

Summary

This brochure is meant to serve as a guide when preparing for a project in the Town of Weston. Please feel free to contact Ann Swaine, Office Administrator for the Department of Inspectional Services, to make an appointment to discuss your specific project with the Inspector of Buildings and Zoning Enforcement Officer.

Office hours:

Monday-Friday 8:30 am-5:00 pm

Closed at 2:30 on Fridays between July 7 and August 31.



Weston Inspectional Services

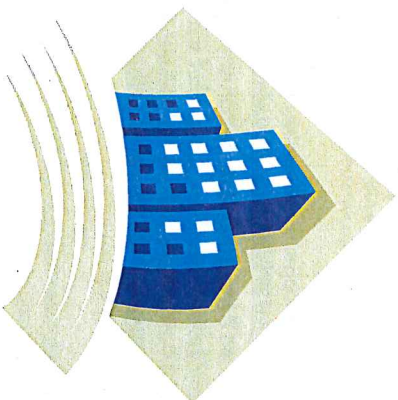
Town Hall
P.O. Box 378
Weston, MA 02493

Phone: 781.893.7320 x323
Fax: 781.529.0112
E-mail: swaine.a@westonmass.org

Town of
Weston

Zoning Bylaw Information

RGFA
Setbacks
"Structure"



Weston Inspectional Services

ZONING



The following information is provided to help applicants gain a clearer understanding of important zoning regulations when preparing for a Residential construction project. All information provided in this brochure is based on the Town of Weston Zoning Bylaw as amended through May, 2008.

This information is intended to touch on a few key zoning issues in the town relative to calculating Residential Gross Floor Area (RGFA), measuring setbacks and the impact of the new structure definition. If any further clarification is needed or assistance with a specific project would be helpful, an appointment should be made with the Zoning Enforcement Officer.

RGFA

Residential Gross Floor Area

The Residential Gross Floor Area "RGFA" of any new or replacement single family dwelling use constructed pursuant to a building permit issued on or after October 29, 1998, may not exceed the greater of 3,500 s.f. or 10% of the lot area up to a maximum of 6,000 s.f.

The RGFA applies to:

- new home construction including after an existing home has been demolished
- Demolition or replacement of more than 50% of an existing home's roof or more than 50% of an existing home's walls by one or more building permit dated after October 28, 1998
- building an addition to an existing home which received a building permit as a new or replacement home dated after October 28, 1998

Calculating RGFA for your project

Included in calculation:

- Area of all above grade floors, measured from exterior wall to exterior wall
- Finished or unfinished area above garages, finished or unfinished 1/2 story above 2nd floor and finished attics
- Garages (detached, attached, drive-under) and accessory buildings, enclosed porches, basements when considered a story above grade

Exemptions from RGFA:

- Unfinished attics when located above the uppermost story of the building. A 1/2 story is only considered and attic when built in pitched roof construction. If dormers or similar features are built through the roof, the area shall not be considered an attic and therefore is included in the RGFA calculation.

Setbacks

Dimensional and Other Requirements

No Building or structure or part thereof shall be constructed, altered, enlarged, reconstructed, extended or moved except in conformity thereto.

Setbacks are measured from the property line to the closest point of the structure. This includes, but is not limited to: eaves, overhangs, chimneys, cantilevers, land-

ings, stairs, etc. Setbacks are not measured to items which are not part of the structure such as gutters, light fixtures, flagpoles, etc.

"Structure"

Anything constructed, assembled, erected, or maintained at a fixed location above or below ground, including but not limited to, the following examples: antenna, bridge, building, gazebo, mechanical equipment, pergola, platform or deck, satellite dish, shed, swimming pool, and an apron of five (5) feet measured from the water's edge, tennis or similar court, tower, trailer without wheels, trellis, tunnel.

May 2008 Town Meeting adopted the above definition as an amendment to the Zoning Bylaw. As a result of this amendment, the items listed are now considered a structure, require a building permit prior to installation, and are subject to conformity with Dimensional Requirements, including setbacks.

The following is also considered a structure:

- A fence if it is more than six (6) feet high
- Any type of masonry or concrete wall that is 36 inches or more in height
- A retaining wall constructed of any material that is 36 inches or more in height

Note: the height of a structure is measured from existing natural grade.

Weston Inspectional Services

Town Hall
P.O. Box 378
Weston, MA 02493

Phone: 781.893.7320 x323
Fax: 781.529.0112
E-mail: swainea@westonmass.org

Excerpts from Weston, MA
Zoning By-laws
(pages where "RGFA"
occurs)

REPLACEMENT SINGLE FAMILY DWELLING

The supplanting of all or a portion of a demolished or substantially demolished single-family dwelling with a substitute single-family dwelling in the same or in a different location on the lot, or the relocation on the lot of an existing single family dwelling.

RESIDENTIAL GROSS FLOOR AREA ("RGFA")

The sum of the horizontal area(s) of the above-grade floors in the residential building(s) on a lot, excluding unfinished attics but including attached or detached garages. The RGFA shall be measured from the exterior face of the exterior walls.

ROOF

The outside top covering of a building with its supporting members, not including vertical supports. For purposes of dimensional determinations, roof slopes shall be established as follows:

Pitched Roof: A roof plane with a slope greater than 3:12 [Three (3) inches of vertical rise for every twelve (12) inches of horizontal run].

Flat Roof: A roof plane with a slope equal to or less than 3:12 [Three (3) inches of vertical rise for every twelve (12) inches of horizontal run].

A building shall be construed to be covered with a pitched roof when 30% or more of the area within the total building perimeter is covered with roofs of slopes greater than 3:12.

SCENIC ROAD

Those early Town Roads and / or core transportation routes which the Planning Board has identified as best representing the historic, rural and otherwise scenic character of the Town. These roads are: Ash Street, Boston Post Road and Boston Post Road By-Pass (Route 20), Brown Street, Chestnut Street, Church Street, Conant Road, Concord Road, Crescent Street, Fiske Lane, Glen Road, Highland Street, Hilltop Road, Kingsbury Lane, Lexington Street, Lincoln Street, Loring Road, Love Lane, Maple Road, Merriam Street, Newton Street, North Avenue (Route 117), Oak Street, Pigeon Hill Road, Pine Street, Ridgeway Road, Ripley Lane, School Street, Silver Hill Road, South Avenue (Route 30), Sudbury Road, Summer Street including By-Pass, Viles Street, Ware Street, Webster Road, Wellesley Street, Winter Street.

SCHOOL AGE CHILD CARE PROGRAM

A Child Care Facility providing supervised group care, on a regular basis before or after school and/or during school vacation and holidays, for children not of common parentage who are enrolled in kindergarten and are of sufficient age to enter first grade the following year, and/or older children of common parentage not more than fourteen years of age (or sixteen years of age if such child has special needs). Such facility must include a planned daily program of activities attended by children for specifically identified blocks of time during the week, usually over a period of weeks or months

SETBACK

The shortest distance from the street side line, street center line, or lot line, as the case may be, to any part of the foundation of a building or structure.

- d. Upon issuance of a special permit, activities necessary in connection with scientific research or scientific development or related production, which are accessory to activities permitted in the district as a matter of right, provided the Special permit Granting Authority finds that the proposed accessory use does not substantially derogate from the public good.
- 4. All other uses of buildings, structures and land shall be subject to the requirements and limitations set forth in this Zoning By-law for the zoning district(s) in which the particular building, structure or land is located, including, Accessory Uses in connection with lawful Principal Uses. Accessory Uses are subject to the same special permit and/or site plan approval requirements as the principal use(s) served.

B. SINGLE FAMILY RESIDENCE DISTRICTS (A, B, C and D)

1. By-Right Uses

- a. Unless located on a lot which bounds on a Scenic Road as defined in Section II, single family detached dwelling containing one housekeeping unit only, together with accessory buildings not containing a housekeeping unit. The number of such dwellings with such accessory buildings on any one lot shall not exceed the number which can be located thereon in conformity to Section VI, Subsection F.2., "Numbers and Location of Dwellings on One Lot";

The Residential Gross Floor Area "RGFA" of any new or replacement single family dwelling use constructed pursuant to a building permit issued on or after October 29, 1998, may not exceed the greater of 3,500 s.f. or 10% of the lot area up to a maximum of 6,000 s.f.

