



APPLICATION & INSTRUCTIONS FOR ROCKLAND PLANNING BOARD

242 UNION STREET, ROCKLAND, MA 02370

E-mail: Planningboard@rockland-ma.gov

Phone: 781-871-1874 X 1196

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**** PRIOR to submitting an application and meeting with the Planning Board - if required meet with Conservation/ZBA/Water/Sewer/Highway/Fire ****



TOWN OF ROCKLAND

Planning Board

Town Hall
242 Union Street
Rockland, MA 02370

Telephone: 781-871-1874 Ext. 1196

Fax: 781-871-0386

Email: PlanningBoard@rockland-ma.gov

BASIC FILING REQUIREMENTS

FORMA: (Plan that does not require approval under Subdivision Control Law)

1. Form A. (Application)
One (1) original and 3 copies
2. Original plans suitable for recording
Five (5) sets (one (1) original Mylar and four (4) copies)
1 original and 1 Mylar for Applicant, 1 for Planning, 1 for Town Clerk, 1 for Building Dept
3. Copy of most recent deed showing ownership
4. Copy of variance(s), if any
5. Fees: \$75 per lot (payable to the Town of Rockland)
6. Filing time requirement: None. May bring to any scheduled Planning Board meeting.
7. Must be heard within twenty-one (21) days of submitting. If it's going to be more than 21 days a letter of extension may be requested

SIGN PERMITS:

1. Application provided by Building Inspector's Office.

SITE PLAN:

1. Application for Site Plan Approval. Eight (8) copies required.
2. Planning Board Form H and Form K required.
3. Plans prepared by land surveyor, professional engineer or architect*; Nine (9) sets (1 original Mylar and 8 copies) plus 4 sets of all reports and drainage calculations. For Planning Board only.
4. One plan for the Applicant(s) to be stamped by the Town Clerk.
5. Copies need to be delivered. 2 Plans, 2 sets of all reports and calculations to Town Engineer, 1 Plan, and 1 set of all reports and calculations to Town Clerk, 1 Plan 1 set of all reports and calculations and to Building Dept, 1 Plan to Zoning, 1 Plan to Town Counsel, 1 Plan to Conservation, 1 Plan to Highway, 1 Plan to Sewer, 1 Plan to Water, 1 Plan to Fire Dept; and 1 Plan to Police Dept. Total 12 Plans.
6. Fees: \$150 up to 5,000 sq. ft; \$200 up to 10,000 sq. ft.; \$250 up to 15,000 sq. ft; \$75 each additional 5,000 sq. ft. thereafter OR; \$75 per unit for two-family; \$75 per unit for multi-family (payable to the Town of Rockland at time of application)
7. A Peer Review account will be opened for professional review requested by the Planning Board. Initial deposit of \$2000.00 will be needed before any review begins.
8. Filing time requirement: File all of the above with the Town Clerk's Office **two weeks prior** to next scheduled Planning Board meeting.
9. Site plan must be heard by Planning Board within forty-five (45) days.
10. Site Plan must contain all setbacks including side and rear.

❖ **PLEASE SEE PLANNING BOARD RULES AND REGULATIONS FOR ALL SITE PLAN RULES AND REQUIREMENTS.**

DESIGN REVIEW:

1. Application for Design Review Approval. Eight (8) copies required.
2. Plans prepared by land surveyor, professional engineer or architect*; 9 sets (1 original Mylar and 8 copies**) For the Planning Board Only.
**unless included with Site Plan.
3. Copies need to be delivered. 2 to Town Engineer, 1 to Town Clerk, 1 to Building Dept, 1 to Zoning, and 1 to Fire Dept. Total 6 Plans
4. Fees: \$75 up to 5,000 sq. ft; \$100 up to 10,000 sq. ft.; \$125 up to 15,000 sq. ft; \$50 each additional 5,000 sq. ft. thereafter OR; \$50 per unit for two-family; \$50 per unit for multi-family (payable to the Town of Rockland at time of application).
5. Filing time requirement: File all of the above with the Town Clerk's Office **two weeks prior** to next scheduled Planning Board meeting.

❖ **PLEASE SEE PLANNING BOARD RULES AND REGULATIONS AND ZONING BY-LAWS FOR DESIGN REVIEW RULES AND REQUIRMENTS**

PRELIMINARY SUBDIVISION:

1. Form B application. Eight (8) required (1 original and 7 copies) Planning Board only.
2. Plans (*all setbacks including side and rear may be requested*)/maps. Eight (8) required (1 Mylar and 7 copies) Planning Board only.
3. One plan for the Applicant(s) to be stamped by the Town Clerk
4. Reports/calculations Four (4) Required. Planning Board only
Copies need to be delivered. 2 Plans, 2 sets of all reports and calculations to Town Engineer, 1 Plan, and 1 set of all reports and calculations to Town Clerk, 1 Plan 1 set of all reports and calculations to Building Dept, 1 Plan to Zoning, 1 Plan to Town Counsel, 1 Plan to Conservation, 1 Plan to Highway, 1 Plan to Sewer, 1 Plan to Water, 1 Plan to Fire Dept, and 1 Plan to Police Dept. Total 12 Plans
5. Obtain Certified List of Abutters from the Assessor's Office.
6. Sketch plan.
7. Form H and Form K.
8. Proof of filing 3 sets of plans and copy of application with Board of Health
9. Form I – Notice to Clerk.
10. Certified copies of recent deed(s).
11. **Fees:**
\$750 application fee (payable to the Town of Rockland upon submission); and \$4,000 consultant fee (payable to the Town of Rockland; to be held in escrow – balance not to fall below \$750)
12. Filing time requirement: File Form B application and plans with Clerk's Office **two weeks prior** to next scheduled Planning Board meeting, at which time a PUBLIC HEARING date will be set.
13. RE: Public Hearing: To be heard within forty-five (45) days
 - Developer must advertise two successive weeks, first notice published not less than 14 days prior to the meeting;
 - Supply Certified Mail green cards at Public Hearing, with Certified List of Abutters from the Assessor's office.
 -

❖ **PLEASE SEE PLANNING BOARD RULES AND REGULATIONS AND ZONING BY-LAWS FOR RULES AND REQUIRMENTS.**

DEFINITIVE SUBDIVISION:

1. Form B application. Eight (8) required (1 original and 7 copies) Planning Board only. Plans /maps. Eight (8) required (1 Mylar and 7 copies) Planning Board only.
One plan for the Applicant(s) to be stamped by the Town Clerk
2. Reports/calculations four (4) Required. Planning Board only.
3. Copies need to be delivered. 2 Plans, 2 sets of all reports and calculations to Town Engineer, 1 Plan,

- and 1 set of all reports and calculations to Town Clerk, 1 Plan 1 set of all reports and calculations to Building Dept, 1 Plan to Zoning, 1 Plan to Town Counsel, 1 to Plan Conservation, 1 Plan to Highway, 1 Plan to Sewer, 1 Plan to Water, 1 Plan to Fire Dept, and 1 Plan to Police Dept. Total 12 Plans (*all setbacks including side and rear may be requested*).
4. Obtain Certified List of Abutters from the Assessor's Office.
 5. Sketch plan.
 6. Form H and Form K
 7. Proof of filing 3 sets of plans and copy of application with Board of Health
 8. Form I – Notice to Clerk
 9. Certified copies of recent deed(s)
 10. **Fees:**
\$1,000 application fee (payable to the Town of Rockland upon submission); and \$5,000 consultant fee (payable to the Town of Rockland; to be held in escrow – balance not to fall below \$750)
 11. Filing time requirement: File Form C application and plans with Clerk's Office **two weeks prior** to next scheduled Planning Board meeting, at which time a PUBLIC HEARING date will be set.
 12. RE: Public Hearing: To be heard within sixty-five (65) days.
 - Developer must advertise two successive weeks, first notice published not less than 14 days prior to the meeting;
 - Supply Certified Mail green cards at Public Hearing with Certified List of Abutters from the Assessor's office.

❖ **PLEASE SEE PLANNING BOARD RULES AND REGULATIONS AND ZONING BY-LAWS FOR RULES AND REQUIRMENTS.**

PLANNED UNIT DEVELOPMENT:

1. Ten (10) copies of the Planning Board Special Permit Application
2. Form B application. Eight (8) required (1 original and 7 copies) Planning Board only.
3. Plans/maps. Eight (8) required (1 Mylar and 7 copies) Planning Board only.
4. One plan for the Applicant(s) to be stamped by the Town Clerk
5. Reports/calculations four (4) Required. Planning Board only.
6. Copies need to be delivered. 2 Plans, 2 sets of all reports and calculations to Town Engineer, 1 Plan, and 1 set of all reports and calculations to Town Clerk, 1 Plan 1 set of all reports and calculations to Building Dept, 1 Plan to Zoning, 1 Plan to Town Counsel, 1 to Plan Conservation, 1 Plan to Highway, 1 Plan to Sewer, 1 Plan to Water, 1 Plan to Fire Dept, and 1 Plan to Police Dept. Total 12 Plans.
7. Nine (9) sets of Site Plans (*all setbacks including side and rear may be requested*).
8. Obtain Certified List of Abutters from the Assessor's Office.
9. Sketch plan
10. Form H and Form K
11. Proof of filing 3 sets of plans and copy of application with Board of Health
12. Form I – Notice to Clerk
13. Certified copies of recent deed(s)
14. **Fees:**
\$1,000 application fee (payable to the Town of Rockland upon submission); and \$5,000 consultant fee (payable to the Town of Rockland; to be held in escrow – balance not to fall below \$750)
15. Filing time requirement: File Form C application and plans with Clerk's Office **two weeks prior** to next scheduled Planning Board meeting, at which time a PUBLIC HEARING date will be set.
16. RE: Public Hearing: To be heard within sixty-five (65) days.
 - Developer must advertise two successive weeks, first notice published not less than 14 days prior to the meeting;
 - Supply Certified Mail green cards at Public Hearing with Certified List of Abutters from the Assessor's office.

❖ **PLEASE SEE PLANNING BOARD RULES AND REGULATIONS AND ZONING BY-LAWS FOR RULES AND REQUIRMENTS.**

*****THESE ARE ONLY BASIC REQUIREMENTS*****

- FURTHER DETAILS ON PLAN REQUIREMENTS AND OTHER PLANNING BOARD REQUIREMENTS MAY BE OBTAINED AT THE TOWN CLERK'S OFFICE.

Revised September 16, 2019



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Fee Schedule Voted 3/12/2008

Revised 10/2019

Form A \$75.00 per lot

Site Plan

- \$150.00 up to 5,000 Sq. Ft.
- \$200.00 up to 10,000 Sq. Ft.
- \$250.00 up to 15,000 Sq. Ft.
- \$75.00 for each additional 5,000 Sq. Ft. over 15,000 Sq. Ft.
- \$75.00 per unit for a two (2) family
- \$75.00 per unit for a multi-family
- \$2000.00 for Peer Review

Design Review

- \$75.00 up to 5,000 Sq. Ft.
- \$100.00 up to 10,000 Sq. Ft.
- \$125.00 up to 15,000 Sq. Ft.
- \$50.00 for each additional 5,000 Sq. Ft. over 15,000 Sq. Ft.
- \$50.00 per unit for a two (2) family \$50.00 per unit for a multi-family

Preliminary Subdivision

- \$750.00 application fee \$4,000.00 for engineering, town counsel, traffic and drainage review to be held in escrow for payment of review bills.

Definitive Subdivision

- \$1,000.00 application fee
- \$5,000.00 for engineering, town counsel, traffic and drainage review to be held in escrow for payment of review bills.

Planned Unit Development

- Combination of fees associated with Site Plan and Definitive Subdivision.

Road Acceptance as Public Way

- \$100.00 filing fee

Joint Meeting with Zoning and Planning Boards

- Please see Joint Meeting Instructions

Special Permit (Planning Board Only)

- \$200.00 application fee

❖ **Please note to make all checks payable to the "Town of Rockland"**



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Rockland Planning Board

Required Applications

Form A

- Form A application only
- See Fee Schedule, Zoning By-laws, and Planning Board Rules and Regulations

If Required:

- Time Extension Waiver

Sign Permit

- See Building Inspector's Office for application

Design Review

- Design Review Application
- See Fee Schedule, Zoning By-laws, and Planning Board Rules and Regulations

Site Plan

- Form L Site Plan application
- Form H Payment Agreement Terms
- Form K Plan Review Checklist
- See Fee Schedule, Zoning By-laws, and Planning Board Rules and Regulations

If Required:

- Time Extension Waiver

Preliminary Subdivision

- Form B Preliminary Subdivision Application
- Form H Payment Agreement Terms
- Form K Plan Review Checklist
- See Fee Schedule, Zoning By-laws, and Planning Board Rules and Regulations

If Required:

- Time Extension Waiver

Definitive Subdivision

- Form C Definitive Subdivision Application
- See Form J Required Signature Boxes
- Form H Payment Agreement Terms
- Form I Items Submitted For Review
- Form K Plan Review Checklist

If Required:

- Form D Covenant

- Form E Certificate of Performance Form F
- Report of Inspection
- Form G Construction Cost Estimate
- Time Extension Waiver
- See Fee Schedule, Zoning By-laws, and Planning Board Rules and Regulations
- **Planned Unit Development and Senior Residential Housing**
- Form C Definitive Subdivision Application
- See Form J Required Signature Boxes
- Form H Payment Agreement Terms
- Form I Items Submitted For Review
- Form K Plan Review Checklist
- Form L Site Plan Application
- See Fee Schedule, Zoning By-laws, and Planning Board Rules and Regulations

If Required:

- Form D Covenant
- Form E Certificate of Performance Form F
- Report of Inspection
- Form G Construction Cost Estimate
- Time Extension Waiver

Special Permit (Planning Only) for Planned Unit Development, Senior Residential Housing and

