LARGE HOME REVIEW
RULES AND REGULATIONS OF THE COHASSET PLANNING BOARD
COHASSET, MASSACHUSETTS

Attached:
- Large Home Review Procedures
- Large Home Review Checklist
- Form 11 – Application
- Fee & Deposit Schedule
- Planning Board Litigation Policy

Adopted: July 14, 2004
Amended: October 4, 2006
May 22, 2013
May 15, 2019
August 2019
February 2020
LARGE HOME PLAN REVIEW PROCEDURES

The Large Home Review is section §300-5.4 of the Town of Cohasset’s Zoning Bylaws. Please read the Bylaw thoroughly to understand what the scope of the Large Home Review is and what the Planning Board will expect to be submitted to them. §300-5.4 is included in this application packet and can also be found on the Planning Board Office’s webpage on the Town’s website at www.cohassetma.org.

Submit to the Planning Board Office the following:

- A narrative of the project explaining, in detail, the plans for the property. When drafting the narrative, please refer to the Bylaw to address details that have been included in the language of §300-5.4.
- If you are building on raw land and it is your understanding that the lot is protected under the single lot exemption §300-8.3, please provide the deeds and information to support that this lot falls under and is protected by this section of the Cohasset Zoning Bylaws.
- If you need relief from other Boards and Committees, please be sure to have filed with those Boards and committees prior to or at the same time as the Large Home Review (i.e. Board of Health, Conservation Commission, Zoning Board of Appeals etc.).
- Three (3) copies of the Application – Form 11 signed by BOTH the Applicant and the Property Owner.
- Three (3) copies of the Site Plan, Floor Plans and Elevations. There should be Two (2) full size plans (2’ x 3’) and One (1) 11” x 17” to scale.
- Electronic copies of all submissions emailed to llind@cohassetma.org and joram@cohassetma.org.
- Two (2) copies of the certified Abutter’s List (per MGL Ch. 40A, Section 11) obtained from the Assessor’s Office.
- Two (2) sets of mailing labels matching the certified abutter’s list obtained from the Assessor’s Office.
- The appropriate application fees (see attached fee schedule).
- The original, signed Planning Board Litigation Policy Statement signed by both the Applicant and the Property Owner.
NOTE – At this point, the Planning Board staff will review the application materials to ensure that ALL information requested by the Large Home Review Checklist and Bylaw have been provided. If any items are missing, the application will be deemed incomplete and will not be accepted.

If it is determined that the application materials are complete:

1. The Planning Board Staff and the Town Clerk’s Office will date stamp the submitted as “received” thus beginning the timeline outlined in the §300-5.4.

2. The Planning Board Staff will then do the following:
   - Assign a Large Home Review Case Number
   - Set a date and time for the public hearing (must happen within 35 days of filing)
   - Post the meeting in the Town Clerk’s Office at least 14 days in advance of the public hearing
   - Advertise the public hearing in a local newspaper for two consecutive weeks prior to the hearing date, first publication to appear at least 14 days in advance of the hearing.
   - Reserve an appropriate room for the public hearing
   - Distribute the plans to the appropriate boards for their review and comment
   - Copies of the hearing notice shall be sent by regular mail, postage prepaid, to the applicant and all “parties in interest” as per MGL Ch. 40A, Section 11.

3. If requested by the Board or staff, the Applicant will:
   - Mail a copy of the site plan, floor plans and elevations to the engineer designated by the Board for review on behalf of the Board.

4. The Planning Board’s recommendation will be filed with the Building Department and the Town Clerk’s Office within 21 days of the conclusion of the Public Hearing.

Adopted: July 14, 2004
Amended: October 4, 2006
May 22, 2013
May 15, 2019
August 2019
February 2020
FORM 11 – APPLICATION FOR LARGE HOME REVIEW

DATE:

To the Planning Board:

The undersigned herewith submits the accompanying site plan of property, including floor plans and elevations, located in the Town of Cohasset for Large Home Review under the requirements of Section 5.5 of the Zoning Bylaws of the Town of Cohasset and the Large Home Review Rules and Regulations of the Planning Board of the Town of Cohasset, Massachusetts.