- b. Preservation of a lot in its natural condition; fields, pastures, woodlots, and orchards; greenhouses for private use; farm; sale or offering for sale of farm produce by owner or resident tenant providing a substantial portion is raised on the premises;
- c. Wildlife and plant management by nonprofit organization;
- d. The renting of rooms or the furnishing of table board to not more than four persons not members of the family residing on the premises;
- e. Any occupation or occupations conducted by a person residing in the dwelling, provided:
 - (i) That the occupation or occupations are conducted totally within the dwelling and not in an accessory structure;
 - (ii) That the occupant shall maintain at least fifty percent interest in the occupation or occupations so conducted;
 - (iii) That there shall be no use of any accessory structure other than for parking one vehicle used for the occupation or occupations;
 - (iv) That regardless of the number of occupations conducted in the dwelling, no more than one vehicle related to the occupation or occupations shall be regularly on the premises whether or not garaged;
 - (v) That vehicle shall be rated to carry no more than two tons;

- (vi) That there is no visible exterior storage of material or equipment and no exterior indication from the boundaries of the premises of such use or variation from the residential character of the area;
- (vii) That not more than three persons regularly engaged in the occupation or occupations, whether full or part-time, in addition to the occupant shall work at the premises at one time;
- (viii) that traffic generated by such occupation is not inconsistent with traffic usually associated with a single family residence and there is adequate parking on the lot screened from abutting properties;
- (ix) that it does not create a hazard to health, safety, or welfare;
- (x) That there is no evidence of the occupation or occupations through persistent or excessive sound, vibration, dust, heat, glare, odor, or light discernible at the boundaries of the premises or through interference with radio or television reception or other communications equipment.
- (xi) That, where required, there is compliance with Section V, Subsection B.5.

2. By-Right Uses Allowed With Site Plan Approval

- a. Privately owned and operated park or playground;
- b. New or replacement single family dwelling, together with accessory buildings not containing a housekeeping unit, in conformity with Section VI.F.2., which is constructed pursuant to a building permit issued on or after October 29, 1998, and which is located on a lot bounding on a Scenic Road as defined in Section II.
- c. New or replacement single-family dwelling, together with accessory buildings not containing a housekeeping unit, in conformity with Section VI, subsection F.2, which is constructed pursuant to a building permit issued on or after October 29, 1998 and which exceeds the RGFA limit provided in Section V.B.1.a.

3. Uses Allowed With Site Plan Approval and By Special Permit

- a. Private cemetery;
- b. Noncommercial club;
- c. Family day care;
- d. Day camp;
- e. Philanthropic or charitable institution, but not a correctional institution or place of detention;
- f. Accessory use by not more than one business entity of a railroad station existing as of May 1, 1979, provided that no more than four persons are regularly engaged in the activity, and that any Special Permit granted hereunder is conditioned on the establishment and maintenance of a clean, safe, heated and lighted waiting room within the station, a lighted platform, and a lighted and adequate parking area adjacent to the station for the convenience of passengers of the railroad or other connecting modes of transportation; the conditions relating to the waiting room, platform, and parking area may be waived so long as the railroad station is not in active service.

(iv) Architecture

Buildings shall be located harmoniously with the landforms, trees and other natural features of the site. They shall be located advantageously for views from a building while minimizing intrusion on views from other buildings.

Architecture within the AARD shall reflect or complement the historic architectural fabric of Weston. Preferred building materials include wood clapboard, shingle, and fieldstone.

Without specifying any particular architectural style, the scale, massing and detailing of buildings shall be compatible with those prevalent in the neighborhood. Where a multifamily development is located adjacent to a neighborhood of single family dwellings, the massing scheme and the selection of exterior materials for buildings shall be complementary to a single family neighborhood.

Buildings of historic or architectural significance shall be preserved and readapted wherever possible. New buildings shall be compatible with existing historic structures.

b. Standards

(i) The developer shall make adequate, but not excessive, provisions for parking. There shall be provided at least two parking spaces per dwelling unit (counting garage space) plus additional parking for recreational amenities and provisions of guest spaces. All parking lots must be landscaped to the satisfaction of the Planning Board.

(ii) The frontage and setback requirements in the underlying Zoning District(s) where the tract is located shall be the minimum for an AARD.

(iii) An AARD shall provide at least 45% undisturbed, restored and created open space. Undisturbed open space shall be preferred, especially along the perimeter of the tract. Open space is defined as land not covered by buildings, above ground structures and paving or any other type of impervious surface.

(iv) The maximum AARD floor area ratio (Residential Gross Floor Area, "RGFA" of all buildings minus total gross floor area of affordable units) divided by the total buildable area of the tract (minus the Exclusions) of an AARD shall not exceed 11%, however, there may be, at the Planning Board's discretion, provision for the addition of bonus gross floor area, up to a maximum floor area of 5%, upon the provision of additional open space, other public benefits and/or additional affordable housing (whether low or moderate income as defined in 760 CMR 45.02), as the Planning Board may determine.

(v) The maximum number of dwelling units per acre shall be 1.5, excluding affordable units. In making such computation, the Exclusions shall be deducted from the total land area.

Subsection of
Section K: Active
Adult Residential
Development (AARD)

3. Exceptions

- a) Except as provided in Section V.J. on any building located within any District, domes, cupolas and other ornamental features, solar collectors, chimneys, ventilators, skylights, tanks, bulkheads, machinery, antennas, transceivers, and other accessory features which are required above roofs may not exceed twenty (20) feet measured vertically from the highest point of the entire building.
- b) Parapets, and penthouses for stairs and elevators shall not be considered accessory features. In a situation where a parapet, staircase, elevator penthouse, or other element not considered an accessory feature extends above the level of the highest point of the roof, the highest of such elements shall be considered the highest point of the building.
- c) Freestanding antenna constructions not attached to a building including antenna for use by federally licensed amateur radio operator and not otherwise regulated, shall not exceed fifty (50) feet in height measured from the ground.
- d) On any building located within Business B and Office and Research and Development Districts only, rooftop screens or fences erected to conceal equipment shall not exceed twelve (12) feet in height.

F. OTHER DIMENSIONAL REQUIREMENTS

1. Corner Obstructions

No building, fence or other structure shall be erected or installed, and no tree, shrub, or other growth shall be planted or permitted to grow or exist, which will dangerously obstruct the view of traffic by operators of vehicles at street intersections or otherwise constitute a hazard to public safety; nor shall any fence or other structure be erected or installed, nor shall any tree, shrub, or other growth be planted or permitted to grow or exist higher than 24 inches above the ground in the area formed by the intersecting sidelines of any street or way, whether public or private, and a line joining each sideline at points 35 feet distant from the point of intersection of the sidelines: in the case of rounded corners the distance shall be measured from the point of intersection of the side lines when projected. The provisions of this Subsection shall not require the removal of any existing tree whose entire foliage is not less than 10 feet above its base and whose trunk is not of a size or shape to obstruct the view of traffic for operators of motor vehicles.

2. Number and Location of Single Family Dwellings on One Lot

Except as may be permitted in an AARD, the number and location of single family dwellings on any one lot shall be such that every dwelling (and its accessory structures) can be provided sufficient land to form a separate lot which will itself be in full conformity to the regulations of this Section VI, and on which every dwelling (and its accessory structures) will be in full conformity thereto; and upon alienation of any such dwelling it shall be provided with such a lot and every dwelling remaining on the original lot shall be left capable of being provided with the same.

[Back to Web Site](#)

Town of Weston Massachusetts

Submission Procedures-Site Plan Approval for Scenic Roads and Residential Gross Floor Area (RGFA)

April 2011

SUBMISSION PROCEDURES FOR SITE PLAN APPROVAL for SCENIC ROADS and RESIDENTIAL GROSS FLOOR AREA

Submission requirements for Site Plan Approval in the Weston Zoning Bylaw:

1. Under Section II. and Section V.B.2. c. for new or replacement construction on a Scenic Road
2. Under Section V.B.2.d. and Section XI for new or replacement structures under Residential Gross Floor Area ("RGFA")

Filing Requirements

1. One completed copy of the Application Form and all required submission documents and the review and filing fee shall be submitted to the Weston Town Planner at the Weston Town Hall. An application will not be reviewed unless accompanied by the fees.

An application will not be reviewed and public hearing scheduled until all required items have been received and signed off by both the Town Planner and the consultants. Accordingly, it is highly recommended that submissions be made earlier so that they can be reviewed for completeness. All required submission items must be received by the Weston Town Planner and the Planning Board consultants before the Public Hearing will be scheduled.

The following procedure will be followed:

- I. Initial meeting with Town Planner, and David Conway to review submission requirements, prior to development of site plans and the architectural program. The initial site walk will be scheduled at this meeting.
- II. Applicant's "Development Team," Town Planner, and Planning Board Consultants on site to identify, in the field, potential issues.
- III. Town Planner and Planning Board's consultants will meet with Applicant and his "Development Team" several months into the process to review plans and identify any major inconsistencies with the Standards and Criteria in the Zoning By-Law. Revisions may be requested.
- IV. Town Planner and Consultants will meet with Applicant at submittal to: (1) review completeness of submission and advise Applicant of any missing information; (2) Recommend plan revision to ensure consistency with Standards and Criteria; (3) Review presentation materials for Public Hearing.

V. Planning Board and abutters attend Site Walk led by Applicant's Development Team at least 3 weeks prior to Public Hearing.

Town Planner and Planning Board consultants will be available only on Tuesday Mornings (9:30 AM-12:30 AM) to meet with Applicants and their Development Team.

REQUIRED ITEMS FOR SUBMISSION

1. Application Form (attached to this form)

One copy of the completed Application form shall be sent to the Town Planner and the Planning Board Consultant.

2. Fees

The filing fee of \$300 and the review fee of \$4,000.00 shall be made out in separate checks to the Town of Weston and shall be sent to the Weston Town Planner accompanied by the application. Refer to Planning Board document entitled "Adoption of Review Fees," found in the Building Department and on the Town of Weston website. Review fees accrue interest. It is the Applicant's responsibility to request any unused funds from the Town, at the end of the project period.

3. Site Plan

The Site Plan shall be prepared by a Surveyor or Civil Engineer. The landscape architect or designer shall add plantings and proposed exterior lighting to the Site Plan or on a separate Landscape and Exterior Lighting Plan. The plan shall generally be at a scale of 1" = 20' and in no case shall the scale be smaller than 1"=40' and show the entire lot, including the street frontage, and general location of abutting properties. It is highly recommended that the Planning Board consultant and /or Town Planner be contacted if there is any question in determining the appropriate scale for submission.

All plans, documents, etc. are to have the project street address in the title block and a date. Any and each change to the plans, documents, etc. are to have a revision date.

The Site Plan shall be shown on a certified perimeter plan of the lot and include the following contents:

1. north arrow
2. existing and proposed grades with a contour interval of 2 feet
3. proposed footprint of the house and all structures
4. proposed location of the driveway
5. proposed location of the septic system
6. drainage structures
7. existing vegetation and other natural features (e.g. major trees, rock outcroppings, streams, wetlands, etc.). The wetland vegetation boundary outlined in light blue; 100 foot buffer in yellow and 25 foot buffer in green; the 200 River front buffer in purple and the 100 foot River front buffer in brown. Different line symbols may be substituted for the different colors.
8. proposed limits of clearing necessary for construction of the house, accessory structures, driveway and septic system
9. proposed "no disturbance" areas- boundary line in a black line symbol, highlighted in red
10. proposed fences, retaining walls or other accessory structures (e.g. pools, tennis courts, cabanas, etc.)

11. an approximate calculation of the proposed gross cut or fill necessary on the entire lot to accommodate all changes to existing grades
12. Adjacent intersecting property lines with the current owner(s) name
13. All off lot structures, paths, and trails located within 100 feet of all of the lot boundaries.
14. Each change to a submitted site plan shall include a new revision date.

Note: Two copies of this Site Plan are to be sent to the Planning Board consultant.

4. Septic System Plan

The Septic System Plan shall be prepared by an individual authorized under Title V of the Massachusetts Environmental Code. Included with the plan shall be the location and results of all deep hole tests and perc tests performed on the lot. The Applicant should be able to discuss and defend how the proposed siting of the septic system complies with the intent of the Standards and Criteria and the Scenic Road and Residential Gross Floor Area provision to the By-Law., as opposed to presenting the most efficient design.

The Applicant should understand that for Planning Board purposes, the location of the septic system should not be limited to the area of the site with "best" soils. Clearing, Grading and additional disturbance should be minimized. The location and configuration of the system should compliment the rest of the site design and once constructed, should not appear unnatural. Grading above and around the system should be naturalized.

5. Architectural Plans

The Plans shall be prepared by a registered architect at 1/8 scale or other scale approved by the Planning Board consultant and/or Town Planner and include the following:

1. floor plans
2. elevations of the house from all sides, with a note identifying materials to be used on the facade and roof, and the color of house and trim (provide paint chips, as well)
3. elevation of the house and accessory structures as seen from the street frontage(s), showing location of abutting homes
4. two sections through the proposed house showing property lines, structures, walls, etc. One section shall begin across the street from which the proposed driveway(s) enters the lot and show the home across the street and run through to the rear of the lot and show the adjacent home to the rear.. The second section shall be roughly parallel to the street frontage and include nearby adjacent homes, where present.