Conversion of Buildings in I-1 Zone to Housing

- Form M Special Permit Application (Planning Board Only)
- Form H Payment Agreement Terms
- See Planning Board Public Hearing Instructions
- See Fee Schedule, Zoning By-laws, and Planning Board Rules and Regulations

If Required:

- Time Extension Waiver

Petition for a Zoning Change

- Form N Zoning Change Information Sheet
- See Zoning Change Instructions

If Required:

- Time Extension Waiver

Joint Meetings between Planning and Zoning Boards

- See Instructions for Applicants Applying For A Joint Meeting
- See Joint Meeting Outline
- See Fee Schedule, Zoning By-laws, and Planning Board Rules and Regulations

If Required:

- Time Extension Waiver



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FORM I

LIST OF ITEMS SUBMITTED FOR REVIEW & NOTICE OF FILING FOR TOWN CLERK

Date: _____, 20____

Project Name: _____
Location: _____
Applicant: _____
Address: _____

Type of Submission: Form A _____
 Preliminary Subdivision _____
 Definitive Subdivision _____
 Site Plan Review _____
 Design Review _____

Items Submitted:

_____ Copies of Form A	_____ Original and three (3) prints of ARN Plan
_____ Copies of Form B	_____ Eight (8) sets of prints of Preliminary Plans
_____ Copies of Form C	_____ Original and ten (10) sets of prints of Definitive Plans
_____ Copies of Form L	_____ Copies of Watershed Plan
_____ Filing Fee	_____ Copies of Drainage Calculations
_____ Copies of Certified Abutter's List	_____ Copies of Form H
_____ Copies of Sketch Plans (Re: Street layout)	_____ Copies of Site Plans
_____ Copies of Design Review Plans	

As an applicant before the Rockland Planning Board, I have made a complete submission, as indicated above, to the Planning Board Chairman. These materials were submitted on the above noted date which will be the official date used when determining the Board's time to act on a submittal. These materials were received by the Planning Board Chairman, on behalf of the Planning Board, as indicated by the stamp and signature below:

Date: _____, 20____

Signature: _____

Planning Board Chairman or Planning Board Designee



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DESIGN REVIEW APPLICATION

The following criteria is intended to provide a basic format from which all submissions for DESIGN REVIEW are to be evaluated. It is recommended that all parties preparing a submission insure all information contained herein is addressed on the documentation to be presented.

- Applicant: _____ Street Address: _____
- Town: _____ State: _____ Zip code: _____
- Phone: Office: _____ Home: _____
Fax: _____ Email: _____
- Project Location: _____
- Project Description: _____

- Zoning District: _____ Required Setbacks: Front: _____ Sides _____
- Required Frontage: _____ Rear: _____
- Required Parking: _____ Stalls. Site Area: _____ (Square Feet _____ Acres)
- Proposed Building Dimensions: East Elevation: _____ West Elevation: _____ North Elevation: _____
South Elevation: _____ ☐ Number of Floors: _____ Proposed Gross Floor Area: _____
_____ square feet
- Proposed Building Height: _____ (Above Floor Elevation at Grade — Maximum)
- Proposed Percentage of Coverage _____ %
- Proposed Setbacks: Front: _____ Side: _____ Rear: _____
- Proposed Number of Parking Stalls: _____ Handicapped: _____
- Proposed Service/Docking Areas _____
- Proposed Exterior Building Materials: _____

- Proposed Color of Exterior: _____
- Proposed Site Treatment- Describe Landscaping, Signage, Lighting, Storage, Walkways and Other Amenities as necessary: _____

Comments: _____

PLANNING BOARD USE ONLY:

Rockland Planning Board

Design Review Page 1 of 2

Revised 9/2019

Date of Review: _____, 20__

1. Has the Applicant satisfied the requirements of Section Six — REQUIRED INFORMATION TO BE SHOWN ON PLANS as follows;

SITE PLANS: Locus Plan: _____ North Arrow: _____ Building Location: _____
Vehicular Circulation: _____ Pedestrian Circulation: _____
Exterior Storage Areas: _____ Exterior Lighting: _____ Sign: _____
Configuration: _____ Mechanical and Electrical Equipment: _____
Existing and Proposed Grades: _____
LANDSCAPING PLANS: _____
BUILDING PLANS: Floor Plans: _____ Exterior Elevations: _____

2. RECOMMENDATIONS:

Having completed the PLAN REVIEW for the project identified on Page One, the Planning Board recommends _____. Particular and special attention is requested for the following items:

Reasons for a recommendation of disapproval:

Planning Board:

_____ Chairman

_____ Vice Chairman

_____ Clerk



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FORM A

APPLICATION FOR ENDORSEMENT OF PLAN

BELIEVED NOT TO REQUIRE APPROVAL

(See Section II, B for Submission Requirements and Procedures)

Date: _____, 20__

To the Planning Board of the Town of Rockland

The undersigned, believing that the accompanying plan of his/her property in the Town of Rockland does not constitute a subdivision with the meaning of the Subdivision Control Law, herewith submits said plan for a determination and endorsement that Planning Board approval under the Subdivision Control Law is not required.

1. The division of land shown on the accompanying plan is not a subdivision because every lot shown thereon has the amount of frontage and area required by the Rockland Zoning By-Law, with said frontage located on a public way, namely _____.

or

The division of land shown on the accompanying plan is not a subdivision because..... (explain below)

2. Address/Location of Property: _____

Assessor's Reference (map/lot): _____

3. Name of Owner: _____
Address: _____

4. Name of Applicant: _____
Address: _____

5. Name of Engineer/Surveyor: _____
Address: _____

6. Deed of Property recorded in _____ Registry,
Book _____ Page _____

Date: _____ Signature of Owner: _____

Rockland Rules & Regulations

Form A - Page 1 of 2

Note: This form is to be made out with an original and three copies. The Planning Board will complete the following page and return one copy to the applicant and file one copy with the Town Clerk. For Planning Board Use **ONLY**:

Date: _____, 20____

To the Town Clerk of Rockland:

The attached application and accompanying plan were received by this Board on

_____, 20____. Subsequent action by this Board is as follows:

_____ Plan endorsed by this Board on _____, 20____
and returned to the applicant.

_____ The Board ruled on _____, 20____ that the plan requires approval under the Subdivision Control Law and has returned the plan, without endorsement, to the applicant.

ROCKLAND PLANNING BOARD

By: _____
Chairman Michael Corbett

Rockland Rules & Regulations

Form A - Page 2 of 2



TOWN OF ROCKLAND

Planning Board

Town Hall
242 Union Street
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FORM B

APPLICATION FOR APPROVAL OF A PRELIMINARY PLAN

(See Section II, C For Submission Requirements And Procedures)

Date: _____, 20__

To the Planning Board of the Town of Rockland:

The undersigned herewith submits the accompanying Preliminary Plan of property located in the Town of Rockland for consideration as a subdivision under the requirements of the Subdivision Control Law and the Rules and Regulations of the Planning Board Governing the Subdivision of Land in the Town of Rockland.

1. Name of Owner: _____
Address: _____
2. Name of Applicant: _____
Address: _____
3. Name of Engineer/Surveyor: _____
Address: _____
4. Deed of Property Recorded in _____ Registry,
Book _____ Page _____
5. Location and Description of Property (including Assessor reference identification):

Date: _____ Signature of Owner: _____

Note: This form is to be made out with an original and nine copies. The original and seven copies are to be filed with the Planning Board, one copy with the Town Clerk, and one copy with the Board of Health.

For Planning Board Use ONLY:

Date: _____, 20____

To the Applicant and the Town Clerk of Rockland:

The attached application and accompanying plans were received by this Board on _____,
20_____. Subsequent action by vote of this Board as recorded in the minutes for the meeting of
_____, 20____, is as follows;

_____ Plans approved.

_____ Plans approved subject to conditions contained in a separate letter to the applicant dated
_____, 20____

_____ Plans disapproved for reasons detailed in our letter to the applicant dated
_____, 20____

ROCKLAND PLANNING BOARD

By: _____
Chairman Michael Corbett



TOWN OF ROCKLAND

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FORM C

APPLICATION FOR APPROVAL OF DEFINITIVE PLANS

(See Section II.D for Submission Requirements and Procedures.)

Parentheses are used to indicate alternative provisions. The applicant should strike out the provisions not applicable in the particular case.

If enough space is not provided in the form for an adequate statement on any required point, the complete statement should be made on sheets attached to the application and referred to therein.

Date: _____, 20____

To the Planning Board of the Town of Rockland:

The undersigned applicant(s) being the owner(s) of all land included within the proposed subdivision shown on the accompanying plans, desire(s) to subdivide such land, and submit(s) such plans as definitive plans in accordance with the Rules and Regulations of the Planning Board Governing the Subdivision of Land in the Town of Rockland and makes application to the Board for approval of said plans.

Said plans have () have not () evolved from a preliminary plan submitted to the Board on _____, 20____, and approved () approved with modifications () disapproved () on _____, 20____.

The following information is contained on separate sheets appended to and a part of this application (Exhibit A):

1. Location and description of property. (including Assessor reference identification)
2. Identification of all the mortgages, liens, easements, restrictions and other encumbrances on the whole or any part of said land.
3. Description of easements and restrictions appurtenant to said land over the land of others.

The applicant(s) covenant(s) and agree(s) for himself (themselves) (itself) and his (their) (its) heirs, executors, administrators, successors and assigns:

1. To construct and complete the proposed ways shown on said plans as approved by the Board and to install all public utilities therein required by the Board within _____ months from the date of this application.

2. To construct and complete said ways, and to install all public utilities therein required by the Board, in accordance with all Rules and Requirements of the Board in force at the date of this agreement and in accordance with the specifications set forth in Section IV of these Rules and Regulations.

Note: Applicant to strike one of the following paragraphs (3) as not applicable.

3. That before the approval of the plans to which this application relates becomes effective the applicant(s) will cause to be filed with the Board a duly executed bond in a form satisfactory to the Board, to secure performance of and compliance with all agreements, conditions and requirements contained in this application, or imposed by the Board in accordance with the law and the Board's Rules and Regulations, in a penal sum equal to the full cost of constructing the ways and installing the public utilities shown on said plans in the manner prescribed by the Board, as estimated by the Board, and secured either by the execution thereof by an indemnity or surety company satisfactory to the Board as surety thereon, or by the deposit with the Town Treasurer money or negotiable securities sufficient, in the opinion of the Board, to secure performance.
3. The applicant(s) request(s) that the Board approve the plans to which this application relates without requiring a bond, on condition that no lot in the subdivision shall be sold, and no building shall be erected, until the ways are completed and the public utilities, if any are required, shown on said plan are installed, in accordance with the specifications laid down by the Board so as to adequately serve such lot, and he (they) (it) agree(s) that if this request is granted, he (they) (it) will fulfill such condition until compliance therewith is evidenced by a certificate of the Board. Prior to endorsement of approval on the plans, the applicant(s) further agree(s) to submit, to the Board, a properly executed Form D, Covenant.
4. That if this application is approved, the applicant(s) will cause the plan of the subdivision to which it relates to be recorded in the Registry of Deeds of Plymouth County within forty five (45) days after such approval and that the applicant(s) will not sell, or offer to sell, any of the lots within the subdivision until such plan is so recorded.

This application is accompanied by an original drawing of the definitive plans and all other plans, maps, forms required, and ten (10) sets of prints, all on the forms or in the manner prescribed by the Board, and all required fees, subject to the understanding that any fees incurred by the Board in review of this proposal will be paid by the applicant(s).

Witness the signature and seal of the undersigned this day of _____, 20____.

Owner(s):

Assents of Mortgagees

Appended to this application is Exhibit A, consisting of _____ pages.

Name of Applicant if other than Owner: _____

Address: _____

Name of Engineer: _____

Address: _____

Name of Surveyor: _____

Address: _____

Note: This form is to be made out with an original and ten (10) copies. One copy, with a completed and stamped Form I, shall be filed with the Town Clerk. One copy, with three sets of prints, shall be filed with the Board of Health. The original and remaining copies will be filed with the Planning Board.

For Planning Board Use ONLY:

Date: _____, 20____

To the Above Applicant and the Town Clerk of Rockland:

The above application and accompanying plans were received by this Board on _____, 20____
Subsequent action by vote of this Board as recorded in the minutes for the __, 20_ meeting is as follows:

_____ Plans approved

_____ Plans approved subject to conditions contained in a separate letter to the applicant
dated _____, 20____

_____ Plans disapproved for reasons detailed in the Board's letter to the applicant dated
_____, 20____

ROCKLAND PLANNING BOARD

By: _____

Chairman Michael Corbett



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FORM D **COVENANT**

The undersigned _____ of _____

_____ County, Massachusetts, hereinafter called the "applicant", having submitted to the Rockland Planning Board a Definitive Plan of a subdivision entitled _____

dated _____, 20____

does hereby, in consideration of the approval of said plan by said Planning Board without requiring a performance bond, covenant and agree with said Planning Board and the successors in office of said Board, pursuant to G.L. (Ter. Ed.) C 41, Sec. 81U, as amended, that:

1. The applicant is the owner of record of the premises included in the subdivision shown on said plan, and there are no mortgages, of record or otherwise, on said premises except such as are described below and are subordinated to this covenant;
2. This covenant shall run with the land included in said subdivision and be binding upon the executors, administrators, heirs and assigns of the applicant and their successors in title to the premises shown on said plan;
3. The construction of ways and the installation of municipal services shall be provided to serve any lot in accordance with said plan as approved by said Board and the applicable Rules and Regulations of said Board before such lot may be built upon or conveyed;
4. Nothing herein shall be deemed to prohibit a conveyance subject to this covenant by a single deed of the entire parcel of land shown on the subdivision plan or of all lots not previously released by the Planning Board without first providing such ways and services;
5. This covenant shall take effect upon the approval of said plan;
6. Reference to this covenant shall be entered upon said plan and this covenant shall be recorded when said plan is recorded;
7. It is understood that lots within said subdivision shall, respectively, be released from the foregoing conditions upon the recording of a Certificate of Performance signed by a majority of said Planning Board and enumerating the specific lots released;
8. It is understood that the Planning Board will not sign a Certificate of Performance unless the applicant is currently up to date on all payments due the Engineer for the Planning Board for professional services rendered in review and inspection of the project on behalf of the Board.