1. Record Name of Owner: ______________________________________
   Address: ______________________________________

2. Name of Applicant:  ______________________________________
   Address: ______________________________________

3. Zoning Classification ______________________________________

4. Assessor’s Map: _________ Plot(s): _______________________________

5. Deed of Property recorded in Norfolk County Registry of Deeds in Book
   _______________, (page) _________________________________

6. Location of description of property sufficient for identification:
   _________________________________________________________
   _________________________________________________________
   _________________________________________________________

   Total Residential Gross Floor Area ____________ square feet

7. Telephone Number: _____________________________________________
   Cell Phone Number: _________________   FAX Number: _______________

   ________________________
   Signature of Owner/Applicant

(Checklist Amended 2/18/20)
LARGE HOME REVIEW CHECK LIST

The following check list is a guide for the applicant to give sufficient information on the plans submitted with the application.

GENERAL

A. Title Block

☐ 1. Name and address of Owner and Agent (if different)
☐ 2. Property Address
☐ 3. Date of plan and/or revisions
☐ 4. Large Home Review case number – space
☐ 5. Land Surveyor, Engineer and architect, address, stamp and signature
☐ 6. Scale (between 1” = 20’ and 1” = 60’) Plans no larger than 2’ x 3’
☐ 7. Zoning Summary in the following format:

<table>
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<tr>
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<th>REQUIRED</th>
<th>EXISTING</th>
<th>PROPOSED</th>
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<td>Lot Width</td>
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<td>Height</td>
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<td>Coverage Bldg.</td>
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B. Parcel of Property

☐ 1. Actual Property Survey with North Arrow
☐ 2. Dimensions of property lines to scale
☐ 3. Area of property in square feet
☐ 4. Existing structures shown (all neighboring structures)
☐ 5. Zone lines and zones
☐ 6. Elevations, existing and proposed grading
☐ 7. Two (2) permanent survey monuments shown on plan and located on site
☐ 8. Abutters (names, structures and property lines)
☐ 9. Easements (type and location)
☐ 10. Survey Placement of stakes on site showing proposed building locations.
☐ 11. It is recommended that Architectural Plans be prepared by a registered architect.
☐ 12. Certified square footage calculations **must** be certified by a licensed professional.

(Checklist Amended 2/18/20)
C. Building(s) Shown on Survey Plan

☐ 1. Proposed
☐ 2. Existing
☐ 3. Area in square feet of each building
☐ 4. Elevations, to grade with building height as defined in the Zoning Bylaw

5. Some of the elements the Planning Board will consider during the Large Home Review process include, but are not limited to, the following:

a. **Scale of Buildings** - proposed construction, will be reviewed in relation to scale of other structures in its vicinity through appropriate massing, screening, lighting, building and siding materials and other architectural techniques;

b. **Massing/Volumetric Calculations** – if the Large Home Review is an addition/extension of an existing structure and the height is increasing within or outside of the setbacks, please include the existing and proposed massing/volumetric calculations;

c. **Drainage/grading plans** - in sufficient detail to determine that the work will be not harmful or injurious to existing uses in the area;

d. **Landscape** – the Planning Board will look at changes to wetlands, flood plains, hilltops, grade changes, vegetation and soil removal, exposed ledge and landscaping;

e. **Lighting** – lighting Design should be as needed and address safety, but should not have a negative impact on neighboring properties; and

f. **Circulation** – includes walkways, driveways and parking. The areas should be safe and convenient for the landowners, but should not detract from the use, safety and enjoyment of adjacent properties and Town streets.

(Checklist Amended 2/18/20)
§ 300-5.4. Large house plan review. [Amended 3-27-2004 by Art. 7; 4-30-2018 ATM by Art. 20]

A. Where applicable, no permit to build, construct, reconstruct or expand any residential building or structure shall be issued by the Building Inspector until a written statement from the Planning Board of final approval has been received, in accordance with the provisions of this section.

B. Notwithstanding the area requirements set forth in preceding sections of this Article 5, and any variances obtained from same, the RGFA for any residential building or structure, in any residential district, to be constructed pursuant to a building permit issued on or after February 18, 2004, either as new construction or as an exterior alteration, expansion/extension/enlargement, reconstruction or replacement of an existing residential building or structure may not exceed the greater of 3,500 square feet or 10% of the area of the lot up to a maximum of 6,000 square feet, absent review as follows. This threshold does not diminish or nullify the applicability of any of the other area regulations set forth in Article 5 that may or may not have an impact upon the calculation of RGFA, except where the changed size does not exceed 10% of RGFA.

C. Where the RGFA of the applicant exceeds these limits, the proposed work shall be submitted for a large house plan review by the Planning Board. The Planning Board shall review and discuss the large house plan with the applicant and abutters, toward the objective of making the proposed plan harmonious with, and not harmful, injurious or objectionable to, existing uses in the area.

(1) The Planning Board will consider the following factors in its review of the project:

(a) Scale of buildings. Proposed construction will be reviewed in relation to the scale of other structures in its vicinity, through the use of appropriate massing, screening, lighting, building and siding materials and other architectural techniques such as variation in detail, form and siting. Consideration shall be given to the need for vegetated buffers or screening. Structures shall be arranged to minimize casting shadows onto abutting property.

(b) Preservation of landscape. Minimizing changes to wetlands, floodplains, hilltops, grade changes, vegetation
and soil removal, of the existing landscape is encouraged. This includes unique natural areas, topographic features such as ledge outcrops, significant trees and landscaping, and historic features.

(c) 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.

(d) 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.

(2) The above criteria may be superseded and/or supplemented by the Planning Board based on previous reviews, decisions and recommendations from large house plan reviews or by the requirements of other permits needed for the proposed building or structure to be constructed.

D. Application and site plan.

(1) A person applying for a large house plan review shall file an application with the Planning Board, including a filing fee and RGFA calculation certified by a registered architect or engineer and the following documentation as required by the Planning Board: a site plan showing the location of the subject house, and the existing and proposed site conditions, topography, building elevations, setbacks, lot coverages, floor area ratios, grading and landscape design; for an existing house, photographs of all sides, and for both existing and proposed houses, a drawn or computer-generated depiction of how the house is proposed to appear post-construction, including exterior materials; a context map with a narrative description of the surrounding neighborhood with data regarding house styles, sizes, dimensions, building siding materials, and context photographs of all houses within a three-hundred-foot radius of the proposed house location.

(2) The application and site plan shall include the elements to be reviewed by the Planning Board and shall also include such further information as the Planning Board shall reasonably require by rule or regulation. Not less than two permanent survey monuments shall be located on the property in question and shown on the plan, unless waived by the Planning Board. In subsequent applications concerning the
same subject matter, the Planning Board may waive the filing of plans and documents to the extent they duplicate those previously filed. Copies of the rules and regulations concerning the large house plan review shall be filed with the Town Clerk.

E. Procedure.

(1) The Planning Board shall hold a hearing within 35 days of the filing of an application with the Town Clerk for a large house plan review with respect to a residential building or structure having an RGFA exceeding the threshold established by Subsection B.

(2) The Planning Board shall, within one week of receipt of site plan application, transmit to appropriate Town boards and departments, for review, one copy of the application and site plan.

(3) Notice of such hearing shall be given to the applicant and all abutters in the manner called for in the Planning Board rules and regulations.

(4) Within 14 days after the conclusion of the public hearing, the Planning Board shall approve the application or approve the application with conditions, and shall issue a written statement of this final decision on the application. A copy of the decision shall be filed with the Town Clerk.

(5) Any building, reconstruction or expansion shall conform with any conditions in the statement of approval, and in all other respects with the application, plan, supporting documents and other representations of the applicant.

(6) Any substantial changes or design deviations from the reviewed project must be approved by the Building Inspector as "minor" in nature or the project must be resubmitted to the Planning Board for a subsequent, additional review.
COHASSET PLANNING BOARD
STATEMENT OF LITIGATION POLICY

It is the opinion of the Cohasset Planning Board (the "Board") that the person or persons (collectively "Applicant") who sought a decision, ruling or other approval from the Board ("Approval") should bear any and all costs associated with or arising out of any legal action or proceeding, threatened or actual against or involving the Board challenging said Approval (each a "Legal Action" and all such costs "Legal Fees").