Existing grades shall be shown on the sections with a dashed line and proposed finish grades with a solid line.

Proposed landscaping, including existing trees to remain, shall be shown on the sections, to scale. The scale of the sections may be smaller than 1/8 scale.

5. Residential Gross Floor Area (RGFA) square footage calculations, i.e., measured from outside wall to outside wall, of the following:
 - first floor
 - second floor
 - finished attic
 - entire basement if any portion of the basement is above grade (walk-out basement)
 - attached or detached garage
 - accessory structures (e.g. barn, shed, cabana, etc.)

Submit on an 8 1/2" x 11" sheet, plans of all floors, including the basement, if applicable, with dimensions and square footages.

6. Provide calculations of house height, as defined by the Weston Zoning By-Law (Average Natural Grade and stories), to be stamped by a registered architect and/or registered engineer.

6. Landscape Plan

The Landscape Plan shall include:

- The location and species of trees greater than 6" caliper (measured 12 inches over the soil line) proposed to be removed. An "X" shall be indicated on these trees
- The location and species of proposed new trees and woody plants
- Groundcovers proposed for all areas inside the limit of disturbance boundary
- driveways and walkways and materials used
- Patios and walls
- A table or chart on the plan showing type, size and quantity of plant material
- Buffers- of particular interest are proposed buffers in the areas between the house and the street frontage(s) and the areas near abutting properties.

SAMPLE PLANTING SCHEDULE

SYMBOL	BOTANICAL NAME	COMMON NAME	QUANTITY	SIZE
TREES				
SHRUBS				

The required contents of the landscape plan shall be shown on the Site Plan or a separate Landscape Plan.

7. Exterior Lighting Plan

A plan showing the location and type of all proposed exterior lighting fixtures shall be submitted. Included on this plan shall be any proposed entrance drive and driveway lighting, exterior wall or freestanding light fixtures. Proposed exterior lighting fixtures for all accessory structures including pools, tennis courts and cabanas shall be included. Each fixture type shall be clearly labeled on the plan with a symbol which relates back to the Exterior Lighting Chart. A Table or Chart of exterior lighting fixtures is to be included on the Plan that lists each lighting fixture type, manufacturer's model number, number of fixtures, rated lumens, total rated lumens per fixture type, and total rated lumens of all exterior light fixtures.

SAMPLE EXTERIOR LIGHTING CHART

Symbol	Fixture Type (1)	Manufacturer's Model Number	Type of Bulb (2)	Rated Lumens per fixture	Number of Fixtures	Total Lumens for Fixture Type

Total Lumens all Exterior Lighting Fixtures	
---	--

(1) For Example, wall mounted, pendant, post, pool, etc.

(2) Type of Bulb, i.e., incandescent, halogen, florescent, etc.

Manufacturer Cut Sheets of each proposed light fixture or type are also to be submitted. The project address and date is to be handwritten on each cut sheet.

For each exterior lighting fixture within 75 feet of any property line, a copy of the Manufacturer's light distribution map must be submitted.

Projects should not exceed 22,000 lumens.

Note: The required contents of the lighting plan may be included on the site plan or landscape plan.

8. Zoning Conformance Sheet

The Applicant shall determine whether the lot, existing house and proposed house are in conformance with the underlying zoning district. A zoning conformance table on a separate sheet is part of the submission. The Sheet shall show the following information:

Zoning District

Minimum Required Lot size

Existing Lot Size

Minimum Required Frontage

Existing Frontage

Minimum required setback from ROW and Center Line

Existing & Proposed Setback

Minimum required setback from lot line

Existing & Proposed Setback

9. List of Consultants

A list of consultants, the name of contact persons and their telephone numbers, responsible for the following tasks associated with the project shall be provided:

1. architectural design
2. site planning and engineering
3. septic system design
4. landscape design
5. exterior lighting

10. ABUTTERS LIST

The Applicant shall submit a Certified Abutter's list as part of the submission. This must be a certified list obtained from the Planning Board's Administrative Assistant.

11. Assessors Map

Provide a copy of the Assessor's map with the proposed building lot highlighted, as part of the submission.