IN WITNESS WHEREOF the undersigned, applicant as aforesaid, does hereunto set his hand and seal this ____ day of _____, 20__.

Applicant's Signature: _____

Applicant's Address: _____

Owner's Signature _____

Owner's Address: _____

(if different) _____

Description of Mortgages: _____

(Give complete names and Registry of Deeds reference.)

Assents of Mortgagees:

COMMONWEALTH OF MASSACHUSETTS

_____, ss _____, 20__

Then personally appeared the above named _____

_____ And acknowledged the
foregoing instrument to be _____ free act and
deed, before me.

Notary Public

My commission

expires: _____

Rockland Rules and Regulations

Form D – Page 2 of 2



TOWN OF ROCKLAND

Planning Board

Town Hall
242 Union Street
Rockland, MA 02370

Telephone: 781-871-1874 Ext. 1196

Fax: 781-871-0386

Email: PlanningBoard@rockland-ma.gov

FORM E **CERTIFICATE OF PERFORMANCE** (Covenant Approval Release)

Rockland, Massachusetts, _____, 20____

The undersigned, being a majority of the Planning Board of the Town of Rockland, Massachusetts, hereby certify that the requirements for work on the ground called for by the Covenant dated _____, 20____, and recorded in Plymouth District Deeds, Book _____, Page _____ (or registered in Plymouth Land Registry District as Document No. _____, and noted on Certificate of Title No. _____, in Registration Book _____, Page _____) have been completed to the satisfaction of the Planning Board as to the following enumerated lots shown on Plan entitled _____

Recorded with said Deeds, Plan Book _____, Plan _____, (or registered in said Land Registry District, Plan Book _____, Plan _____) and said lots are hereby released from the restrictions as to sale and building specified thereon.

Lots designated on said Plan as follows:

Majority of the Planning Board of the Town of Rockland:

COMMONWEALTH OF MASSACHUSETTS

_____, ss. _____, 20____

Then personally appeared _____

one of the above

named members of the Planning Board of the Town of Rockland, Massachusetts, and acknowledged the foregoing instrument to be the free act and deed of said Planning Board, before me:

Notary Public

My commission expires:

Rockland Rules and Regulations

Form E – Page 1



TOWN OF ROCKLAND

Planning Board

Town Hall
242 Union Street
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Fax: 781-871-0386

Email: PlanningBoard@rockland-ma.gov

FORM F

ROCKLAND PLANNING BOARD

REPORT OF INSPECTION FOR CONSTRUCTION OF REQUIRED IMPROVEMENTS

Subdivision Name: _____

Street Address: _____

Station: _____ to Station _____

Applicant: _____

Contractor: _____

Date: _____, 20____

Inspection No: _____

Inspection of: _____

Remarks: _____

Recommendations: _____

I certify that the items(s) described above has (have) been constructed in conformance with the Definitive Plan and the Rules and Regulations of the Rockland Planning Board:

(Seal)

Professional Engineer



TOWN OF ROCKLAND

Planning Board

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Fax: 781-871-0386

Email: PlanningBoard@rockland-ma.gov

FORM H

AGREEMENT TO TERMS OF PAYMENT FOR PROFESSIONAL ASSISTANCE TO THE TOWN OF ROCKLAND PLANNING BOARD

The Rockland Planning Board has the right to engage professional assistance, as required, in the review of any and all plans submitted for their consideration. Said assistance may be in the form of an individual or firm with expertise in the subject area with which the Board requires assistance. The applicant shall pay all the costs of professional assistance on behalf of the Board.

The firm(s) or individual(s) providing assistance to the Board will furnish the Board with bills detailing services rendered on the applicant's project. The Town of Rockland will pay the consultant's fees with funds deposited by the applicant in a review security account in accordance with Section II, A.2. The applicant agrees to properly maintain the review security account and make required deposits within thirty (30) days. The applicant understands that failure to do so is a breach of the Rules and Regulations governing the Subdivision of Land in the Town of Rockland and grounds for disapproval of a Preliminary or Definitive Subdivision Plan.

Under no circumstances will an applicant make a direct payment to the Board's selected consultant or will the Board's selected consultant make a direct billing to the applicant. All correspondence regarding review and/or inspection services on behalf of the Board must be routed through the Planning Board.

_____, as an applicant before
the Rockland Planning Board and proponent for the project known as _____

_____ on _____ Street/Road
have read the above agreement
and understand its meaning and intent. I/We also understand that signed plans will not be released by the
Planning Board until final payment for services rendered has been made. By signing below, I/we agree to
the terms described in this document.

Signature(s) of Applicant(s): _____

Address: _____



TOWN OF ROCKLAND

Planning Board

Town Hall
242 Union Street
Rockland, MA 02370

Telephone: 781-871-1874 Ext. 1196

Fax: 781-871-0386

Email: PlanningBoard@rockland-ma.gov

FORM K

ROCKLAND PLANNING BOARD

PLAN REVIEW FORM

REQUEST FOR REVIEW COMMENTS

Project Name & Address: _____

Applicant Name & Address: _____

Contact Name, Address _____ & Phone _____

Date: _____

To:

_____ Building Inspector

_____ Town Engineer

_____ Board of Health

_____ Water Department

_____ Conservation Commission

_____ Selectmen

_____ Fire Department

_____ Police Department

_____ Highway Department

_____ Sewer Commission

_____ Zoning Board of Appeals

_____ Other (please specify) _____

Attached please find the application for: _____ Site Plan Review

_____ Definitive Subdivision

The Planning Board requests that you review the enclosed application. We would appreciate your completing the form below and returning it by the date stated below. Failure to comment shall be deemed lack of opposition.

Comments due by: _____

_____ Concur with proposal (Explain on reverse side)

_____ Need more information (Explain on reverse side)

_____ Cannot concur with proposal (Explain on reverse side)

_____ Comments included

Reviewer's Signature

Title

Date

Please return to Planning Board

FORM K
ROCKLAND PLANNING BOARD

CERTIFICATION OF RECEIPT OF APPLICATION

Department delivered to: _____

Project Name: _____

Received by: _____

Print Name

Title

Signature

Date Received: _____

The Applicant is required to submit signed copies of this page to the Planning Board for each department, board, agency or professional to which an application package has been delivered. Page 1 will be completed and returned directly to the Planning Board by the department, board, agency or professional.



TOWN OF ROCKLAND

Planning Board

Town Hall
242 Union Street
Rockland, MA 02370

Telephone: 781-871-1874 Ext. 1196

Fax: 781-871-0386

Email: PlanningBoard@rockland-ma.gov

FORM L

SITE PLAN REVIEW APPLICATION FORM

Date of Application: _____
Name of Applicant/Owner: _____
Address: _____
Title of Development/Site: _____
Assessor's Map #: _____ Lot #: _____
Site Plan prepared by: _____
Address: _____

Plan and application was received by the Rockland Planning Board
on the _____ day of _____ 20_____
FEE \$ _____ (payable at the time of plan approval)

VOTE OF ROCKLAND PLANNING BOARD

On the _____ day of _____ 20_____
The Rockland Planning Board voted to:

- ☐ 1) _____ the Site Plan
(approve/disapprove)
- ☐ 2) Reasons for Disapproval: _____

- ☐ 3) Approval of Site Plan with the following conditions:

Project Information: Zoning District _____ Proposed Lot Area (sf) _____ Proposed Frontage (ft) _____

[] New Construction [] Renovation [] Expansion of Building [] 100% Commercial [] Mixed Use [] 100% Residential

Project Description: Attach a written description of your proposed project, including the types of structures to be constructed and/or razed, the proposed uses of the property, whether municipal water or sewer connections will be utilized, and any other relevant site characteristics, such as parking, vehicular circulation patterns, site lighting, drainage, landscaping, topography and/or buffers for abutters.

Signature of Applicant: _____

Date: _____

Telephone: _____

SIGNATURE OF BOARD MEMBERS

COMMENTS

Chairman

Vice-Chairman

Clerk

Rockland Rules and Regulations

Form L –



TOWN OF ROCKLAND

Planning Board

Town Hall
242 Union Street
Rockland, MA 02370

Telephone: 781-871-1874 Ext. 1196

Fax: 781-871-0386

Email: PlanningBoard@rockland-ma.gov

Form M

Application For A Public Hearing

- I. I/We hereby apply for a public hearing before the Planning Board for the following:
(Check all that are applicable)**

☐ Special Permit for Senior Residential Housing
☐ Special Permit for Planned Unit Development
☐ Special Permit for Conversion Building(s) in I-1 zone
☐ Special Permit – Other _____

- II. Answer all of the following questions that pertain to your application:**

1. Address of the property in question: _____
2. Name(s) of Owner(s) of Property: _____
3. Owner's Address: _____
4. Name of Applicant(s): _____
5. Address of Applicant: _____

6. Applicant's Phone: Home: _____ Work: _____
Cell: _____ Fax: _____
7. State the Assessor's Map # _____ and Lot # _____ of the property.
8. State the Zoning District in which the property is located: _____
9. Explain in-depth what you are proposing to do: _____

Rockland Planning Board
Application for Public Hearing Page
2 of 3

10. Describe in detail any currently existing variance(s) or special permit(s) pertaining to this property. Copy/copies must be obtained at the Town Clerk's Office and must be attached to this application:

11. List all applicable sections of the Zoning By-law that pertain to this application:

12. If you are applying for a dimensional variance, state in detail any specific conditions that effect the shape, soil, topography or structures on your lot that specifically effect your lot and do not affect the zoning district as a whole. State why these conditions cause a hardship to the land that warrants the granting of a variance (**use a separate piece of paper if necessary**)

13. If this is an application for a special permit, describe in detail the permit you are seeking and provide the Board with specific information as to how the proposed use will meet the performance standards of the Zoning By-laws of Rockland:

Rockland Planning Board

Application for Public Hearing Page
3 of 3

Signed: _____

Owner(s) of Record

All owners must sign

Signed _____

Applicant(s) If Different from owner

All applicants must sign

Signed: _____

Signature of Attorney (if any)

Date: _____

Thirteen (13) copies are then required before submission to the Town Clerk for date stamp.

Created: October 29, 2009



TOWN OF ROCKLAND

Planning Board

Town Hall
242 Union Street
Rockland, MA 02370

Telephone: 781-871-1874 Ext. 1196

Fax: 781-871-0386

Email: PlanningBoard@rockland-ma.gov

ROCKLAND PLANNING BOARD **APPLICATION FOR A PUBLIC HEARING** **INSTRUCTION SHEET**

1. This application, when completed, must be filed with the Town Clerk together with:

A. FILING FEE- (Make check payable to the "Town of Rockland")

- \$200.00 Application for Special Permit

B. ADVERTISING COST

The Petitioner/Applicant will be responsible for paying advertising cost incurred with a local newspaper and will receive a statement for cost incurred directly from said newspaper prior to the next available hearing date scheduled with the Planning Board. The Planning Board will type the Petitioner/Applicant(s) ad and submit the same to the newspaper for proper publication. The Planning Board will send to the local newspaper any pertinent billing information needed so that a billing statement can be sent directly to the Petitioner/Applicant(s) for the advertisement publication.

C. COPYING TO BE DONE BY APPLICANT

- Application (after completed by Applicant and signed by Zoning Enforcement Officer). Required to provide 13 copies.
- Certified List of Abutters. Required to provide 13 copies
- All maps, site plans, plans, reports, and other documents required by this instruction sheet. Required to provide 13 copies.

D. ENVELOPES

- All envelopes for advertising and decision mailings are to be submitted with the application. See Mailing below.

Rockland Planning Board **Public Hearing Instruction Sheet**

E. ADVERTISEMENT MAILING

- Mailed to Applicant(s), all Abutter(s), Rockland Zoning Board, Rockland Planning Board, and surrounding Town's Planning Boards.
- Required for mailing: One (1) business size pre-addressed, stamped envelope for each name on the certified list of abutters with the appropriate amount of postage affixed to each envelope. **Only use postage stamps. Do not use a postage meter. Do not put a return address on the envelopes.**
- Required for mailing: One (1) business size pre-addressed, stamped envelope to each surrounding Town's Planning Board, Rockland Zoning Board, and Rockland Planning Board. Please see list of addresses on last page. **Only use postage stamps. Do not use a postage meter. Do not put a return address on the envelope.**
- Required for mailing: One (1) certified envelope addressed to the Applicant(s)/ Owner(s), if different, the green card and white Certified Mail forms filled out with Applicant(s)/Owner(s) name(s) filled out in Block 3 (green card only) with the appropriate amount of postage affixed. **Certified Mail label must have the bar code with number.**

F. DECISION MAILING

- Mailed to Applicant(s), and Abutter(s)
 - Required for mailing: One (1) business size pre-addressed, stamped envelope for each name on the certified list of abutters with the appropriate amount of postage affixed to each envelope. **Only use postage stamps. Do not use a postage meter. Do not put a return address on the envelope.**
 - Required for mailing: One (1) certified envelope addressed to the Applicant(s), Owner(s), if different, and the green card and white Certified Mail forms filled out with Applicant(s)/Owner(s) name(s) filled out in Block 3 (green card only) with the appropriate amount of postage affixed. **Certified Mail label must have the bar code with number.**
2. The application must be signed by the Owner(s) of record of the subject property, and the Applicant(s), if different from the Owner(s). Applications not signed by the Applicant(s) and Owner(s) will be returned.
 3. All applications that involve any new construction, or additions to existing construction, and all applications that involve outside storage of goods or equipment, *except for open decks and porches*, shall be accompanied by a plan drawn and stamped by a registered land surveyor. The plans shall show all metes and bounds of the property, north arrow, dimensions of all existing and proposed structures, set-backs from the property lines and buffer zones where applicable.
 4. All applications that also require Site Plan Approval from the Planning Board shall be accompanied by a Site Plan, meeting the requirements of the Site Plan Approval set forth in the Rockland Planning Board Rules and Regulations.

Rockland Planning Board Public Hearing Instruction Sheet

5. All applications that also require Design Review Approval from the Planning Board shall be accompanied by a Design Review Plan, meeting the requirements of the Design Review Approval set forth in the Town of Rockland Zoning By-laws.
6. All Applicant(s) must go to the Rockland Assessor's Office to obtain a Certified List of Abutters.
7. All business, commercial and industrial Applicant(s) must submit a Municipal Lien Certificate from the Rockland Tax Collector's Office for the property in question.
8. The application must be signed by the Zoning Enforcement Officer in two (2) sections on the application before the Applicant(s) makes 13 copies.
9. The Town Clerk will distribute your completed application to the members of the Rockland Planning Board. The Board will set a date for your hearing within 65 days of the date stamped by the Town Clerk. You will be notified by mail of the date and time of your hearing. If you are unable to present your petition at that time, please contact the Planning Board Chairman or the Secretary at (781)- 871-1874 ext. 170 or email at rocklandplanningboard@gmail.com as soon as possible.

**All Incomplete application's will be REJECTED and
returned to the Applicant(s)**

Created: October 29, 2009

**Rockland Planning Board
Public Hearing Instruction Sheet**

Required Mailing Addresses for a Public Hearing

Hingham Planning Board
210 Central Street
Hingham, MA 02043-2759

Abington Planning Board
500 Gliniewicz Way
Abington, MA 02351-1139

Whitman Planning Board
54 South Avenue
Whitman, MA 02382

Hanson Planning Board
542 Liberty Street
Hanson, MA 02341

Weymouth Planning Board
75 Middle Street, 3rd Floor
Weymouth, MA 02189

Norwell Planning Board
P.O. Box 295 Norwell,
MA 02061

Hanover Planning Board
550 Hanover Street
Hanover, MA 02339

Department of Housing and Community Development One
Congress Street, Suite 300
Boston, MA 02114
Attn: Don Schmidt

The Metropolitan Area Planning Council 60
Temple Place
Boston, MA 02111



TOWN OF ROCKLAND

Planning Board

Town Hall
242 Union Street
Rockland, MA 02370

Telephone: 781-871-1874 Ext. 1196

Fax: 781-871-0386

Email: PlanningBoard@rockland-ma.gov

EXTENSION FORM

DATE: _____

TYPE OF PROJECT:

Preliminary Subdivision _____

Definitive Subdivision _____

Special Permit _____ ; Type

Site Plan _____ Design Review _____

NAME OF APPLICANT: _____

I _____ hereby request an extension on the statutory deadline date for a decision of the Rockland Planning Board on property located at (street address) _____

Development _____, Name of

I hereby agree to the following date as the new deadline date for a decision: _____
Signature of Applicant or Agent: _____

Date _____

On _____, the Rockland Planning Board voted to grant the requested extension to the deadline for action on the above mentioned project.

Michael Corbett, Chairman

cc: Town Clerk



TOWN OF ROCKLAND
Planning Board and Zoning Board

Town Hall
242 Union Street
Rockland, Massachusetts 02370

**Instructions for Applicants Applying for Joint
Meeting with Zoning & Planning Boards**

1. Applicant is to meet with Chairman of the Zoning Board, Planning Board & Conservation Commission.
2. Applicant is to pick up Zoning Board Instructions & Application for a Public Hearing. (May be picked up at the Town Clerks Office).
3. Application filing fee is \$200.00 (check made payable to the *Town of Rockland*) and filed with application for the Zoning Board.
4. Applicant is to follow the Planning Board's Rules & Regulations. Fill out and file appropriate forms. (Copies of Rules and Regulations can be purchased at Town Clerk's office or the Building Department).
5. Applicant needs approval from Conservation Commission for the delineation of the wetlands line.
6. Applicant needs to secure letters of approval from Water & Sewer Departments.
7. Applicant needs to get input from Building Inspector / Zoning Enforcement Officer.
8. Applicant needs to get review and input from the Police Department.
9. Applicant needs to get review and input from the Fire Department.
10. A check in the amount \$5000.00 shall be filed with the Planning Board 53G account for peer review. Said account will be used for legal, engineering, traffic, meeting room, any outside consultant, videotaping, administrative assistants, etc.

Applicant shall submit plans for engineering review two (2) weeks prior to the scheduled hearing date.

11. Please see schedule on the next page for number of site plans, design review plans, traffic reports, and drainage calculations.

The application packets should include all applications required for zoning and planning review, also any letters of approval from the various department heads, if available.

Town of Rockland
Planning Board and Zoning Board
Joint meeting plan and application schedule

Number of Site /ZoningPlans		Number of Design Review Plans		Number of Applications		Drainage Calculations		Traffic Reports	
Applicant	1	Applicant	1	Applicant	1	Applicant	1	Applicant	1
Zoning	9	Zoning	9	Zoning	9	Zoning	3	Zoning	1
Planning	7	Planning	7	Planning	6	Planning	3	Planning	3
Police	1	Police	0	Police	0	Police	0	Police	1
Fire	1	Fire	1	Fire	0	Fire	0	Fire	1
Conservation	1	Conservation	0	Conservation	0	Conservation	0	Conservation	0
Town Engineer	1	Town Engineer	1	Town Engineer	1	Town Engineer	1	Town Engineer	1
Town Counsel	1	Town Counsel	0	Town Counsel	1	Town Counsel	0	Town Counsel	0
Town Clerk	1	Town Clerk	0	Town Clerk	1	Town Clerk	1	Town Clerk	1
Water	1	Water	0	Water	0	Water	0	Water	0
Sewer	1	Sewer	0	Sewer	0	Sewer	0	Sewer	0
Highway	1	Highway	0	Highway	0	Highway	0	Highway	0
Building Dept.	1	Building Dept.	1	Building Dept.	1	Building Dept.	1	Building Dept.	1
Selectman	1	Selectman	0	Selectman	0	Selectman	0	Selectman	0
Total	28	Total	20	Total	20	Total	10	Total	10

Please note that all packets must be filed with the Town Clerk's office in order to receive the Town Clerk's date stamp. Arrangements can be made through the Zoning Secretary to meet the Applicant at the Town Clerk's Office by calling 781-871-1874 extension 175. These packets will be delivered to the various Town Departments by the Zoning Board Recording Secretary.



TOWN OF ROCKLAND

Planning Board

Town Hall
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Telephone: 781-871-1874 Ext. 1196
Fax: 781-871-0386
Email: PlanningBoard@rockland-ma.gov

Downtown Rockland Revitalization Overlay District (DRROD) 40R Development Application Form

1. Materials Submitted: ____ Application ____ Fee's ____ Certified Abutters List ____ Affordable Housing Documents ____ Plan Summary (narrative) ____ Stormwater Management Plan	____ Site Plans (13) (24"x36") ____ Reduced site Plan (1) (11x17) ____ Building Elevations ____ Lighting Plan ____ Deed (s) ____ Other: _____ _____	2. Fees: Application \$ _____ Peer Review \$ _____	Planning Board Receipt Stamp Application # _____
Hearing Date (s): _____ _____	Planning Board Approval Date: _____		<u>Town Clerk Stamp Date Filed</u> _____

1. Date of Submission: _____

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

- ☐ Two Family
- ☐ Three Family
- ☐ Multi-Family
- ☐ 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: _____

Map: _____ Lot: _____

6. Proposed # of Parking Spaces: _____

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 Information:

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

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

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

12. Primary Contact Person:

Name: _____
Phone: _____
Email: _____

Owners Signature: _____ Agents 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 (*submitted to PAA and Monitoring Agent*)

(See Downtown Rockland Revitalization Overlay District Standards and Guidelines – Included with Application)

- 1) Completed DRROD application form and application fee.
- 2) Surety bond *if required*.
- 3) Form D Covenant *if required*.
- 4) Form G Construction Cost Estimate *if required*.
- 5) Certified list of abutters signed by the Town Assessor, including two (2) sets of stamped and addressed envelopes to all abutters at owner's expense.
- 6) Development Plan narrative including all uses, breakdown of square footage for each use, number of housing units and zoning summary.
- 7) 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.
- 8) Locus map with lot identification.
- 9) 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.
- 10) Landscape plan showing existing and proposed landscaping.
- 11) Wherever exterior lighting is proposed, every application for Site Plan Approval shall be accompanied by a lighting plan with photometric information which shall show:
 - a. The location and type of any outdoor lighting luminaires, including the height of the luminaire.
 - b. The luminaire specification data, including lumen output and photometric data showing cutoff angles.
 - c. Type of lamp such as: metal halide, compact fluorescent, high pressure sodium etc.
 - d. A Photometric plan showing the intensity of illumination at ground level, expressed in footcandles.

- 12) Proposed stormwater management plan with rainwater calculations, and O&M Plan.
- 13) Parking plan to address the parking needs for proposed residential/commercial spaces and employees.
- 14) 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 residential/commercial spaces and employees *if required*.
- 15) 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 if required.
- 16) Sample boards and color palettes for all exterior building materials.
- 17) Evidence that the Development Project complies with the cost and eligibility requirements of the Rockland Zoning Bylaw.
- 18) Development Project plans that demonstrate compliance with the design and construction standards of the Rockland Zoning Bylaw.
- 19) A form of the Affordable Housing Restriction that satisfies the requirements of the Rockland Zoning Bylaw. Will be subject to an Affordable Housing Restriction.

An electronic copy of the complete application package in PDF format if required at the time of submittal.

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

Design Standards	Consistent with Design Standards	
	Yes	No
1. Building Setbacks	☐	☐
2. Building Orientation	☐	☐
3. Street Corners	☐	☐
4. Design Treatment of Edges	☐	☐
5. Building Placement, Massing and Form	☐	☐
6. Scale	☐	☐
7. Proportion	☐	☐
8. Modulation of Building Mass, Scale and Bulk	☐	☐
9. Building Roof	☐	☐
10. Building Height Step Backs	☐	☐
11. Building Facades	☐	☐
12. Roof Parapet and Cornice Lines	☐	☐
13. Building Materials, Signage and Multitenant Signage	☐	☐
14. Awnings	☐	☐
15. Public and Private Open Spaces	☐	☐
16. Landscape – Buffers & Screens	☐	☐
17. Parking – placement, orientation, landscape, curb cut	☐	☐
18. Streetscape and Sidewalks	☐	☐
19. Lighting	☐	☐

§ 415-21.2. Downtown Rockland Revitalization Overlay District (DRROD). [Added 5-1-2017 ATM, Art. 32]

A. Purpose.

- (1) The purpose of this section is to establish the Downtown Rockland Revitalization Overlay District (DRROD), to encourage smart growth in accordance with the purposes of MGL c. 40R. The DRROD will facilitate mixed-use, diverse, and affordable housing development to meet local need and demand in Rockland, and expand commercial and housing opportunity in Rockland's downtown area.
- (2) Other objectives of this section are to:
 - (a) Implement the goals and strategies of the Rockland Housing Production Plan (2016), which recommends an overlay district be adopted in the downtown area of Rockland.
 - (b) Enable an increase in housing production that will provide for a full range of housing choices for households of all incomes, ages, and sizes in order to preserve Rockland's community character.
 - (c) Enable a mix of uses along Union Street corridor in order to advance walkability, safety, convenience, and to meet local need and demand for appropriate amenities.
 - (d) Ensure high-quality site planning, architecture, and landscape design that enhances the distinct visual character and identity of downtown Rockland.
 - (e) Ensure predictable, fair, and cost-effective development review and permitting.
 - (f) Generate positive tax revenue.
 - (g) Enable the Town to receive Zoning Incentive Payments and/or Density Bonus Payments in accordance with MGL c. 40R, 760 CMR 59.06, and MGL c. 40S arising from housing development in the DRROD.

- B. Definitions:** For purposes of this section, the following definitions shall apply. All capitalized terms shall be defined in accordance with the definitions established under the Enabling Laws or Subsection B, or as set forth in the PAA Regulations. To the extent that there is any conflict between the definitions set forth in Subsection B or the PAA Regulations and the Enabling Laws, the terms of the Enabling Laws shall govern.

AFFORDABLE HOMEOWNERSHIP UNIT — An Affordable Housing unit required to be sold to an Eligible Household.

AFFORDABLE HOUSING — Housing that is affordable to and occupied by Eligible Households.

AFFORDABLE HOUSING RESTRICTION — A deed restriction of Affordable Housing meeting statutory requirements in MGL c. 184, § 31 and the requirements of Subsection F(5) of this Bylaw.

AFFORDABLE RENTAL UNIT — An Affordable Housing unit required to be rented to an Eligible Household.

APARTMENT — A portion of a building equipped with housekeeping facilities and used as a dwelling unit, for which periodic compensation is paid and which is occupied by a person other than the legal owner.

APPLICANT — The individual or entity that submits a Project for Plan Approval.

ARTS AND CRAFTS STUDIO AND WORKSHOP — An establishment for the preparation, display, and sale of individually crafted artwork, jewelry, furniture, sculpture, pottery, leathercraft, hand-woven articles, and related items.

AS-OF-RIGHT — A use allowed under Subsection E without recourse to a special permit, variance, zoning amendment, or other form of zoning relief. A Project that requires Plan Approval by the PAA pursuant to Subsections I through M shall be considered an as-of-right Project.

BUILDING — A structure wholly or partially enclosed within exterior walls, or within exterior and party walls, and a roof, affording shelter to persons, animals, or property.

COMMUNITY FACILITY — A noncommercial use established primarily for the benefit and service of the population of the community in which it is located. Community facility shall include but not be limited to community care facility, community center, social services, and learning/training facility.

DEPARTMENT or DHCD — The Massachusetts Department of Housing and Community Development, or any successor agency.

DESIGN STANDARDS — Means provisions of Subsection M made applicable to Projects within the DRROD that are subject to the Plan Approval process.

DRROD — The Smart Growth Overlay District established in accordance with this section.

DWELLING UNIT — One or more rooms designed for occupancy by one family that includes kitchen, sanitary and living facilities.

DWELLING, MULTI-FAMILY — A building designed for occupancy by three or more families living independently of each other, and containing three or more dwelling units, separated by vertical walls or horizontal floor unpierced except for access to the outside or to a common cellar.

DWELLING, THREE-FAMILY — A detached or semidetached building where not more than three individual family or dwelling units are separated by vertical walls or horizontal floors, unpierced except for access to the outside or to a common cellar.

DWELLING, TWO-FAMILY — A detached or semidetached building where not more than two individual family or dwelling units are separated by vertical walls or horizontal floors, unpierced except for access to the outside or to a common cellar.

ELIGIBLE HOUSEHOLD — An individual or household whose annual income is less than 80% of the area-wide median income as determined by the United States Department of Housing and Urban Development (HUD), adjusted for household size, with income computed using HUD's rules for attribution of income to assets.

ENABLING LAWS — MGL c. 40R and 760 CMR 59.00.

FLOOR AREA — The gross horizontal area of all floors (excluding area used for parking)

within the exterior walls of a building.

LIVE/WORK SPACE — Spaces within buildings that are jointly used for artist studio/commercial and residential purposes.

MEDICAL OR DENTAL OFFICE — An office building or part thereof where one or more practitioners engaged in a solo or group practice, whether conducted for profit or not for profit, and however organized, wholly owned and controlled by one or more of the practitioners.

MIXED-USE DEVELOPMENT PROJECT — A Project containing a mix of residential uses and nonresidential uses, as allowed in Subsection E(1)(b) and subject to all applicable provisions of this § 415-21.2.

MONITORING AGENT or ADMINISTERING AGENT — The local housing authority or other qualified housing entity designated by the municipality [the PAA, chief executive, or other designated municipal official], pursuant to Subsection F(2) to review and implement the Affordability requirements affecting Projects under Subsection F.

OFFICE, BUSINESS OR PROFESSIONAL — A building, room or space where clerical or administrative activities are performed.

PAA REGULATIONS — The rules and regulations of the PAA adopted pursuant to Subsection I(3).

PERSONAL SERVICE ESTABLISHMENT — A facility providing personal services, including but not limited to hair salon, barbershop, tanning beds, dry cleaning, print shop, and photography studio.

PLAN APPROVAL — Standards and procedures which [certain categories of] Projects in the DRROD must meet pursuant to Subsections I through M and the Enabling Laws.

PLAN APPROVAL AUTHORITY (PAA) — The local approval authority authorized under Subsection I(2) to conduct the Plan Approval process for purposes of reviewing Project applications and issuing Plan Approval decisions within the DRROD.

PROJECT — A Residential Project or Mixed-Use Development Project undertaken within the DRROD in accordance with the requirements of this § 415-21.2.

RESIDENTIAL PROJECT — A Project that consists solely of residential, parking, and accessory uses, as further defined in Subsection E(1)(a).

RESTAURANT — A building which is designed, intended and used for the indoor sales and consumption of food prepared on the premises, except that food may be consumed outdoors in landscaped terraces, designed for dining purposes, which are adjuncts to the main indoor restaurant facility. The term "restaurant" shall not include "fast-food restaurant."

RESTAURANT, CAFE — An informal restaurant primarily offering coffee, tea, and other beverages, and where light refreshments and limited menu meals may also be sold.

RESTAURANT, FAST-FOOD — An establishment, such as a pizza or sandwich shop, whose principal business is the sale of pre-prepared or rapidly prepared food directly to the customer in a ready to consume state for consumption either within the restaurant building or off premises and usually requires ordering food at a counter. The term "restaurant, fast-food"

shall not include "restaurant, cafe."

RETAIL — A business having as its primary function the sale of goods, wares, or merchandise directly to the ultimate consumer or persons without a resale license.

SMALL-SCALE GROCER — Stores no larger than 10,000 square feet where most of the floor area is devoted to the sale of food products for home preparation and consumption, which typically also offer other homeware and personal care products, and which are larger and carry a broader range of merchandise than convenience stores.

ZONING BYLAWS — The Zoning Bylaws of the Town of Rockland.

C. Overlay District.

- (1) Establishment. The Downtown Rockland Revitalization Overlay District, hereinafter referred to as the "DRROD," is an overlay district having a land area of approximately 37.5 acres in size that is superimposed over the underlying zoning district (s) and is shown on the Zoning Map as set forth on the map entitled "Downtown Rockland Revitalization Overlay District, dated February 2017, prepared by MAPC." This map is hereby made a part of the Zoning Bylaws and is on file in the Office of the Rockland Town Clerk.



- (2) **Subdistricts.** The DRROD contains the following multifamily subdistricts: Union Street Corridor Subdistrict, Webster Artist Studio Subdistrict and the Emerson Lofts Subdistrict. The DRROD contains the following mixed-use subdistrict: Sandpaper Artist Studio Subdistrict.

D. Applicability of DRROD.

- (1) **Applicability of DRROD.** An applicant may seek development of a Project located within the DRROD in accordance with the provisions of the Enabling Laws and this section, including a request for Plan Approval by the PAA, if necessary. In such case, notwithstanding anything to the contrary in the Zoning Bylaws, such application shall not be subject to any other provisions of the Zoning Bylaws, including limitations upon

the issuance of building permits for residential uses related to a rate of development or phased growth limitation or to a local moratorium on the issuance of such permits, or to other building permit or dwelling unit limitations.

- (2) Underlying zoning. The DRROD is an overlay district superimposed on all underlying zoning districts. The regulations for use, dimension, and all other provisions of the Zoning Bylaws governing the underlying zoning district(s) shall remain in full force, except for those Projects undergoing development pursuant to this section. Within the boundaries of the DRROD, a developer may elect either to develop a Project in accordance with the requirements of the Smart Growth Zoning, or to develop a project in accordance with requirements of the regulations for use, dimension, and all other provisions of the Zoning Bylaws governing the underlying zoning district(s).
- (3) Administration, enforcement, and appeals. The provisions of this section shall be administered by the Inspector of Buildings, except as otherwise provided herein. Any legal appeal arising out of a Plan Approval decision by the PAA under Subsections I through M shall be governed by the applicable provisions of MGL c. 40R. Any other request for enforcement or appeal arising under this section shall be governed by the applicable provisions of MGL c. 40A.

E. Permitted and prohibited uses.

- (1) The following uses are permitted as-of-right for Projects within the Union Street Corridor Subdistrict of the DRROD.
 - (a) Residential Projects. A Residential Project within the Union Street Corridor Subdistrict of the DRROD may include:
 - [1] Dwelling, two-family and three-family.
 - [2] Dwelling, multifamily.
 - [3] Conversion of any existing building to a multifamily dwelling.
 - [4] Parking accessory to any of the above permitted uses, including surface, garage-under, and structure parking (e.g., parking garages).
 - [5] Accessory uses customarily incidental to any of the above permitted uses.
 - (b) Mixed-use development project.
 - [1] A Mixed-Use Development Project within the Union Street Corridor Subdistrict of the DRROD may include: Multifamily Residential Uses, provided that the minimum allowable as-of-right density requirements for residential use specified in Subsection G(1) shall apply to the residential portion of any Mixed-Use Development Project, with any of the following nonresidential uses:
 - [a] Retail.
 - [b] Restaurant, with service of alcoholic beverages, no service of alcoholic

beverages cafe, and fast-food.

- [c] Small-scale grocer.
- [d] Personal service establishment.
- [e] Bank.
- [f] Community facility.
- [g] Medical or dental office.
- [h] Business or professional office.
- [i] Arts and crafts studios and workshops.

- [2] Two and three-family Residential Uses, provided that the minimum allowable as-of-right density requirements for residential use specified in Subsection G(1) shall apply to the residential portion of any Mixed-Use Development Project, with any of the following nonresidential uses:

- [a] Retail.
- [b] Personal service establishment.
- [c] Business or professional office.
- [d] Medical or dental office.
- [e] Arts and crafts studios and workshops.

- [3] In either case, Mixed-Use Development Projects may include:

- [a] Parking lot or structure as the primary use or any parking accessory to any of the above permitted uses, including surface, garage-under, and structured parking (e.g., parking garages).
- [b] Accessory uses customarily incidental to any of the above permitted uses.
- [c] The area devoted to residential uses within a Mixed-Use Development Project shall occupy at least 51% of the gross floor area of the Project. Residential uses shall not occupy the ground floor level of a Mixed-Use Development Project.

- (c) Subdistricts. The following uses apply to the DRROD subdistricts:

- [1] Webster Artists Studio Subdistrict: multifamily residential uses; live/work space; and arts and craft studios and workshops.
- [2] Sandpaper Artists Studio Subdistrict: multifamily residential uses; live/work space; and arts and craft studios and workshops.
- [3] Emerson Lofts Subdistrict: multifamily residential uses.

- (2) Prohibited uses. Prohibited uses within the DRROD include the following, or any other uses not specifically allowed in the DRROD in Subsection E(1).

- (a) Large-scale retail.
- (b) Motor vehicle-related uses.
- (c) Drive-through facilities.

F. Housing and housing affordability.

- (1) Number of Affordable Housing Units. For all Projects containing at least 13 residential units, not less than 20% of housing units constructed shall be Affordable Housing. Unless the PAA provides a waiver on the basis that the Project is not otherwise financially feasible, 25% of rental dwelling units constructed in a Project containing rental units must be Affordable Rental Units. For purposes of calculating the number of units of Affordable Housing required within a Project, any fractional unit shall be deemed to constitute a whole unit. A Project shall not be segmented to evade the Affordability threshold set forth above.
- (2) Monitoring Agent. A Monitoring Agent which may be the local housing authority or other qualified housing entity shall be designated by the Planning Board. In a case where the Monitoring Agent cannot adequately carry out its administrative duties, upon certification of this fact by the designating official or by DHCD, such duties shall devolve to and thereafter be administered by a qualified housing entity designated by the designating official. In any event, such Monitoring Agent shall ensure the following, both prior to issuance of a Building Permit for a Project within the DRROD, and on a continuing basis thereafter, as the case may be:
- (a) Prices of Affordable Homeownership Units are properly computed; rental amounts of Affordable Rental Units are properly computed;
 - (b) Income eligibility of households applying for Affordable Housing is properly and reliably determined;
 - (c) The housing marketing and resident selection plan conform to all requirements, have been approved by DHCD specifically with regard to conformance with MGL c. 40R and 760 CMR 59.00, and are properly administered;
 - (d) Sales and rentals are made to Eligible Households chosen in accordance with the housing marketing and resident selection plan with appropriate unit size for each household being properly determined and proper preference being given; and
 - (e) Affordable Housing Restrictions meeting the requirements of this section are approved by DHCD specifically with regard to conformance with MGL c. 40R and 760 CMR. 59.00, recorded Plymouth County Registry of Deeds.
- (3) Submission Requirements.
- (a) As part of any application for Plan Approval for a Project within the DRROD submitted under Subsections I through M (prior to submission of any application

for a Building Permit), the Applicant must submit the following documents to the PAA and the Monitoring Agent:

- [1] A narrative document and marketing plan that establishes that the proposed development of housing is appropriate for diverse populations, including households with children, other households, individuals, households including individuals with disabilities, and the elderly;
 - [2] Evidence that the Project complies with the cost and eligibility requirements of Subsection E(4);
 - [3] Project plans that demonstrate compliance with the requirements of Subsection E(5); and
 - [4] A form of Affordable Housing Restriction that satisfies the requirements of Subsection E(6).
- (b) These documents in combination, to be submitted with an application for Plan Approval (or, for Projects not requiring Plan Approval, prior to submission of any application for a Building Permit), shall include details about construction related to the provision, within the development, of units that are accessible to the disabled and appropriate for diverse populations, including households with children, other households, individuals, households including individuals with disabilities, and the elderly.
- (4) Cost and eligibility requirements.
- (a) Affordable Housing shall comply with the following requirements:
- [1] Affordable Housing required to be offered for rent or sale shall be rented or sold to and occupied only by Eligible Households.
 - [2] For an Affordable Rental Unit, the monthly rent payment, including utilities and parking, shall not exceed 30% of the maximum monthly income permissible for an Eligible Household, assuming a family size equal to the number of bedrooms in the unit plus one, unless other affordable program rent limits approved by the DHCD shall apply.
 - [3] For an Affordable Homeownership Unit the monthly housing payment, including mortgage principal and interest, private mortgage insurance, property taxes, condominium and/or homeowner's association fees, insurance, and parking, shall not exceed 30% of the maximum monthly income permissible for an Eligible Household, assuming a family size equal to the number of bedrooms in the unit plus one.
- (b) Prior to the granting of any Plan Approval for a Project, the Applicant must demonstrate, to the satisfaction of the Monitoring Agent, that the method by which such affordable rents or affordable purchase prices are computed shall be consistent with state or federal guidelines for affordability applicable to Rockland.
- (5) Design and Construction. Units of Affordable Housing shall be finished housing units.

Units of Affordable Housing shall be dispersed proportionately throughout the Project of which they are part, across all unit types and be comparable in initial construction quality, size and exterior design to the other housing units in the Project. Only unit types (e.g., live/work units, three-bedroom units) that contain a proportionate share of the required percentage of Affordable Housing will be considered eligible Bonus Units for the purposes of the Enabling Laws. The bedroom-per-unit average for the Affordable Housing must be equal to or greater than the bedroom-per-unit average for the unrestricted/market-rate units.

- (6) Affordable Housing Restriction. Each Project shall be subject to an Affordable Housing Restriction which is recorded with the Plymouth Registry of Deeds or district registry of the Land Court and which contains the following:
- (a) Specification of the term of the Affordable Housing Restriction which shall be no less than 30 years;
 - (b) The name and address of the Monitoring Agent with a designation of its power to monitor and enforce the Affordable Housing Restriction;
 - (c) A description of the Affordable Homeownership Unit, if any, by address and number of bedrooms; and a description of the overall quantity and number of bedrooms and number of bedroom types of Affordable Rental Units in a Project or portion of a Project which are rental. Such restriction shall apply individually to the specifically identified Affordable Homeownership Unit and shall apply to a percentage of rental units of a rental Project or the rental portion of a Project with the initially designated Affordable Rental Units identified in, and able to float in accordance with, the corresponding Affirmative Fair Housing Marketing Plan (AFHMP) and DHCD's AFHMP guidelines;
 - (d) Reference to a housing marketing and resident selection plan, to which the Affordable Housing is subject, and which includes an affirmative fair housing marketing program, including public notice and a fair resident selection process. The plan shall designate the household size appropriate for a unit with respect to bedroom size and provide that the preference for such Unit shall be given to a household of the appropriate size;
 - (e) A requirement that buyers or tenants will be selected at the initial sale or initial rental and upon all subsequent sales and rentals from a list of Eligible Households compiled in accordance with the housing marketing and selection plan;
 - (f) Reference to the formula pursuant to which rent of a rental unit or the maximum resale price of a homeownership will be set;
 - (g) A requirement that only an Eligible Household may reside in Affordable Housing and that notice of any lease of any Affordable Rental Unit shall be given to the Monitoring Agent;
 - (h) Provision for effective monitoring and enforcement of the terms and provisions of the affordable housing restriction by the Monitoring Agent;

- (i) Provision that the restriction on an Affordable Homeownership Unit shall run in favor of the Monitoring Agent and/or the municipality, in a form approved by municipal counsel, and shall limit initial sale and resale to and occupancy by an Eligible Household;
 - (j) Provision that the restriction on Affordable Rental Units in a rental Project or rental portion of a Project shall run with the rental Project or rental portion of a Project and shall run in favor of the Monitoring Agent and/or the municipality, in a form approved by municipal counsel, and shall limit rental and occupancy to an Eligible Household;
 - (k) Provision that the owner[s] or manager[s] of Affordable Rental Unit[s] shall file an annual report to the Monitoring Agent, in a form specified by that agent certifying compliance with the Affordability provisions of this bylaw and containing such other information as may be reasonably requested in order to ensure affordability; and
 - (l) A requirement that residents in Affordable Housing provide such information as the Monitoring Agent may reasonably request in order to ensure affordability.
- (7) Costs of Housing Marketing and Selection Plan. The housing marketing and selection plan may make provision for payment by the Project applicant of reasonable costs to the Monitoring Agent to develop, advertise, and maintain the list of Eligible Households and to monitor and enforce compliance with affordability requirements.
- (8) Age Restrictions. Nothing in this § 415-21.2 shall permit the imposition of restrictions on age upon Projects throughout the entire DRROD. However, the PAA may, in its review of a submission under Subsection F(3), allow a specific Project within the DRROD designated exclusively for the elderly, persons with disabilities, or for assisted living, provided that any such Project shall be in compliance with all applicable federal, state and local fair housing laws and regulations and not less than 25% of the housing units in such a restricted Project shall be restricted as Affordable units.
- (9) Phasing. For any Project that is approved and developed in phases in accordance with Subsection I(4), the percentage of Affordable units in each phase shall be at least equal to the minimum percentage of Affordable Housing required under Subsection F(1). Where the percentage of Affordable Housing is not uniform across all phases, the unit dispersal and bedroom proportionality requirements under Subsection F(5) shall be applied proportionate to the Affordable Housing provided for in each respective phase.
- (10) Fair Housing Requirement. All Projects within the DRROD shall comply with all applicable federal, state and local fair housing laws and regulations.
- (11) No Waiver. Notwithstanding anything to the contrary herein, the Affordability provisions in this Subsection F shall not be waived unless expressly approved in writing by DHCD.

G. Dimensional and density requirements.

- (1) Notwithstanding anything to the contrary in this Zoning Bylaw, the dimensional

requirements applicable in the DRROD are as follows:

Table of Dimensional Requirements

Characteristic	Recommendation
Minimum lot area (square feet)	2,000
Minimum lot area per dwelling unit (square feet)	Residential use or mixed-use: 500 square feet of lot area per dwelling unit
Allowable residential density (number of units per acre of developable land) for multifamily development	20
Minimum lot width (feet)	30
Maximum lot coverage by all buildings (percent)	80%
Minimum depth of front yard (feet)	0
Minimum width of side yard (feet)	5
Minimum width of rear yard (feet)	20
Maximum height of buildings (feet)	45 along either side of Union Street; 40 anywhere else in the DRROD*
Maximum height of buildings (stories)	4 along either side of Union Street; 3 anywhere else in the DRROD
Minimum distance between buildings on lot (feet)	None

NOTE:

*

If on-site underground parking is provided, the building height may be increased to 50 feet.

- (2) Dimensional Waivers in Substantially Developed Subdistrict. The PAA may, in order to encourage the development of infill housing units on undeveloped lots within a

Substantially Developed Subdistrict, grant a waiver to the dimensional standards of Subsection G(1), in accordance with Subsection K(3).

H. **Parking requirements.** The parking requirements applicable for Projects within the DRROD are as follows:

- (1) **Parking space location and design.** Any surface parking lot shall, to the maximum extent feasible, be located at the side or rear of a building, relative to any public right-of-way, public open space, or pedestrianway. In no case shall surface parking for new construction be permitted within the required front yard setbacks.
- (2) **Number of parking spaces.**
 - (a) Unless otherwise approved by the PAA, the following minimum numbers of off-street parking spaces shall be provided by use, either in surface parking, within garages or other structures, or on-street:
 - [1] Dwelling, two-family, three-family and multifamily, and live/work space: 1.5 spaces in the Union Street Corridor Subdistrict; two spaces per unit per dwelling unit in all other Subdistricts.
 - [2] Personal service, professional office, and retail uses (small-scale grocer, arts and crafts studio and workshops): one space for each 300 square feet plus one space for every two employees.
 - [3] Restaurant uses: one space for every two seats and one space for every two employees.
 - [4] Professional office, medical and dental office and community facility uses: one space for every 100 square feet of occupied floor area and one space for every two employees.
 - [5] Bank: three spaces per 1,000 square feet.
 - (b) The PAA may require additional visitor parking spaces if deemed appropriate given the design, layout and density of the proposed residential or other development.
- (3) **Shared Parking.** At the discretion of the PAA, shared use may be made of required parking spaces by intermittent use establishments such as churches, assembly halls, or theaters whose peak parking demand is only at night or on Sundays and by other uses whose peak demand is only during the day. Required spaces shall be within 400 feet in actual travel distance of the main entrance to the principal buildings served by the shared parking. In order for such shared parking to be eligible to satisfy required off-street parking standards in whole or in part, a written agreement acceptable to the PAA defining the joint use of the common parking facility shall be executed by all parties concerned and approved by the PAA. Such agreement shall specify the location of all spaces to be jointly used, the number of such spaces, the hours during the day that such parking shall be available, and the duration or limit, if any on such parking. Such agreement shall be recorded at the Plymouth County Registry of Deeds. The PAA may

prescribe safeguards and conditions as it shall warrant appropriate.

- (4) Off-site parking. An applicant may use off-site parking to satisfy its parking requirements, where alternative parking is within 400 feet of the subject property. Off-site parking may be provided in public lots located within 400 feet of the building. Applicant shall document efforts to promote use of off-site parking by customers, residents or employees. In the event that the off-site parking is no longer available, the applicant shall present a new parking plan to the PAA for approval.
- (5) Reduction in parking requirements. Notwithstanding anything to the contrary herein, any minimum required amount of parking may be waived if it is impractical for the applicant to meet the parking standards and that such waivers are appropriate by reason of the proposed use and will not result in or worsen parking or traffic problems in or in proximity to the Project, and upon demonstration to the reasonable satisfaction of the PAA that a lesser amount of parking will not cause excessive congestion, endanger public safety, or that lesser amount of parking will provide positive environmental or other benefits, taking into consideration:
 - (a) The availability of surplus off-street parking in the vicinity of the use being served;
 - (b) The availability of public or commercial parking facilities in the vicinity of the use being served in accordance with Subsection H(4);
 - (c) Age or other occupancy restrictions which are likely to result in a lower level of auto usage;
 - (d) Evidence that a proposed use will result in less parking demand than the required minimum parking standards;
 - (e) Evidence that the number of cars per household within the DRROD can be supported by a reduced number of parking spaces;
 - (f) Impact of the parking requirement on the physical environment of the affected lot or the adjacent lots including reduction in green space, destruction of significant existing trees and other vegetation, destruction of existing dwelling units, or loss of pedestrian amenities along public ways; and
 - (g) Such other factors as may be considered by the PAA.
- ~~(6) Waivers cannot be granted using criteria 2 and 3 above in combination.~~
- (7) In mixed-use developments, applicants may request a waiver of the parking requirements based on an analysis of peak demand for noncompeting uses. In such cases the parking requirement for the largest of the uses (in terms of parking spaces required) shall be sufficient. This section does not apply to requests for shared parking pursuant to Subsection H(3) above.

I. Plan approval of projects: general provisions.

- (1) Plan Approval. An Application for Plan Approval shall be reviewed by the PAA for consistency with the purpose and intent of Subsections I through M. Such Plan

Approval process shall be construed as an as-of-right review and approval process as required by and in accordance with the Enabling Laws. The following categories of Projects shall be subject to the Plan Approval process:

- (a) Any Residential Project containing at least 13 residential units;
 - (b) Any Mixed-Use Development Project;
 - (c) Any project consisting solely of nonresidential uses; and
 - (d) Any Project seeking a waiver.
- (2) Plan Approval Authority (PAA). The Rockland Planning Board, consistent with MGL c. 40R and 760 CMR 59.00, shall be the Plan Approval Authority (the "PAA"), and it is authorized to conduct the Plan Approval process for purposes of reviewing Project applications and issuing Plan Approval decisions within the DRROD.
- (3) PAA Regulations. The Plan Approval Authority may adopt administrative rules and regulations relative to Plan Approval. Such rules and regulations and any amendments thereto must be approved by the Department of Housing and Community Development and filed with the Town Clerk prior to any mandatory application of such rules and regulations.
- (4) Project Phasing. An Applicant may propose, in a Plan Approval submission, that a Project be developed in phases, provided that the submission shows the full buildout of the Project and all associated impacts as of the completion of the final phase, and subject to the approval of the PAA. Any phased project shall comply with the provisions of Subsection F(9).

J. Plan approval procedures.

- (1) Preapplication.
- (a) Prior to the submittal of a Plan Approval submission, a Concept Plan may be submitted to help guide the development of the definitive submission for Project buildout and individual elements thereof. Such Concept Plan should reflect the following:
 - [1] Overall building envelope areas;
 - [2] Open space and natural resource areas; and
 - [3] General site improvements, groupings of buildings, and proposed land uses.
 - (b) The Concept Plan is intended to be used as a tool for both the applicant and the PAA to ensure that the proposed Project design will be consistent with the Design Standards and other requirements of the DRROD.
- (2) Required Submittals. An application for Plan Approval shall be submitted to the PAA on the form provided by the PAA, along with application fee(s) which shall be as set forth in the PAA Regulations. The application shall be accompanied by such plans and documents as may be required and set forth in the PAA Regulations. For any Project

that is subject to the Affordability requirements of Subsection F, the application shall be accompanied by all materials required under Subsection F(3). All site plans shall be prepared by a certified architect, landscape architect, and/or a civil engineer registered in the Commonwealth of Massachusetts. All landscape plans shall be prepared by a certified landscape architect registered in the Commonwealth of Massachusetts. All building elevations shall be prepared by a certified architect registered in the Commonwealth of Massachusetts. All plans shall be signed and stamped, and drawings prepared at a scale of one inch equals 40 feet or larger, or at a scale as approved in advance by the PAA.

- (3) **Filing.** An applicant for Plan Approval shall file the required number of copies of the application form and the other required submittals as set forth in the PAA Regulations with the Rockland Town Clerk and a copy of the application including the date of filing certified by the Rockland Town Clerk shall be filed forthwith with the PAA.
- (4) **Circulation to other boards.** Upon receipt of the Application, the PAA shall immediately provide a copy of the application materials to the Board of Selectmen, Board of Appeals, Board of Health, Conservation Commission, Fire Department, Police Department, Inspector of Buildings, Highway Superintendent, Water Commission, Sewer Commission, the Monitoring Agent (for any Project subject to the Affordability requirements of Subsection F), and other municipal officers, agencies or boards for comment, and any such board, agency or officer shall provide any written comments within 60 days of its receipt of a copy of the plan and application for approval.
- (5) **Hearing.** The PAA shall hold a public hearing for which notice has been given as provided in MGL c. 40A, § 11. The decision of the PAA shall be made, and a written notice of the decision filed with the Rockland Town Clerk, within 120 days of the receipt of the application by the Rockland Town Clerk. The required time limits for such action may be extended by written agreement between the applicant and the PAA, with a copy of such agreement being filed in the office of the Rockland Town Clerk. Failure of the PAA to take action within said 120 days or extended time, if applicable, shall be deemed to be an approval of the Plan Approval application.
- (6) **Peer Review.** The applicant shall be required to pay for reasonable consulting fees to provide peer review of the Plan Approval application, pursuant to MGL c. 40R, § 11(a). Such fees shall be held by the Town of Rockland in a separate account and used only for expenses associated with the review of the application by outside consultants, including, but not limited to, attorneys, engineers, urban designers, housing consultants, planners, and others. Any surplus remaining after the completion of such review, including any interest accrued, shall be returned to the applicant forthwith.

