



Town of Reading

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Community Planning and Development Commission

TOWN OF READING

DEC 14 2015

BUILDING DEPARTMENT

APPLICATION AND REQUIREMENTS

Site Plan Review and Minor Site Plan Review Section 4.6. of the Reading Zoning Bylaws

Applicability:

The following types of activities and uses require Site Plan Review by the CPDC:

- a. Exterior Alteration of 500 square feet of horizontal or vertical area or more;
- b. Construction or expansion of a Parking Lot involving 15 spaces or more;
- c. New Construction or a change of use requiring the creation or addition of 15 or more parking spaces.

The following types of activities and uses require Minor Site Plan Review by the CPDC:

- a. Interior Alteration of 2,000 square feet or more;
- b. Minor Exterior Alteration of 500 square feet of horizontal or vertical area or more that is limited to doors, paint, awnings, railings, step replacement, handicapped ramps or building code compliance measures;
- c. New construction or a change of use requiring the creation or addition of fewer than 15 parking spaces;
- d. New construction or a change of use to an existing institutional, commercial, or multi-family structure.

Exemption from Site Plan Review: Single Family and Two Family dwellings structure and routine maintenance or in-site replacement of buildings are exempt from Site Plan Review.

Procedures:

Site Plan Review:

Applicants for site plan approval shall submit fourteen (14) copies of the site plan, application, and supporting materials in accordance with the Checklist for Site Plan Review to the CPDC through the Town Planner's office for review, and within three (10) days thereafter request a determination from the Town Planner on completeness of application. The Town Planner shall make a determination of completeness within thirty (10) days of receipt of such application. For details on the Checklist for Site Plan Review, Applicants shall refer to the adopted Site Plan Review Guidelines, Regulations and Standards.

Minor Site Plan Review:

Applicants for Minor Site Plan Review shall submit eight (8) copies of the application, project narrative, photographs of the existing site or area to be altered, a rendering, site plan, plot plan or sketch and other supporting material in accordance with the Checklist for Minor Site Plan Review to

the CPDC through the Town Planner's Office. Projects subject to Minor Site Plan Review may be eligible for administrative approval if the proposed construction, expansion or alteration will not result in any adverse impact or surrounding areas. For details on the Checklist for Minor Site Plan Review, Applicants shall refer to the adopted Site Plan Review Guidelines, Regulations and Standards.

Property Address 186-190 Summer Avenue Assessor Map 15 Lot 294, 295 + 296
Name of Applicant Robert F. Littleton, Jr. Ed.D. as President, Criterion Child Enrichment, Inc.
Address of Applicant 321 Fortune Blvd., Milford, MA 01757
Email address clo margolin@margolinlaw.com
Phone/Fax numbers 508-473-3427 Fax: 508-634-8532
Name of Owner (if not applicant) Debra A. Shantz - trustee
Address 186-190 Summer Ave.
Email clo coleman@colemanlawpc.com
Phone/fax 781-944-8913

Name of Engineer Jack Sullivan, P.E.
Firm Sullivan Engineering Group, LLC
Address 22 Mt. Vernon Road, Bedford MA 01921
Email jack.sullivan@concast.net
Phone/fax 978-352-7871

Name of Attorney Kenneth N. Margolin, Esq.
Firm Law Office of Kenneth N. Margolin, P.C.
Address 246 Walnut St. Ste. 107, Newton, MA 02460
Email margolin@margolinlaw.com
Phone/fax 617-641-9600 FAX: 617-641-9606

Name of Architect Mickey Crockmalic, AIA
Firm DHK Architects, Inc.
Address 54 Canal St. Ste. 202, Boston, MA 02114
Email mfcrockmalic@dhkinc.com
Phone/fax 617-267-6408, Ext. 103

Current Use of the property: Residential
Proposed Use of the Property Early Intervention program
Brief Description of Project Provision of early intervention educational and related services to infants + toddlers, most with developmental + other disabilities, + families

* No change to existing buildings

Estimated construction cost of the project \$ 1,564,480

* Proposed Building Size (SF) 4375 Lot size 71,223 SF # parking spaces provided 38

List other Permit Requirements (list date of application thereof):

Conservation Commission

Zoning Relief NA (Project is a Zoning Amendment (Mkt. 40A, 53) Project)

Public Works NA

Board of Selectmen NA

Board of Health NA

Historical Commission

State Permits: DEP NA

MHD NA

Other NA

21E filing NA

List of all easements, liens, mortgages, restrictions, or other encumbrances: NONE FOUND

CERTIFICATIONS

The undersigned hereby certifies:

1. For Site Plan Review: That fourteen (14) complete copies of this application, Checklist for Site Plan Review and all attachments have each been enclosed in one envelope, have been delivered to the Public Services Department, and have been marked as follows:

One each to:

- Town Engineer
- Municipal Light Department
- Fire Department
- Police Department

- Building Inspector
- Conservation Commission
- Health Department

Two each to:

Town Planner

Five each to:

CPDC

In addition, one (1) full copy is to be delivered by the Applicant to the Board of Health, as a separate but related filing; the Applicant is then to deliver a receipt from the Board of Health to the Town Planner;

2. For Minor Site Plan Review: That eight (8) complete copies of this application and all attachments have been enclosed and delivered to the Public Services Department.

3. That he/she has delivered the Certified List of Abutters within 300 feet of the subject property and all other parties of interest, together with a stamped, plain (NO RETURN ADDRESS) envelope addressed to each of the above.

4. That he/she has delivered to the Town Planner a certified check for the required Application Fee in the amount of \$ _____; (Fee not required for Minor Site Plan Review)

