

SUBMISSION REQUIREMENTS FOR ALL SPECIAL PERMIT APPLICATIONS

DUE WHEN APPLICATION FILED - APPLICATION INCOMPLETE WITHOUT:

- SITE PLAN (15 copies= 3 to scale size + 12 reduced/11"x17" size)**
 - To Scale Dated
 - Prepared by Registered or Professional Engineer or Surveyor
 - Depicting lot boundaries and lot area
 - Depicting frontage and classification of street (public/private, width)
 - Depicting footprint, lot coverage (SF), setbacks of existing & proposed building(s)/structure(s)
 - Depicting parking layout (spaces, driveways, aisles)
 - Depicting landscaping, screening, open space, snow storage
 - Depicting outside dumpster/trash storage

- FLOOR PLAN (15 copies= 3 to scale size + 12 reduced/11"x17" size)**
 - To Scale Dated
 - Of entire building with total gross floor area
 - Depicting all separately occupied spaces with gross floor areas
 - Of subject premises with gross floor area
 - Depicting entrances/exits, fixtures, interior walls

- BUILDING ELEVATIONS and/or PICTORIAL RENDERINGS
(15 copies= 11"x17" size)**
 - To Scale Dated
 - Depicting façade and views of building(s) and structure(s) on lot from all directions

- TOPOGRAPHIC PLAN (15 copies=5 to scale size + 10 reduced/11x17 size)
(For Development in Flood Plain & Ledge Removal/Alteration of Grade)**
 - To Scale Dated
 - Prepared by Registered or Professional Engineer or Surveyor
 - Depicting footprint, area (SF) and setbacks of existing and proposed building(s)/structure(s)
 - Including elevations of existing and proposed building(s)/structure(s)
 - Depicting existing and proposed contours/grade
 - Other requirements described in zoning ordinance

- FEE** See **Malden Planning Board Fee Schedule** for applicable fee.

- WRITTEN AUTHORIZATION of RECORD OWNER to apply for permits.**

- TRAFFIC STUDY (5 copies).**
(As Required per Section E.9, Rules and Procedures of the Malden Planning Board)
 - See Section E.9, *Rules and Procedures of the Malden Planning Board* for details
 - Requires meeting with Planning Staff in advance to determine scope
 - Must be submitted 4 weeks prior to public hearing
 - At same time study is submitted to City, submit fee for peer review of study by outside consultant employed by City.

- ELECTRONIC COPY of ALL PLANS & APPLICATION MATERIALS**