K. Plan approval decisions.

(1) Plan Approval.

- (a) Plan Approval shall be granted where the PAA finds that:**

[1] The applicant has submitted the required fees and information as set forth in the PAA Regulations; and

- [2] The Project as described in the application meets all of the requirements and standards set forth in this section and the PAA Regulations, or a waiver has been granted therefrom; and
 - [3] Any extraordinary adverse potential impacts of the Project on nearby properties have been adequately mitigated.
- (b) For a Project subject to the Affordability requirements of Subsection F, compliance with condition in Subsection K(1)(a)[2] above shall include written confirmation by the Monitoring Agent that all requirements of that subsection have been satisfied. The PAA may attach conditions to the Plan Approval decision that are necessary to ensure substantial compliance with this section, or to mitigate any extraordinary adverse potential impacts of the Project on nearby properties.
- (2) Plan Disapproval. A Plan Approval application may be disapproved only where the PAA finds that:
- (a) The applicant has not submitted the required fees and information as set forth in the Regulations; or
 - (b) The Project as described in the application does not meet all of the requirements and standards set forth in this section and the PAA Regulations, or that a requested waiver therefrom has not been granted; or
 - (c) It is not possible to adequately mitigate significant adverse project impacts on nearby properties by means of suitable conditions.
- (3) Waivers. Upon the request of the Applicant and subject to compliance with MGL c. 40R and 760 CMR 59.00, the Plan Approval Authority may waive dimensional and other requirements of Subsection G, H or M, including the Design Standards, in the interests of design flexibility and overall project quality, and upon a finding of consistency of such variation with the overall purpose and objectives of the DRROD, or if it finds that such waiver will allow the Project to achieve the density, affordability, mix of uses, and/or physical character allowable under this section.
- (4) Project Phasing. The PAA, as a condition of any Plan Approval, may allow a Project to be phased at the request of the Applicant, or it may require a Project to be phased for the purpose of coordinating its development with the construction of Planned Infrastructure Improvements (as that term is defined under 760 CMR 59.00), or to mitigate any extraordinary adverse Project impacts on nearby properties. For Projects that are approved and developed in phases, unless otherwise explicitly approved in writing by the Department in relation to the specific Project, the proportion of Affordable units shall be at least equal to the minimum percentage of Affordable Housing required under Subsection F(1).
- (5) Form of Decision. The PAA shall issue to the applicant a copy of its decision containing the name and address of the owner, identifying the land affected, and the plans that were the subject of the decision, and certifying that a copy of the decision has been filed with the Rockland Town Clerk and that all plans referred to in the decision are on file with the PAA. If 20 days have elapsed after the decision has been filed in the office of the

Rockland Town Clerk without an appeal having been filed or if such appeal, having been filed, is dismissed or denied, the Rockland Town Clerk shall so certify on a copy of the decision. If a plan is approved by reason of the failure of the PAA to timely act, the Rockland Town Clerk shall make such certification on a copy of the application. A copy of the decision or application bearing such certification shall be recorded in the Registry of Deeds for Plymouth County and district in which the land is located and indexed in the grantor index under the name of the owner of record or recorded and noted on the owner's certificate of title. The fee for recording or registering shall be paid by the applicant.

- (6) **Validity of Decision.** A Plan Approval shall remain valid and shall run with the land indefinitely, provided that construction has commenced within two years after the decision is issued, which time shall be extended by the time required to adjudicate any appeal from such approval and which time shall also be extended if the Project proponent is actively pursuing other required permits for the Project or there is other good cause for the failure to commence construction, or as may be provided in a Plan Approval for a multiphase Project.

L. Change in plans after approval by PAA.

- (1) **Minor Change.** After Plan Approval, an applicant may apply to make minor changes in a Project involving minor utility or building orientation adjustments, or minor adjustments to parking or other site details that do not affect the overall buildout or building envelope of the site, or provision of open space, number of housing units, or housing need or affordability features. Such minor changes must be submitted to the PAA on redlined prints of the approved plan, reflecting the proposed change, and on application forms provided by the PAA. The PAA may authorize such changes at any regularly scheduled meeting, without the need to hold a public hearing. The PAA shall set forth any decision to approve or deny such minor change by motion and written decision, and provide a copy to the applicant for filing with the Rockland Town Clerk.
- (2) **Major Change.** Those changes deemed by the PAA to constitute a major change in a Project because of the nature of the change in relation to the prior approved plan, or because such change cannot be appropriately characterized as a minor change as described above, shall be processed by the PAA as a new application for Plan Approval pursuant to Subsections I through M.

M. Design standards.

- (1) **Adoption of Design Standards.** Any Project undergoing the Plan Approval process shall be subject to design standards as set forth herein.
- (2) **Purpose.** The Design Standards are adopted to ensure that the physical character of Projects within the DRROD:
 - (a) Will be complementary to nearby buildings and structures;
 - (b) Will provide for high-density quality development consistent with the character of building types, streetscapes, and other community features traditionally found in the downtown area of Rockland.

- (3) **Design Standards.** The PAA may adopt, by simple majority vote, Design Standards which shall be applicable to Development Projects subject to Plan Approval by the PAA. Such Design Standards must be objective and not subjective and may only address the scale and proportions of buildings, the alignment, width, and grade of streets and sidewalks, the type and location of infrastructure, the location of building and garage entrances, off-street parking, the protection of significant natural site features, the location and design of on-site open spaces, exterior signs, and buffering in relation to adjacent properties. DHCD may, at its discretion, require Design Standards to contain graphics illustrating a particular standard or definition in order to make such standard or definition clear and understandable.
- (4) **DHCD Approval.** After adopting Design Standards, the PAA shall submit Design Standards to DHCD for approval. Design Standards shall not take effect until approved by DHCD and filed with the Town Clerk. In submitting proposed Design Standard for DHCD approval, the PAA shall also submit sufficient documentation clearly showing that the proposed Design Standards will not add unreasonable costs to Development Projects or unreasonably impair the economic feasibility of a Development Project. A letter from a developer, property owner or other interested party indicating that the Design Standards will not add unreasonable costs or unreasonably impair the economic feasibility of a Development Project shall not constitute sufficient documentation. At its discretion, DHCD may disapprove Design Standards if it finds that the PAA has not adopted objective Design Standards or has not submitted such documentation.
- (5) **Plan Approval.** An application for Plan Approval that has been submitted to the Town Clerk pursuant to this section shall not be subject to Design Standards that have not been approved by DHCD and filed with the Town Clerk.
- (6) **Design Standards.**
 - (a) **Sites and Blocks; Building Placement.** Buildings shall be placed on the site to define the edges of streets and public spaces with primary facades oriented to the street or public space, minimally setback and occupying a majority of the lot frontage. Building placement shall respect existing patterns of building placement for the street on which they are located by matching the pattern of facade orientation, setback and lot frontage with minimal variation. Buildings shall be placed to conceal parking at the interior or rear of building lots.

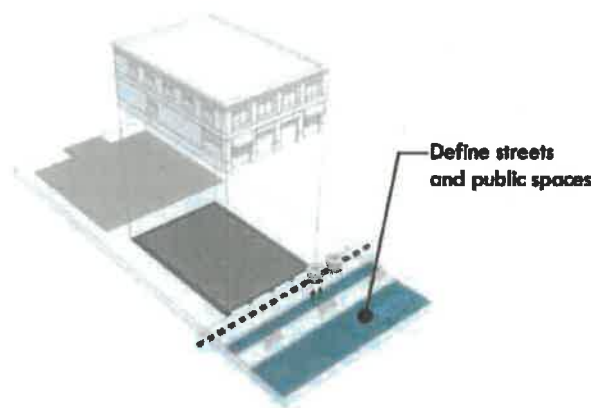


Figure. Building Placement

- [1] **Building Setbacks.** Building setbacks shall be in accordance with the DRROD Dimensional Regulations and context sensitive. The building setback from the front lot line must be consistent with the surrounding context of the lot. A building must be setback not more than five feet further from the street as measured against the existing abutting building that is closest to the street. For example, if a site has an existing building neighbor with a zero-foot setback, a proposed building could be setback up to five feet from the front lot line, but under no circumstance could be setback greater than the maximum established by the DRROD Dimensional Regulations. The building setback from the front lot line shall be minimized to strengthen continuity of the street form.

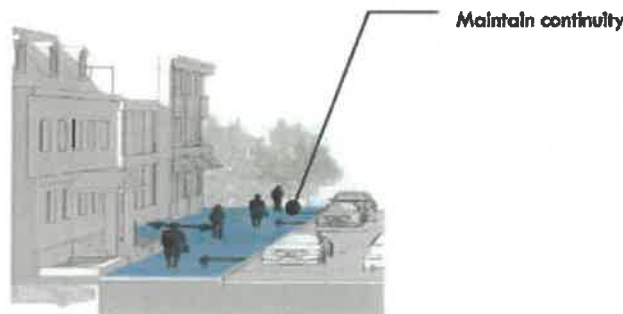


Figure. Building Setbacks

- [2] **Building Orientation.** Buildings shall be oriented with the primary building facade(s) facing the primary street frontage(s) of the site. Buildings must be oriented parallel to the front lot line to preserve a consistent facade line with the street. Primary building entrances shall be easily identified and be oriented to the street. The primary entry shall be clearly visible from the public street which provides the building's main orientation. In order to strengthen and define street form, corner buildings shall align to both street frontages.

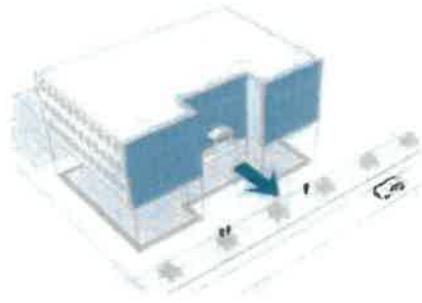


Figure. Building Orientation – Frame and address streets and public spaces

- [3] **Street Corners.** Corner sites within the DRROD are of particular importance with the ability to define two street edges and an intersection. Projects located at a corner site shall be oriented and configured to define both street edges and the corner of the site. The corner may be defined positively by placing the building with built edges to the corner or defined negatively by framing an open space at the corner with built edges setback from the corner around a landscape plaza or open space.

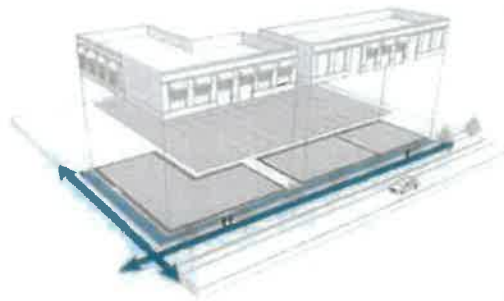


Figure. Street Corner - Acknowledge corner sites and multiple frontages

- [4] **Design Treatment of Edges.** Buildings that are not physically adjoined to abutters shall treat side yards and the spaces between buildings in a manner consistent with existing patterns of use, in terms of setbacks and use. Landscaping shall be used to define street edges and to buffer and screen edges that may have a negative visual impact, such as parking or loading areas. Access driveways and curb cuts using side yards may be combined between adjoining properties to access parking for multiple buildings at the interior of the block.



Figure. Design Treatment of Edges - Reinforce positive views and screen negative views

- [5] Building placement, design, massing and form shall ensure the preservation and enhancement of historic and architectural assets through context-sensitive design and contribute to human-scaled streets and public spaces by articulating ground floor levels with architectural components that relate to the scale of a human. No Design Standard shall be interpreted in a manner that would adversely impact the historic character, historic design integrity or historic quality of existing buildings.

(b) Building Massing and Form.

- [1] Relationship to Existing Context. Building massing, form and scale shall be complementary to and respectful of the patterns of existing buildings in the immediate vicinity.
- [2] Building Form. The shape and massing of the building shall complement the abutting structures and define the edges of streets and open spaces. The building form and massing shall use the techniques described herein to reduce the impact of large uninterrupted building masses and facades and to create building forms that are human-scaled.
- [3] Scale. The scale of proposed revitalizations shall be compatible with the surrounding architecture and landscape context. The configuration of architectural components shall be composed to reduce the overall scale of buildings to relate to a human-scale. Elements that may help to relate building massing proportionally to the size of the human body shall include: articulated building bases through a change in material or color; placement of windows in a regular pattern; use of materials that are made of smaller human-scaled modules; and articulation of building entries with canopies, porches or awnings, facade and roof projections (such as cornices, defined bays).
- [4] Proportion. The proportion of buildings should be related to the scale and importance of the streets on which they are located. The proportions of building elements shall be generally compatible with existing structures and the features and components of the facade.
- [5] Modulation of Building Mass, Scale and Bulk. By creating variations in roof

form, cornice and roofline, treatment of corners and interruption of facade lengths, building masses can be reduced to be more compatible with the context of the district. Blank walls adjacent to streets, alleys or open spaces are not permitted. The ground floors of all buildings must be designed to encourage and complement pedestrian-scale activity by the use of windows and doors visible and accessible to the street. Building design elements, details and massing shall create a well-proportioned and unified building form and exhibit an overall architectural concept. Buildings shall exhibit form and features that reflect the functions within the building. Building facade elements shall be articulated to provide visual interest by incorporating architectural features such as belt courses or horizontal bands to distinguish individual floors; change in materials and color and/or texture that enhances specific form elements or vertical elements of the building; a pattern of windows; and/or bay windows to give scale to the structure. Spacing and width of bays shall provide intervals that create scale elements similar to surrounding buildings. The top of such buildings shall display a distinct profile or outline incorporating such elements as a projecting parapet, cornice, upper level setback or pitched roofline.

