-ground surface of basement walls and the denominator of which is the total surface (both above and below ground) of external basement walls. If the fraction is 0.25 or greater, the basement area will be included in the TLAG square footage calculation.	▪ Basement areas, if the above-ground fraction is less than 0.25 • When only finishing an existing basement of a house completed for three or more years or prior to January 1, 2008, whether or not this equals or exceeds the 0.25 fraction, finishing the basement does not count as TLAG.
Chimney	▪ Interior areas occupied by a chimney	▪ The exterior area occupied by a chimney (<i>i.e.</i>, above the roofline and/or on the side of a house)
Fractional Stories	▪ Counted as a percentage of the floor area below (<i>e.g.</i>, a half-story is calculated as 50% of the floor area below the attic area)	NA
Garage Space and Storage Buildings	▪ Area in excess of 600 square feet total for all garage/storage buildings	▪ Up to 600 square feet in total
Multi-Story Interior Space	▪ Features such as a foyer, balcony, vaulted ceiling, or cathedral ceiling with a ceiling height of 12 or more feet are counted for multiple stories.	▪ Features, which occupy space that would otherwise be unfinished attic space, will not be counted.
Patios and Decks	NA	▪ Covered or uncovered patios ▪ Areas under a canopy ▪ Decks
Porches	▪ Heated porches	▪ Unheated porches
Windows, Bay or Bow	▪ Windows having a foundation	▪ Windows having no foundation

TLAG CALCULATION'S

Attics – To determine how much of a finished attic counts toward TLAG.

- If an attic is finished and no dormers are included in the design, the area is calculated at 25% of the entire attic floor area of the attic floor.
- The attic floor is defined as the square foot area to be finished of the attic measured from the exterior walls to the exterior walls whether it is completely finished or not.
- If the finished attic has dormers in the design it is considered a fractional story. See fractional story below for calculation criteria.
- If the attic is not finished it will not count to TLAG.
- Attics that have stairs leading from the floor below with a door at the top or bottom of the stairs where the attic is not finished will not count towards TLAG.

Basements - To determine how much of the basement area counts towards TLAG, if any.

- Starting at one corner of the structure measure the height of the basement wall above grade every ten (10) lineal feet around the structure.
- Average these measurements.
- The average height above grade is the numerator. The denominator is the height of the basement wall measured from the basement floor slab to the underside of the floor joists.
- This will give you a fraction of the basement wall above grade. If the fraction is $\frac{1}{4}$ (.25) or more a portion of the basement will count towards your TLAG. If it is below $\frac{1}{4}$ (.25) the basement is exempt from TLAG.
- Take the fraction and convert to a percentage. (Divide the numerator by the denominator and multiply by 100)
- Take the area of the basement and multiply the percentage. This will give the amount of the basement that will count towards TLAG.

Fractional Stories - To determine fractional stories count towards TLAG. (Finished Space Only)

- Dormers determine fractional stories and are calculated as follows (Be advised the Inspector of Buildings reserves the right to change the fractional story percentage based on the design)
- **Be advised different parts of a building can have different fractional story percentages. Fractional story percentages must be shown on elevation plans for the different parts of the structure.**
- Dormers that are located in a multi-story interior finished space are not considered a fractional story. (For example a great room with cathedral ceiling with dormers) See Multi-Story Interior Spaces below for calculation criteria.
- Dormers installed in connection with an unfinished attic do not count towards TLAG.
- Dormers added to an existing finished attic can change the fractional story designation, which will count towards TLAG.
- In the case of multiple dormers, the widths of the dormers are added together for each side of the roof.
- Determine which applies from list below.
- $\frac{1}{2}$ story = 50% $\frac{3}{4}$ story = 75% Full story = 100%
- **Take the area of the floor below and multiply by the percentage.**
- The result will be the amount of square footage that will count towards TLAG

What is the gutter line?

- The measurement from corner board to corner board to determine the length to be used for calculating fractional stories.

What is a ½ Story?

- Space with dormers that comprise 50% or less of the length of the gutter line on one side of roof.
- Space with dormers that comprise 25% or less of the length of the gutter line on two or more sides of the roof.

What is a ¾ Story?

- Space with dormers that comprise more than 50% of the length of the gutter line on one side of the roof.
- Space with dormers that comprise 50% or less of the length of the gutter line on two sides of roof.

What is a Full Story?

- Space with dormers that comprise more than 50% of the length of the gutter line on two sides of the roof.
- Space with dormers that comprise more than 25% of the length of the gutter line on more than two sides of the roof.
- Mansard and Gambrel roofs are considered a full story.

