



Town of Westport
Planning Board
856 Main Road
Westport, MA 02790

www.westport-ma.com
planning@westport-ma.gov

Tel: (508) 636-1037
Fax: (508) 636-1031

Form OSRD

Application No. _____

Date _____

Application for Open Space Residential Development (OSRD)

All applications for Open Space Residential Development (OSRD) Approval shall be submitted to the Planning Board and shall be reviewed by the Board following normal procedures as established in M.G.L., Chapter 41, Section 81K to 81GG "The Subdivision Control Law" The tract may be a subdivision or a division of land pursuant to Massachusetts General Law Chapter 41: Section 81-P. Applicants should refer to Section 8.1 of the Town of Westport Zoning By-Laws for information in preparing their submittal packet.

Project Name _____

Location of Site _____

Map _____ Lot _____

Zoning District(s) (Including all overlay districts): _____

Target date to begin construction: _____

Please Complete

- 1. Name of Applicant(s):
Address:
Mailing Address
Telephone:
E-mail Address:
2. Name of Property Owner(s):
Address:
Mailing Address
Telephone:
E-mail Address:
3. Engineer Name:
Address:
Telephone:
E-mail Address:

4. Surveyor Name: _____
 Address: _____
 Telephone: _____
 E-mail Address: _____
5. Landscape Architect Name: _____
 Address: _____
 Telephone: _____
 E-mail Address: _____
6. Attorney Name: _____
 Address: _____
 Telephone: _____
 E-mail Address: _____

At your pre-application meeting, staff will identify which items are required for submittal. An appointment must be scheduled to submit this application. Please call (508) 636-1037 to schedule your appointment.

This document constitutes a Public Record under Massachusetts General Law Chapter 66: Section 10. Public inspection and copies of records; presumption; exceptions.

Submittal Requirements
All Graphics And Plans Shall Be To Scale and Dimensioned. All Documents shall be presented in 24" X 36" Size and Folded.

Description of documents required for a complete application.

Req'd Rec'd

- 1. Completed project application for OSRD.
- 2. Application Fee- \$_____
- 3. Consulting Engineer's Fee - \$_____
- 4. Notarized, written authorization from the property owner *if* someone other than the property owner is making the submittal.

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- 5. Narrative describing the development proposal.
- 6. Current Title Report - not older than 30 days.
- 7. Deed or conveyance.
- 8. Legal Description.
- 9. Assessor's map with the parcel(s) and project location clearly marked.
- 10. Conceptual Site Plan with the address and vicinity (locus) map of the site.
 - 24" x 36" – 2 copies
 - 11" x 17" – 12 copies
- 11. Conceptual Landscape Plan - location of all proposed and existing plantings.
 - 24" X 36" – 2 copies
 - 11" x 17" – 12 copies
- 12. Landscape Architect's Certificate (see page 9)
- 13. Color Context Aerial (24" x 36" – 1 copy) - not more than one year old with Context Site Plan superimposed.
- 14. Color photos of the existing conditions. (Please see separate form for directions.)
- 15. Archeological Resources. The applicant should verify that development is not going to adversely affect or impact an archeological or protected species site. Please provide letters of verification from the following:
 - MA Division of Fisheries and Wildlife Natural Heritage
<http://www.mass.gov/dfwele/dfw/nhosp/nhosp.htm>
 - MA Historical Commission
<http://www.sec.state.ma.us/mhc/mhchpp/tsdhpp.htm>
- 16. Historical Property (If the site is an existing or potential historic property, please provide a Narrative proposing the plan to preserve the historic character, or compliance with the existing preservation plan.)
- 17. Planning Department will request a list of certified abutters from the Assessors Department within a 300-foot radius of the perimeter of the site.

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- 18. Letters describing service availability from utility service providers.
- 19. Proposed Codes, Covenants, and Restrictions (CC&R's).
- 20. Phasing Plans, if the project is to be developed in phases.

Engineering and Related Data

- 21. Surveyor's Certificate (see page 7)
- 22. Engineer's Certificate (see page 8)
- 22. Alta Survey (not older than 30 days).
 - 24" x 36" – 1 copy
- 23. Topography Map.
 - 24" x 36" – 1 copy
 - 11" x 17" – 6 copies
- 24. Soils Report
- 25. Cuts and Fills site plan.
- 26. Drainage/Storm Water Management Report (3 copies).
- 27. Current FEMA issued flood map for Bristol County dated 07/07/2009.
- 28. Water Study Report (3 copies).
- 29. Traffic Impact Study (3 Copies).
 - Trip Generation Comparison may be sufficient with consulting engineer's approval.
- 30. Open Space Residential Development Open Space Analysis.
- 31. Proposed Development Envelope Concept Plan.
- 32. Form D - Designer's Certificate

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Architectural Plans & Related Requirements

- 33. Elevations: Show all sides of all building(s) and indicate building heights & label all materials and colors on plans.
- 34. Streetscape elevations (Include landscaping).
- 35. Floor plans.
- 36. Sign details.

Lighting Plan

- 37. Lighting Site Plan (include landscape lighting, building lighting, and all other lighting.)
- 38. Manufacturer cut sheets of all proposed lighting shall be submitted on full-size 24" X 36" sheets.