- [6] **Building Roofs.** Building roofs that are visible from the street shall be composed of materials compatible with the Project Area (for example slate or composite shingle roofing materials). Roofing materials shall not call undue attention to the roof itself with bright or contrasting colors, unless historically documented. Large, unbroken expanses of roof shall be articulated at least every 100 feet, or at a shorter length compatible with adjacent or facing buildings, by interrupting the cornice or roofline, providing variation in roof form, or architectural components (for example a series of dormers or skylights). Building mechanical equipment located on building roofs, sites, or other locations shall be screened from view from the street.
- [7] **Building Height Step backs.** For buildings that include a fourth story, a building step back of at least five feet shall be incorporated to reduce the shadowing effect on public streets and surrounding buildings and prevent a "canyon" effect when taller buildings are located directly across the street from, or adjacent to, one another.



Figure. Stepback

(c) Building Facades.

- [1] **Facade Design and Relationship to Existing Context.** The facade, or primary building elevation, shall be compatible with the facade design of neighboring buildings so as to create continuity across buildings and the street edge. Primary building facades with frontage along the street shall be sensitive to the existing context of building facades along that street. Building facades facing the street shall have at least 25% of the overall facade in transparent windows and at least 40% of the ground floor facade in transparent windows.
- [2] **Architectural Treatments.** Architectural details include, but are not limited to, items such as the trim around entrances, corners, eaves, doors and windows; exterior cladding materials; and roof type. These components shall be coordinated to be compatible with the character of the existing buildings in the immediate vicinity of the Project Area and to reinforce the human-scaled aspects of the building design.
- [3] **Proportion and Pattern of Windows.** Window patterns and openings shall acknowledge and respond to existing adjacent window patterns in proportion, scale, rhythm and number of openings.
- [4] **Placement and Treatment of Entries.** Entrances shall be oriented to the primary street frontage. Building entries shall be used to introduce human-scaled components to the building facade such as storefronts, canopies, porches and stoops and provide a high level of visibility and transparency into ground floor uses to activate and add interest to the adjacent street.
- [5] **Ground Level Articulation.** The building facade shall clearly define commercial ground floor space and differentiate the articulation of the ground floor from the residential or mixed-use space on the building stories above. Ground level facades in noncommercial buildings shall be articulated in such a way that they are visually compatible with adjacent commercial storefronts and maintain an active and inviting street level facade.

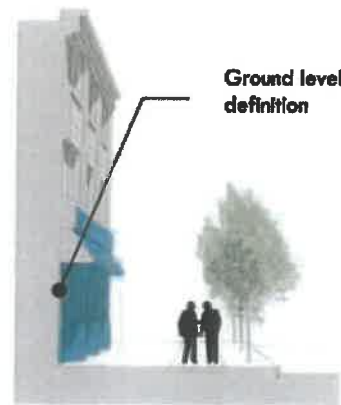


Figure. Ground Level Articulation

- [6] **Roof Parapet and Cornice Lines.** Building cornice lines shall be used to define building facades and create facade components consistent with historic parapet or cornice lines as originally designed and built in the district.

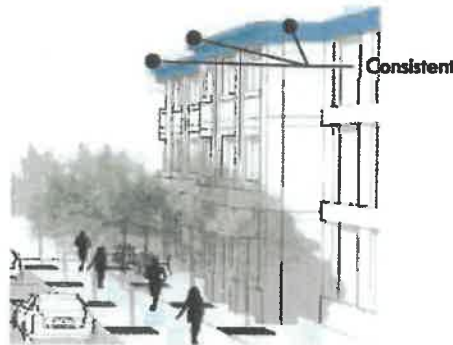


Figure. Roof Parapet and Cornice Lines

- [7] **Building Materials.** Building materials shall be selected to be compatible with or complementary to the surrounding context. Materials on the facade that are subject to deterioration (plywood or plastic) shall be avoided. New buildings shall use materials such as brick, cast stone, architectural stone, terra cotta, concrete, wood or shingle siding that incorporate varied texture and color.
- [8] **Signage.** Sign type, location and installation shall be consistent with other uses adjacent to and along the same street or within a consistent district. Freestanding signs, permanently affixed signs independent of a building or structure are prohibited.

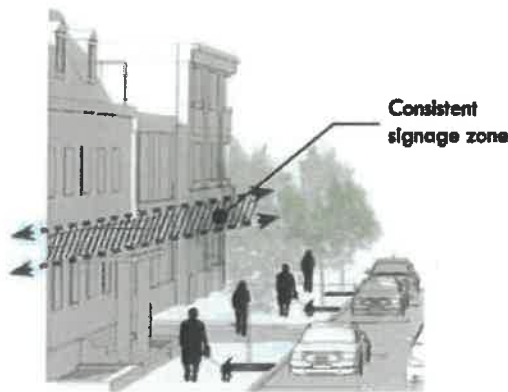


Figure. Signage

- [9] **Multitenant Signage.** Signs for buildings with multiple tenants shall be coordinated upon a building facade to offer clear, orderly and legible information about the building, address, and tenants. A consistent height and line for a sign band in multiple tenant buildings shall be created in conjunction with the ground floor storefront and articulation; signage shall not be placed on the upper facade of multistory buildings.

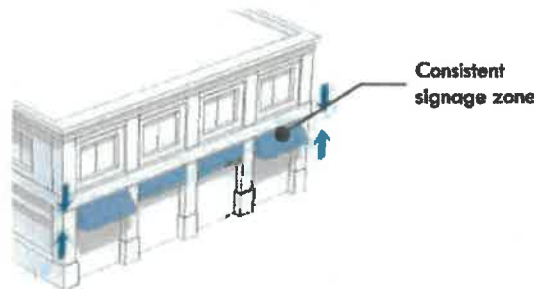


Figure. Multitenant Signage

- [10] **Awnings.** Awnings may be used to provide a human-scaled element to the ground floor of building facades and protect building entries. Awnings shall not be placed on a building such that they would obscure important architectural details by crossing over pilasters or covering windows. Multiple awnings on a single building shall be consistent in size, profile, location, material, color and design. On multitenant buildings the awnings shall be allowed to vary in color and details, but shall be located at the same height on the building facade.

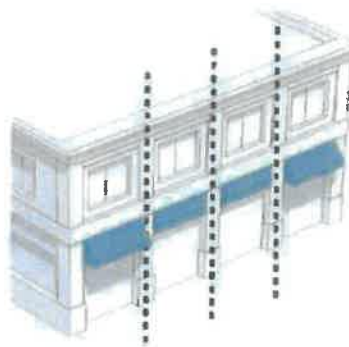


Figure. Awnings

(d) Public and Private Open Spaces.

- [1] **Private Use of Public Spaces.** Generally, public spaces shall be reserved for public uses. Sidewalk use for temporary displays, kiosks, etc., shall be coordinated with and approved with the project. Clearance and access required for public circulation shall be maintained at all times.
- [2] **Private Site Details.** Public and private open spaces shall be designed, landscaped, and furnished to be compatible with or complementary to the character of the district in which they are located. Public art shall be used to define and punctuate public spaces. All art installations shall maintain clearances in public spaces, and be constructed of materials that are durable, easily maintained and that do not present safety hazards.

(e) Landscape.

- [1] **Landscape Use and Orientation.** Site, block and building orientation and configuration shall use landscape features to shield negative views, define edges and frame streets and public spaces. No plantings shall obscure site entrances and exit drives, accessways, or road intersections or impair visibility of commercial storefronts. Landscaping shall be used to reinforce human-scaled elements of the building and site and to create outdoor spaces that are scaled comfortably for people.
- [2] **Site and Street Edges.** Landscape strips with street trees, street trees in sidewalk tree wells or landscaped medians shall be used as is consistent with the existing landscape patterns of the location of proposed improvements. Landscaping shall be used to define the street edge if the existing pattern of building placement includes a front setback.



Figure. Landscape Site and Street Edges

- [3] **Buffers and Screens.** Landscape buffers shall be used to screen parking, loading and service areas that may be visible from public streets or open spaces. All views that could be associated with a negative impact should be screened with strategically selected and located landscape features. Screening may include architectural walls, fences or other visual barriers.



Figure. Landscape Buffers and Screens

(f) Parking.

- [1] **Parking Placement.** Parking shall be located at the interior of blocks, behind buildings or at the rear of sites, away from prominent site edges, public spaces and streets.



Figure. Placement of Parking

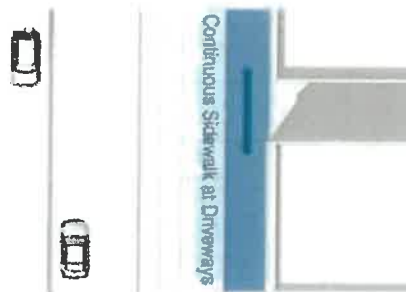
- [2] **Parking Orientation.** Parking lots shall be designed to recede in the visual environment by creating separations between parking areas and the edges of streets and sidewalks, buffering parking areas with landscaping, and screening parking areas behind buildings or other site components (fences, gates, walls or hedges).
- [3] **Parking Landscape.** Generous landscape areas shall be designed to ensure plant health, including adequate area for snow removal, and shall create planting strips of not less than 10 feet wide for trees. No landscape island shall be less than six feet wide. Landscape areas shall be placed at all exterior edges of the parking area that abut adjacent properties, streets or public spaces. Additional landscape medians shall be provided between parking spaces to break up the impervious surfaces and mitigate the visual impact of parking.
- [4] **Landscape of Preexisting Parking Lots.** Upon the expansion of an existing parking lot containing 20 or more parking spaces and/or an alteration of a structure or change in uses that increases the parking requirements by five or more spaces, the entire existing parking lot shall be brought into compliance with these standards to the degree feasible.



Figure. Parking Landscape

- [5] **Curb Cuts.** Every curb cut shall provide a continuous and uninterrupted pedestrian walkway. All curb cuts shall be designed so that driveways slope up from the street to the level of the sidewalk. Curb cuts shall not be designed

so that the drive is set at the street elevation.



- [6] **Parking Details.** Granite curbs shall be used to protect planting areas, define sidewalks, walkways and parking area edges.
 - [7] **Parking areas.** Where possible, parking areas must be interconnected in a manner that allows the unobstructed flow of pedestrians between uses and parking areas. Adjacent parking areas on abutting properties shall be connected for improved circulation where possible.
- (g) **Streetscape and Sidewalks.**
- [1] **Sidewalk Configuration.** Adjacent Sidewalks shall be widened to accommodate street trees, landscaping and outdoor furnishing and amenities. Sidewalks shall be continuous and uninterrupted at driveways and curb cuts to reinforce priority for pedestrians.
 - [2] **Pedestrian Use.** Where in reasonable proportion to a Project's transportation impact, Corner and curb radii associated with a Project's vehicle egresses and immediately adjacent intersections shall be reduced to decrease pedestrian crossing distances and to slow traffic speeds at downtown intersections, including such techniques as curb extensions and neck downs to increase safety for pedestrians. Pedestrian crosswalks with accessible curb ramps shall be provided at every such intersection.
 - [3] **Bicycle Use.** Bicycle travel lanes, road markings, signage and sidewalk amenities shall be provided in reasonable proportion to the transportation impact of the Project and in coordination with roadway improvements. Bicycle lanes shall be a minimum of four feet wide when not adjacent to parking and a minimum of five feet wide when adjacent to parking.
 - [4] **Landscape.** Rows of street trees shall be provided along the development frontage. To allow healthy tree growth, structural soil shall be used under adjacent sidewalks or paving when street trees are planted in tree wells or planting strips narrower than 10 feet. Street trees at sidewalks and parking shall be used to define the street and site edges. Street tree species selection

shall be compatible with or complementary to adjacent street trees so as to ensure continuity of the street edge and public realm identity.

- [5] **Street Furniture.** All street furniture shall be integrated with street and sidewalk circulation to ensure adequate clearances, access and convenience of the location of these amenities. Street furniture shall be clustered at convenient locations that are plainly visible and accessible.
- [6] The placement of street furniture or outdoor dining tables should be encouraged whenever possible to enliven the streetscape. However, the placement of such on public property shall be subject to license review and approval by the Board of Selectmen.

(h) **Lighting.**

- [1] **Light Placement.** Placement of lighting fixtures shall be designed to provide adequate ambient light levels for safety and usefulness and shall be configured to highlight pedestrian paths and building entrances.
- [2] **Site Lighting.** Site lighting shall use shielded and full cut-off fixtures that avoid spilling light onto neighboring streets, properties, structures and above into the night sky. Site lighting shall use low height fixtures, between 14 and 17 feet, which shall reinforce the human scale.
- [3] **Building Lighting.** Building lighting shall use shielded fixtures that avoid spilling light onto neighboring streets, properties, structures and above into the night sky. Building lighting shall focus on illuminating building entries, display windows and building signs. Uncoordinated architectural lighting of facades, building accents, awnings or other features shall be avoided to avoid contributing to a disrupted or disjointed lighting effect in the DRROD.
- [4] **Signage Lighting.** Building signage may be lit by a fixture(s) that shall light the sign and shield other views from glare. Light fixtures shall be consistent with the character of the building or shall be hidden from view.

- N. **Severability.** If any provision of this section is found to be invalid by a court of competent jurisdiction, the remainder of the section shall not be affected but shall remain in full force. The invalidity of any provision of this section shall not affect the validity of the remainder of the Town of Rockland's Zoning Bylaws.