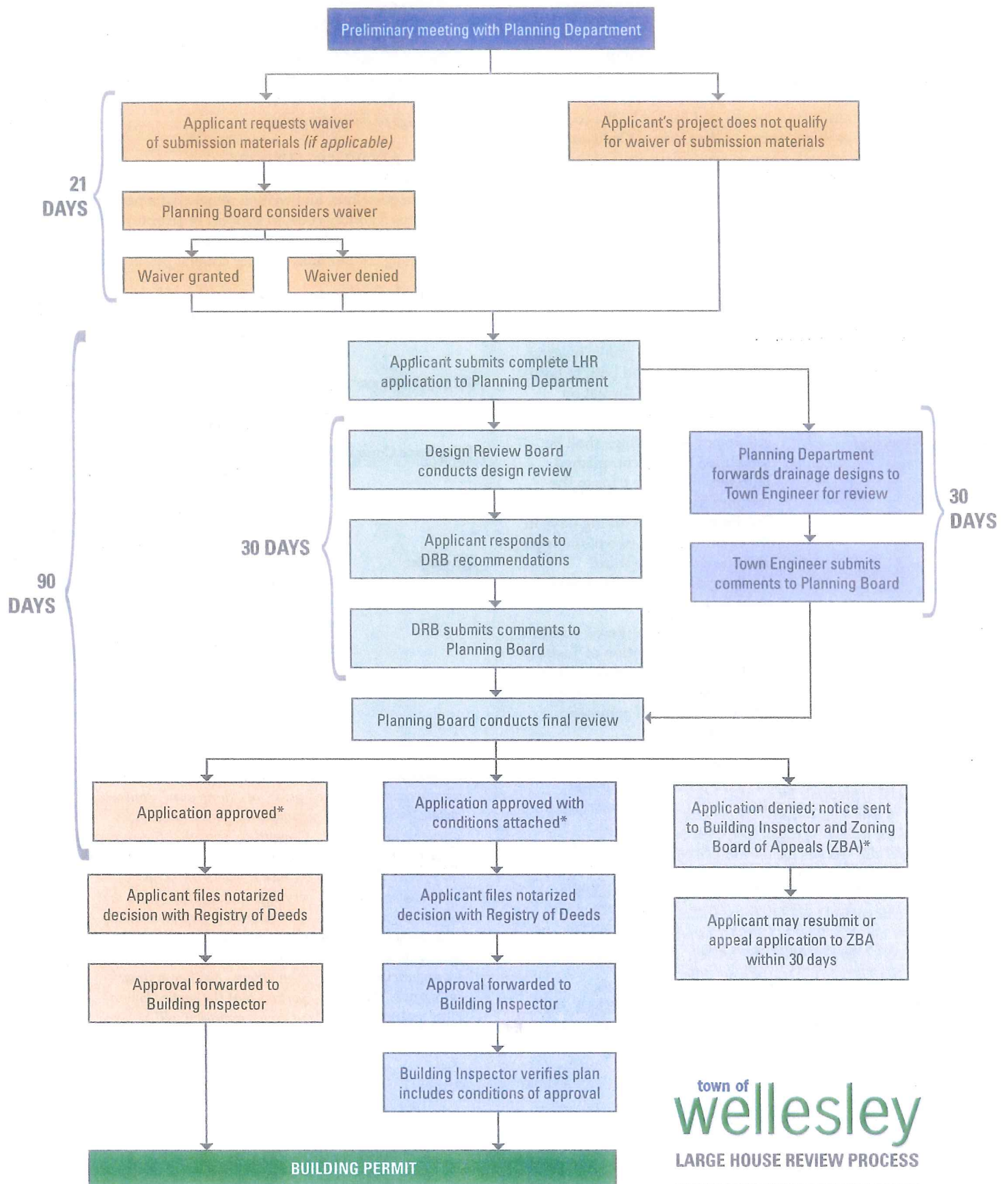
Garage Space and Storage Buildings – To determine the square footage count towards TLAG.

- A storage building is defined as an accessory heated or unheated building or structure that is used in connection with the main use. This includes but is not limited to a shed, barn, garage, pool house, gymnasium, greenhouse, or any other building or structure deemed a storage building by the Inspector of Buildings.
- Add the square foot areas of all garage space and attached and detached storage buildings in excess of 100 sf. (if applicable) together.
- Subtract 600 sf. from the sum of the above calculation.
- The result will be the amount of square footage that will count towards TLAG. Negative numbers = 0

Multi-Story Interior Spaces

- The floor area of a two-story foyer shall be counted as first floor space as well as second floor space.
- Multi-story interior finished spaces that contain cathedral, tray, or vaulted ceiling with a vertical wall height 12 feet or more will count as an additional full story.
- Multi-story interior finished spaces that contain cathedral, tray, or vaulted ceiling with a vertical wall height less than 12 feet will count as a single story.

Note: The above measurements and calculations are for zoning purposes only. They cannot be used for any other official governmental purpose.



* Abutters have right of appeal to ZBA within 30 days of the Planning Board's decision

town of
wellesley
LARGE HOUSE REVIEW PROCESS

FURNISHED FOR GUIDANCE ONLY.
FOR MORE INFORMATION, PLEASE REFER TO THE
LARGE HOUSE REVIEW REGULATIONS.

**WELLESLEY PLANNING BOARD
LARGE HOUSE REVIEW**



Town Hall, 525 Washington Street
Wellesley, MA 02482

Tel. (781) 431-1019 ext. 2238
Fax (781) 237-6495

Name of applicant: _____ Mailing Address: _____ Phone: _____	Land owner(s): _____ Mailing address: _____ Phone: _____	Address or location of property: _____ Area District _____ Town Plan number: _____
Project: ☐ Tear Down Rebuild ☐ Addition ☐ Other _____ (to be expressed in square feet) Existing TLA** _____ Proposed TLA _____ Garage/Storage _____ Attic _____ Basement _____	Materials and information required * ☐ Site Plan ☐ Photographs of Site and Houses on Abutting Lots ☐ Site Conditions Plan ☐ Proposed Floor Plans ☐ Proposed Building Elevation Plans ☐ Landscape Plan ☐ Grading and Drainage Plan ☐ Sedimentation and Erosion control ☐ Copy of Assessors Card showing TLA For tear down/rebuilds: ☐ Plans of existing and former buildings demolished w/in past 5 years For additions: ☐ Plans of Existing House	Name and address of land surveyor: _____ _____ _____ Name and address of architect: _____ _____ _____ Name and address of engineer: _____ _____ _____ Name and address of landscape architect: _____ _____ _____
DO NOT WRITE IN THIS BOX To be completed by Planning Staff		
Date submitted: _____ Action Required By: _____ DRB Review _____ Approved by Planning Board : _____ Date		
I give permission for agents of the Planning Board to enter upon my land for purposes related to this application during regular business hours.	Signature of land owner: _____ _____	Signature of applicant (if other than owner): _____ _____

* Unless Waived. See Rules and Regulations for Application Requirements.

** Total Living Area (See Wellesley Zoning Bylaw Section XVID. Large House Review – on line at www.wellesleyma.gov)

LARGE HOUSE REVIEW ~ REQUIRED APPLICATION MATERIALS

Application file number _____ *date* _____

Address _____

Scale: All plans must be drawn to a uniform scale (preferably 1"=10', 1"=20', or 1"=30').

Size: All plans shall be a minimum size of 11"x 17" (preferred) and a maximum size of 24"x 36", with 3/4" borders. Letter sizes on plans should be no smaller than 1/8". At least one full size set of plans at no less than 1/4" scale shall be submitted.

Number of Copies: 10 hard copies and an electronic file of all submission materials

Format for Electronic Submittals: Digital plan submittals shall be in conformance with the standards promulgated by MassGIS. This information is available at the Planning Department office. Photos should be organized and contain clear explanatory captions. Total photo file size should not exceed 2 MB.

Development Affidavit

Site plan ☐ Affidavit signed by Building Inspector

- ☐ Existing site conditions
- ☐ Location of buildings
- ☐ Location, type, size, or dimension of trees over 6" caliper
- ☐ Significant natural features
- ☐ Surface drainage and topography (1-foot contours)
- ☐ Property lines
- ☐ Zoning districts
- ☐ Adjacent roadways
- ☐ Historical features
- ☐ Rights-of-way and easements
- ☐ Wetlands and floodplains
- ☐ Adjacent public paths/trails
- ☐ Other natural or man-made features such as walls and fences

Digital Submission

- ☐ CADD Submittal (see Format for Electronic Submittals above)

Site photographs

- ☐ Must show existing natural features and buildings, including those on contiguous lots
- ☐ Photographs of buildings on contiguous lots

Plans of the location of existing and/or former building (demolished within the past five years) on the lot

- ☐ Photographs of all sides of the building, drawings of building elevations, and floor plans, if available

Proposed building

- ☐ Plans of proposed building(s) on the site, consisting of floor plans of every level including any basement and attic
- ☐ Sections identifying type and exterior finish of proposed buildings

Proposed site conditions

- ☐ Proposed building on site
- ☐ Retaining walls
- ☐ Driveway location
- ☐ Utilities, showing structure details, sanitary sewer manholes, drain manholes, retention/detention structures, level spreaders and similar facilities (if required) and catch basins
- ☐ Water service entrance location
- ☐ Location of any exterior pumping equipment (if applicable)
- ☐ Cuts and fills over 4 feet
- ☐ Electrical details
- ☐ Location of electrical service entrance
- ☐ Size or capacity of service

Landscape plan

- ☐ Tree removal and new planting detail
- ☐ Size, type, and location of proposed plant materials with botanical names (consideration shall be given to mature size of plantings, particularly in relation to vehicle sight distances)
- ☐ Exterior lighting
- ☐ Hardscape details, such as walkways or patios

Applicants are advised not to use invasive plant material which has been identified as inappropriate by the Town Horticulturalist

Proposed grading changes

- ☐ Must be depicted by 1-foot contours

Proposed drainage structures

- ☐ Must include provisions for sedimentation and erosion control if existing slopes in excess of 15% are to be disturbed

Submission Fee

- ☐ Check payable to "Town of Wellesley"