APPLICANT IS RESPONSIBLE FOR SUBMITTING THE FOLLOWING IN PDF FORMAT

- Conceptual Site Plan
- Landscape Plan
- Context Aerial with Conceptual Site Plan superimposed
- Proposed Development Envelope Concept Plan
- Elevations
- Floor Plans
- Lighting Site Plan

The undersigned Applicant(s) hereby submit(s) the accompanying plan of land, entitled _____ that was prepared by _____ and that is dated _____ (the "design"), for Open Space Residential Design (OSRD) approval under the OSRD Zoning By-law and the Planning Board's Rules and Regulations, in the belief that the design conforms to the OSRD Bylaw and the Planning Board's Rules and Regulations as set forth below.

1. The applicant agrees that the OSRD [bylaw's 45-day decision period](#) commences only when the Planning Board formally votes to acknowledge the Development Plan as being substantially complete.
2. The applicant agrees that the design is based on the four-step §18.4 an OSRD Development Plan Design, and understands that he will be required to demonstrate as such during the public hearing.

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3. The applicant acknowledges that any application approved under the OSRD Bylaw, based on the submitted design, is valid for only **two years**.
4. The applicant acknowledges that any subsequent OSRD Definitive Subdivision Plan will only be permitted if it is proven to be substantially compliant with the corresponding OSRD By-law.

By signing below, the parties agree that the above documentation has been submitted and received.

Applicant Printed Signature

Owner Printed Signature

Applicant Signature

Owner Signature

Date

Date

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SURVEYOR'S CERTIFICATE

I hereby certify that I performed an on the ground survey on _____ (date(s) of the survey) upon which the design was based, that I have reviewed the Town Of Westport's OSRD By-law, Article 18, and the Planning Board's applicable Rules and Regulations and that the survey conformed to all applicable requirements of federal, state and local law and all applicable professional rules and regulations and the requirements of the Town Of Westport OSRD Bylaw and the Planning Board Rules and Regulations.

(In the event that the design does not conform to all requirements, the surveyor shall submit a letter indicating each way in which the design does not conform and why.)

SIGNED AND SEALED UNDER OATH AND SUBJECT TO THE PENALTIES OF PERJURY THIS _____ DAY OF _____, 20__.

Signature of Registered Surveyor

Print Name: _____

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ENGINEER'S CERTIFICATE

I hereby certify that I prepared the design, that I have reviewed the Town Of Westport's OSRD By-law, Article 18, and the Planning Board's applicable Rules and Regulations, that the design was prepared based upon a ground survey performed on (date(s) of survey) _____ by _____, and that, to the best of my knowledge and belief, the design conforms to all of the requirements of the Norwell OSRD Bylaw and the Planning Board Rules and Regulations. (In the event that the design does not conform to all requirements, the engineer shall submit a letter indicating each way in which the design does not conform and why.)

SIGNED AND SEALED UNDER OATH AND SUBJECT TO THE PENALTIES OF PERJURY THIS _____ DAY OF _____, 20__.

Signature of Registered Engineer

Print Name: _____

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LANDSCAPE ARCHITECT'S CERTIFICATE

I hereby certify that I prepared the design, that I have reviewed the Town Of Westport's OSRD By-law, Section 8.1, and the Planning Board's applicable Rules and Regulations, that the design was prepared based upon a ground survey performed on (date(s)): _____ by _____, and that, to the best of my knowledge and belief, the design conforms to all of the requirements of the Town Of Westport OSRD Bylaw, Article 18, and the Planning Board Rules and Regulations.

(In the event that the design does not conform to all requirements, the Landscape Architect shall submit a letter indicating each way in which the design does not conform and why.)

SIGNED AND SEALED UNDER OATH AND SUBJECT TO THE PENALTIES OF PERJURY THIS ____ DAY OF _____, 20__.

Signature of Landscape Architect

Print Name: _____

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The undersigned, being the applicant, or owner of all land included within the proposed **Open Space Residential Development (OSRD) Conceptual Plan** has submitted a complete application to the Westport Planning Board entitled:

Date of Conceptual Plan _____

Prepared by _____

of _____

Number of lots proposed on Conceptual Plan, and having a minimum of five lots

Parcel size _____ (total acres or square feet)

Date of accepted submittal packet _____

The undersigned's title to said land is derived from deed dated _____

- Recorded in the Bristol County Southern District Registry of Deeds on
Date _____ Book _____ Page _____
- or*
- Registered in the Bristol County Southern District Registry of Land Court,
Certificate of Title No. _____.

Applicant or Owner's name (*Printed*)

Received by Town Clerk

Applicant or Owner's signature

Applicant or Owner's address

Applicant or Owner's phone _____

Applicant or Owner's e-mail _____

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The undersigned, being the applicant, or owner of all land included within the proposed **Open Space Residential Development (OSRD) Conceptual Plan** has submitted a complete application to the Westport Planning Board entitled:

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Date _____ Book _____ Page _____
or
- Registered in the Bristol County Southern District Registry of Land Court,
Certificate of Title No. _____.

A copy of the application and plan were received by Westport Board of Health:

Date _____

Time _____

Signature _____

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