



**Town of Reading
Downtown Smart Growth District (DSGD)
40R Development Application Form**

1. Date of Submission: _____

2. Type of Application (Check all that apply):

- Multi-Family Residential
- Multi-Family Residential with Mixed-Use
- Mixed-use with:
 - Office
 - Retail
 - Restaurant
 - Consumer Services
 - Institutional

3. Existing Uses: _____

4. Proposed Use: _____

5. Location of Project

Address: _____

Assessor's Map # _____ Lot # _____

6. Proposed # of Parking Spaces: _____

Shared Use of Required Parking: Yes No

(submit formal written agreement with application if shared parking is proposed)

7. Number of Dwelling Units

Total Number of Dwelling Units: _____

Total Number of Affordable Dwelling Units: _____

8. Land Area Sq. Ft.: _____

Building Area Sq. Ft.: _____

9. Building Height / Number of Stories: _____

10. Property Owner:

Name: _____
Address: _____
Phone: _____
Email: _____

11. Applicant Name & Contact Info (if different than Owner):

12. Primary Contact Person: _____

Email: _____ Phone: _____

Owner's Signature: _____

Agent's Signature _____

13. Affordable Housing Monitoring Agent: _____

14. List Any Waivers to be Sought:

Section of the Design Standards or Zoning:

Justification:

15. Required Application Material

(See Downtown Smart Growth District Design Standards and Guidelines)

- a)** Completed application form and application fee.
- b)** Development narrative including all uses, breakdown of square footage for each use, number of housing units and zoning summary.
- c)** Locus map with lot identification.
- d)** Existing site plan, including all existing structures, trees, topography and easements, prepared by a licensed surveyor.
- e)** Certified list of abutters signed by the Town Assessor, including two sets of stamped and addressed envelopes to all abutters.
- f)** Photos of adjacent properties and other properties impacted by the development project.
- g)** Proposed site plans indicating project boundaries, building footprints, on-site and remote parking areas (where applicable), drainage and topography. All plans shall be prepared and stamped by a professional engineer.
- h)** Proposed architectural plans, including floor plans for all levels including the roof, and building elevations for all sides including courtyards and interior lot elevations. All plans shall be prepared and stamped by a registered architect.
- i)** Landscape plan showing existing and proposed landscaping.
- j)** Massing perspective sketches or renderings illustrating the key elements of the development proposal within its context.
- k)** Proposed exterior lighting plan with photometric information.
- l)** Proposed stormwater management plan with rainwater calculations, and O&M Plan.
- m)** Parking plan including utilization of municipal lots, on-street parking, and shared parking arrangements, detailing on- and/or off-site accommodations to address the parking needs for proposed commercial spaces and employees.
- n)** Traffic study that accounts for all recently approved commercial, mixed-use and multi-family housing projects in and within a half-mile radius of the Downtown Smart Growth District.
- o)** Shadow studies, if required pursuant to Section 10.5.5 of the Reading Downtown Smart Growth Design Standards and Guidelines.
- p)** Sample boards and color palettes for all exterior building materials.
- q)** Evidence that the Development Project complies with the cost and eligibility requirements of Reading Zoning Bylaw Section 10.5.10.
- r)** Development Project plans that demonstrate compliance with the design and construction standards of Reading Zoning Bylaw Section 10.5.10.3.
- s)** A form of the Affordable Housing Restriction that satisfies the requirements of Reading Zoning Bylaw Section 10.5.10.5.

Please contact the Planning Division staff for the required number of hard copies of the plans, application and supplemental reports. An electronic copy of the complete application package in PDF format is required at the time of submittal.

Compliance with Design Standards (Refer to the Design Standards):

Section of Design Standards	Consistent with Design Standards
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7.1.1 Front Façade Setback	<input type="checkbox"/> Yes <input type="checkbox"/> No
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7.1.2 Building Step-Backs	<input type="checkbox"/> Yes <input type="checkbox"/> No
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7.1.3 Building Proportions & Appearance	<input type="checkbox"/> Yes <input type="checkbox"/> No
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7.2.4 Screened Rooftop Equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No
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7.3 Building Entries	<input type="checkbox"/> Yes <input type="checkbox"/> No
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7.4 Fenestration	<input type="checkbox"/> Yes <input type="checkbox"/> No
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7.4.2 Ground floor Commercial & retail uses a minimum of 60% glass.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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7.5 Exterior Building Materials	<input type="checkbox"/> Yes <input type="checkbox"/> No
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8.1 Sidewalks	<input type="checkbox"/> Yes <input type="checkbox"/> No
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8.2 Driveways & Parking	<input type="checkbox"/> Yes <input type="checkbox"/> No
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8.3 Landscaping	<input type="checkbox"/> Yes <input type="checkbox"/> No
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8.4 Lighting	<input type="checkbox"/> Yes <input type="checkbox"/> No
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8.5 Utility Areas & Utilities	<input type="checkbox"/> Yes <input type="checkbox"/> No
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8.6. Drainage & Stormwater Management	<input type="checkbox"/> Yes <input type="checkbox"/> No
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8.6.3 Stormwater Operations and Maintenance Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
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9.1 Building & Property Signage	<input type="checkbox"/> Yes <input type="checkbox"/> No
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9.4 Awnings	<input type="checkbox"/> Yes <input type="checkbox"/> No
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10.0 Additional Considerations for District Edges & Transitional Areas	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Additional space for reasons project found inconsistent with Design Standards:

Section of the Design Standards:

Reason / Justification:
