

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

Attached:

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

Adopted: July 14, 2004

Amended: October 4, 2006

May 22, 2013



TOWN OF COHASSET

Planning Board

41 Highland Avenue

Cohasset, MA 02025

Tel: (781)-383-3517 FAX: (781) 383-1561

LARGE HOME PLAN REVIEW PROCEDURES

Submit to the Planning Board the following:

- 12 copies** of the Application – Form 11 signed by **both** the Applicant and the Property Owner.
- 12 sets** of the site Plan, Floors Plans, Elevations (NOTE: **5 sets at 11"x 17"**; **7 sets full size - no larger than 2' x 3'**)
- One** copy of the **certified** Abutters List (as per MGL Ch. 40A, Section 11) obtained from the Assessor's Office
- Two** sets of mailing labels matching the **certified** abutters list obtained from the Assessor's Office
- The appropriate application fee. Legal fee and engineering fee deposit will be requested if deemed necessary by the Board or staff (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, Planning Board Staff will review the application materials to ensure that ALL information requested on the Large Home Review Checklist (attached) has 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 submittal as "received" beginning timelines outlined in the Large Home Review Bylaw Section 5.5.4 a-d.
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 hearing
 - Reserve an appropriate room for the public hearing
 - Distribute the plans to the appropriate boards for their review and comment
 - Copies of hearing notice shall be sent by mail, postage prepaid, to the applicant and to all "parties in interest" as per MGL Ch. 40A, Section 11
3. If requested by the Board or staff, the Applicant will:
 - Mail copy of 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 Dept. and the Town Clerk's Office within 21 days of conclusion of Public Hearing.



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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: _____

Phone: _____ Cell: _____ Email: _____

2. Name of Applicant: _____

Address: _____

Phone: _____ Cell: _____ Email: _____

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

Signature of Owner

Signature of Applicant



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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.**



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LARGE HOME REVIEW CHECKLIST

The following checklist outlines information that **MUST BE INCLUDED** 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. Space for the Large Home Review Case Number
- 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:*

	REQUIRED	EXISTING	PROPOSED
Area			
Frontage			
Lot Width			
Front Yard			
Side Yard			
Rear Yard			
Height			
Coverage Bldg.			

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
- 5. Zone lines and zones
- 6. Elevations, existing and proposed grading
- 7. Two (2) permanent survey monuments **placed on site and shown on plans** (can be iron pin or pipe at corners or, rebar at corners)
- 8. Abutters (names, structures and property lines)
- 9. Easements (type and location)
- 10. Survey Placement of stakes **on site** showing proposed building locations



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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

D. Other – *If deemed necessary by the Planning Board*

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



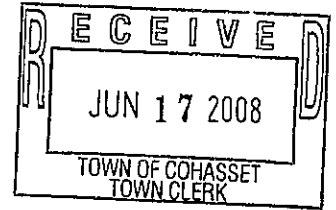
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FEE & DEPOSIT SCHEDULE

Form A - (Subdivision Approval Not Required - ANR)

\$100 Application Fee Per Plan

\$100 Fee for each new building lot shown

Town Engineering & 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

Town Engineering and Legal costs are the responsibility of the Applicant and *shall be brought up to the initial required 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.)

Engineering Costs Deposit:

\$ 1000 1,000 sq.ft. or less

\$ 5000 1,000 - 5,000 sq.ft.

\$ 7500 5,000 - 20,000 sq.ft.

\$10,000 20,000 sq.ft. or more

Legal Cost Deposit:

\$ 500 1,000 sq.ft. or less

\$1000 1,000 - 5,000 sq.ft.

\$1500 5,000 - 20,000 sq.ft.

\$2000 20,000 sq.ft. or more

Town Engineering and Legal costs are the responsibility of the Applicant and *shall be brought up to the initial required 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

Town Engineering and Legal costs are the responsibility of the Applicant and *shall be brought up to the initial required 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.

*** Public Hearing Legal Advertisements - All Filings ***

Costs associated with legal advertisement for public hearings are the responsibility of the Applicant. Newspaper Advertising Departments will send invoices for legal advertisements directly to the Applicant.