12. Storm Water Plans

Stormwater Plans and calculations should be prepared by a Professional Engineer. Post-development peak rates of runoff from a site must be equal to or less than pre-development peak rates of runoff for the 2, 10 and 100 year storm events. Provide supporting plans, details and

calculations . Best management practices as described in the MA DEP Stormwater Policy Handbook and general engineering practice should be followed in the design of storm water controls.

Stormwater controls should be incorporated into the site design so that they compliment and do not detract from the rest of the site. Clearing, grading and additional disturbance to the site should be minimized. Stormwater controls should, whenever possible, be constructed in previously disturbed areas. Due to their impacts on the site and lack of aesthetic quality, detention basins are discouraged. Infiltration of runoff as a means of controlling the peak rate of runoff is highly encouraged.

All stormwater material must be submitted to:

1. David Conway
Nitsch Engineering, Inc., 185 Lincoln Street, Suite 200
Boston, MA 02111-2403, Telephone: 617 338 0063
2. Steve Fogg, Town Engineer, Weston Department of Public Works
Telephone: 781 893-7320 x345

All complete stormwater material must be received by Nitsch Engineering Inc., and the Town Engineer, in order for the Town Planner to designate the Site Plan Approval Application a complete submission.

13. Site Walk

A site walk will also be scheduled before the hearing. The Applicant's engineer shall be present to lead the site walk and answer questions. The Applicant's surveyor or engineer shall stake and flag the following: proposed driveway; corners of house and/or any other proposed structure; limit of clearing for building and work;; septic area; stormwater structures; 100 foot buffer from wetland; landscape buffer that will be protected, and any other items that the Board feels is relevant to its decision making.

14. Presentation at the Public Hearing

The following materials, in addition to the submitted site and landscape plans, architectural elevations and sections, will be required at the Public Hearing:

(A) An Assessors Map blown up to sufficient scale to show properties in the neighborhood, including parcels behind the Applicant's parcel.

- i. Extending from each parcel on the map, draw a line and attach a photograph of the existing house on that parcel.
- ii. In Block Letters next to each Photograph: (1) Address, (2) Current Owner, (3) Gross Living Area, (4) number of garage bays, (5) GFA plus garage area (computed by multiplying garage bays by 300 s.f.
- iii. A table with the information required in ii. on a separate piece of
- iv. Provide photographs of the proposed house site, including a photograph of the site as seen from the street frontage.

GOOD STANDING APPROVAL

ADDRESS OF PROPERTY: _____

*OWNER OF PROPERTY: _____

TYPE OF PERMIT/LICENSE: _____

Pursuant to the provisions of Article II, Section 13 of the Town of Weston Bylaws (M.G.L. Chapter 40, Section 57), the above applicant has no outstanding debt on record with the Collector as of the date signed below.

Collector's Office Approval: _____

Date: _____

Applicant:

Please fill out the above form and bring it to the Town Collector/Treasurer's Office for approval.

Business and Limited Liability Corporations: Please list all officers and stockholders below.

APPLICATION FORM FOR SITE PLAN APPROVAL FOR SCENIC ROADS AND
RESIDENTIAL GROSS FLOOR AREA

Address of property: _____

Assessors Map: _____ Parcel No: _____

Owner's
Name: _____

Owner's Address: _____

Owner's Telephone: _____ Fax: _____

Owner's Signature: _____

Applicant's Name: _____

Applicant's Address: _____

Applicant's Signature: _____

Applicant's Telephone: _____ Fax: _____

Zoning District: _____ Size of House: _____

Size of Lot:

Is this a teardown: _____ Yes _____ No

If yes, size of existing house: _____

Application filed with the Town Planner: _____

Filing Fee: _____ Yes _____ No

Review Fee: _____ Yes _____ No

Date of Completed Submission: _____

 Application Form for Site Plan Approval for Scenic Roads and Residential Gross Floor Area

This is the official website of the Town of Weston
Town Hall - 11 Town House Road - PO Box 378 - Weston, MA 02493
781-786-5000

[Back to Web Site](#)

Town of Weston Massachusetts

Design/Siting/Planning Guidelines for Homes Built Under RGFA and Scenic Road Provisions of the Zoning By-Law

Introduction:

The purpose of this document is to assist an Applicant in developing a proposal that will meet the standards and criteria for site plan approval established in Section XI of the Weston Zoning By-Law. The Planning Board evaluates a proposal for a house located on a Scenic Road or a house that exceeds a certain size (RGFA) against the following standards and criteria:

1. The development shall be integrated into the existing terrain and surrounding landscape. Building sites shall, to the extent feasible:

- a. Minimize use of wetlands, steep slopes, floodplains, hilltops;
- b. Preserve natural or historic features;
- c. Maximize retention of open space;
- d. Minimize tree, vegetation and soil removal, blasting and grade changes
- e. Screen objectionable features from abutting properties
- f. Prevent pollution of groundwater, minimize erosion and sedimentation and prevent changes to groundwater levels, increased rates of runoff and minimize potential for flooding. Design drainage so that groundwater recharge is maximized and at the project boundaries the rate of runoff is not increased.
- g. Building design and landscaping shall be in harmony with the prevailing character and scale of buildings in the neighborhood and the Town including the use of appropriate building materials, screening and other architectural techniques.

The Planning Board has developed a list of design, siting, and planning guidelines that implement the preceding standards and criteria. Adherence to these guidelines will facilitate a timely review by the Board.

I. Exterior Lighting: Minimize as much as possible. The Board will permit one post light by the street and lighting required by Building Code (at doors). Lighting beyond that required by Code will be scrutinized. Runway lights up the driveway and up lighting of trees and bushes are discouraged. The Applicant should attempt to keep exterior lighting below 1400 watts and minimize bulb wattage.

II. Landscaping Buffering: A buffer is a screen of native trees and shrubs which hide houses from the street and creates privacy. If possible, preserve the existing buffer along the property's frontage to a minimum depth of 50 feet. Preserve existing vegetation (trees, understory and bushes) around the borders of your lot, so that neighbors are screened from your house. The larger the house, the greater the buffer that will be required. It is a simple fact that newly planted trees and bushes will never replicate the natural looking "woody" habitat found along Weston's roads. Preservation of existing trees and understory will maintain this appearance. This means that a septic system or storm water drainage structure should not be located on the front of your lot where it will require the removal of the landscape buffer. Keep your driveway design basic. A circular driveway will necessitate more re grading and tree removal than a single driveway. Minimize re grading to protect existing vegetation.

III. House and Driveway Siting: Notwithstanding significant high groundwater or septic issues, work with the natural topography of your site. Re-grading should be kept to a minimum. Maintain a building apron or platform that is substantially lower or at the natural grade. Retain rock outcroppings and irregular landforms-they create an interesting lot and can provide privacy.

Keep the driveway narrow to avoid tree removal and utilize curving to minimize site lines from road to house

IV. Landscaping: Maintain natural plantings including trees of differing calipers, understory and groundcover. Understory plants include saplings and shrubs which grow well in low light conditions beneath larger trees. They are essential for a natural looking habitat. Avoid ornamental shrubs and mulch along the front of the property and along the street right of way. The street right of way is the town owned strip between the road pavement and private property. Maintenance of native vegetation (naturally occurring species sometimes disparaged as weeds!) is encouraged in the right of way and keeps the "woody" look of the Town. Traditional plantings in the right of way, such as ferns, Lily of the Valley, or Day Lilies are also encouraged.

V. Architecture and Materials: Look around the neighborhood. Consider neighborhood context. Keep your house design sympathetic to neighboring properties in scale, character and massing (consider elements such as style, roof design and pitch, type of materials; window design, color).

VI. Septic System and Drainage Structure Siting: Installation of leaching fields necessitate tree and understory removal. Trees are lost due to regrading for a system and damage from heavy equipment compacting the roots. Test all over the lot and stay away from the front of the lot and lot perimeter, if at all possible. The location and configuration of the septic system should compliment the rest of the site design and not stand as a separate piece of the design. When constructed, the system should not appear obvious or unnatural. Grading above and around the system should be naturalized. The location, configuration and elevation of the system should not dictate the design of the site plan. Pumped systems should be considered and may be required by the Planning Board if they meet the standards and criteria of the Zoning By-Law

Storm water runoff from impervious surfaces must be controlled on your lot. Storm water controls should be incorporated into the site design so that they compliment and do not detract from the rest of the site. Clearing, grading and additional disturbance should be minimized. Infiltration of runoff as a means of controlling the peak rate of runoff is highly encouraged.

This is the official website of the Town of Weston
Town Hall - 11 Town House Road - PO Box 378 - Weston, MA 02493
781-786-5000