The litigation policy of the Board is therefore to minimize its Legal Fees.

In furtherance of its litigation policy, the Board reserves for itself the right to seek to minimize its Legal Fees by all legal means, which means may include availing itself of one or more of the following remedies:

(a) Requesting the Applicant to hold harmless and indemnify the Board for Legal Fees prior to commencing any defense of a Legal Action;

(b) Settling all Legal Actions as quickly and in as cost effective a manner as possible, without regard to the interests of the Applicant, which may include rescinding any Approval previously granted; and

(c) Seeking to recover Legal Fees directly from the Applicant which may include joining the Applicant to the Legal Action or commencing separate legal proceedings against the Applicant seeking restitution.

BY SIGNING BELOW, THE UNDERSIGNED ACKNOWLEDGES THEY HAVE READ THE BOARD’S STATEMENT OF LITIGATION POLICY AND THAT THEY CAN REQUEST A COPY TO RETAIN FOR THEIR RECORDS

Date: _______________ **
Signature(s) of Applicant(s) or Representatives, if any

Date: _______________ **
Signature(s) of Owner(s)

** APPLICATION MUST BE SIGNED BY BOTH APPLICANT (OR REPRESENTATIVE) AND LAND OWNER.

Adopted by Planning Board – 01/23/13; Amended 02/13/13
TOWN OF COHASSET
Planning Board
41 Highland Avenue
Cohasset, MA 02025
Tel: (781)-383-4100 x 5127

FEE & DEPOSIT SCHEDULE

Form A - (Subdivision Approval Not Required – ANR)
$100 Application Fee Per Plan
$100 Fee for each new building lot shown

Town Engineering, Technical Review & Legal costs, if required, are the responsibility of the Applicant.

Subdivisions, Clusters & SMROD
$1000 Application Fee
$ 250 Per Lot Fee
$5000 Engineering Cost Deposit
$1500 Legal Cost Deposit
$1000 Technical Review Cost Deposit

Town Engineering, Technical Review and Legal costs are the responsibility of the Applicant. Engineering, Technical Review and Legal Deposits shall be brought up to the initial amount when the balance goes below half the initial amount. Once a subdivision or cluster is complete and approved, any remaining balance of deposits will be returned to the Applicant upon approval of the Applicant’s written request.

Site Plan Review
$1000 Application Fee (5,000 sq.ft. or less)
$2000 Application Fee (5,000 – 10,000 sq.ft.)
$1000 Add for each addition 10,000 sq.ft. or part thereof

Large Home Review
$ 400 Application Fee (3500-5000 sq. ft.)
$1000 Application Fee (over 5000 sq.ft.)

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<th>Engineering Costs Deposit:</th>
<th>Legal Cost Deposit:</th>
<th>Technical Review Cost Deposit</th>
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<tr>
<td>$1000 1,000 sq.ft. or less</td>
<td>$500 1,000 sq.ft. or less</td>
<td>$500 Large Home Review</td>
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<td>$5000 1,000 - 5,000 sq.ft.</td>
<td>$1000 1,000 - 5,000 sq.ft.</td>
<td>$1000 Site Plan Review</td>
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<td>$1500 5,000 - 20,000 sq.ft.</td>
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<td>$10,000 20,000 sq.ft. or more</td>
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Town Engineering, Technical Review and Legal costs are the responsibility of the Applicant. Engineering, Technical Review and Legal Deposits shall be brought up to the initial amount when the balance goes below half the initial amount. Once an Occupancy Permit is issued, any remaining balance of deposits will be returned to the Applicant upon approval of the Applicant’s written request.

Common Driveway
$ 200 Application Fee
$ 50 Per Residence served Fee
$1500 Engineering Cost Deposit
$1000 Legal Cost Deposit
$ 500 Technical Review Cost Deposit

Town Engineering, Technical Review and Legal costs are the responsibility of the Applicant. Engineering, Technical Review and Legal Deposits shall be brought up to the initial amount when the balance goes below half the initial amount. Once the common driveway is complete and approved, any remaining balances of Deposits will be returned to the applicant upon approval of the Applicant’s written request.

ADOPTED: July 14, 2004
AMENDED: October 4, 2006, May 22, 2013 & May 15, 2019