



INTERDEPARTMENTAL REVIEW TEAM MEETING REQUEST

SUBMITTAL CHECKLIST

All Interdepartmental Review Team (IRT) – also known as a pre-development consultation—requests must include the following documents in order to be considered complete and be issued a date and time for a meeting. Incomplete requests will result in delays in review or scheduling.

- A. This completed **application (pages 1-2)**
- B. **Proposed Plan/Sketch**, drawn to scale. The more progressed the design plans are the more specific staff feedback can be.
- C. Graphics of proposed buildings (photographs, renderings, and/or elevations), if proposed.

1. PROPERTY LOCATION

Property/Project Address(es); please list all addresses the property is currently/formerly known by

Assessor's Parcel ID or Map-Block-Lot (MBL) Number(s), where known

2. EXISTING CONDITIONS

Explain the types and SF of each existing use and improvements (parking, buildings, etc.); attach a narrative if needed

3. PROPOSED CONDITIONS

Explain the proposed uses (SF of each type), structures (SF, # stories of demolition/new/addition) and other site improvements (drainage, parking, etc.); attach a narrative if needed

4. APPLICANT/REQUESTOR INFORMATION

Name

Phone Number

Email

Interest in Property (owner, potential purchaser, etc.)

5. OTHER ATTENDEE(S) INFORMATION

Name(s), please list the names of any other expected attendees

Email(s), please list any expected attendees e-mails (in order to ensure they receive meeting details)

Relationship(s) of other attendees to the project (e.g., Architect/Attorney/Engineer/Contractor, etc.)

6. DEPARTMENTS/REPRESENTATIVES REQUESTED TO PROVIDE FEEDBACK: (Please check all that apply)

<u>Department</u>	<u>Website</u>
<input type="checkbox"/> Planning	http://www.worcesterma.gov/planning-regulatory/boards/planning-board
<input type="checkbox"/> Conservation	http://www.worcesterma.gov/planning-regulatory/boards/conservation-commission
<input type="checkbox"/> Zoning	http://www.worcesterma.gov/planning-regulatory/boards/zoning-board-of-appeals
<input type="checkbox"/> Historic	http://www.worcesterma.gov/planning-regulatory/boards/historical-commission
<input type="checkbox"/> License Commission	http://www.worcesterma.gov/planning-regulatory/boards/license-commission
<input type="checkbox"/> Building Code	http://www.worcesterma.gov/building-zoning
<input type="checkbox"/> Fire Department	http://www.worcesterma.gov/fire
<input type="checkbox"/> Department of Public Works	http://www.worcesterma.gov/dpw
<input type="checkbox"/> Transportation & Mobility	http://www.worcesterma.gov/mobility
<input type="checkbox"/> Housing	http://www.worcesterma.gov/housing-neighborhood-development

7. PROJECT-SPECIFIC QUESTIONS List any questions you're looking for specific answers/feedback on (e.g. regarding land use, zoning, utilities, site design, and the permitting process, etc.):

Question 1

Question 2

Question 3 (attach a list of questions if needed)

HOW TO REQUEST AN IRT MEETING:

E-mail planning@worcesterma.gov with "IRT Request – [Project Address]" in the subject line of the e-mail and attach: **(1)** this completed application and **(2)** the attachments noted on Page 1 (i.e. plans & graphics).

Please await a response confirming receipt; a planning division staff member will be in touch within 2 business days of your request either to provide you with a scheduled meeting date/time or to obtain more information. Detailed participation instructions will be provided to applicants at the time of meeting scheduling.

Note: IRT meetings are generally held on Thursdays from 2-4PM with applicants given a 30-minute time slot. Meetings are held virtually – staff will send a meeting link that can be used to join the virtual room via your internet browser (there will also be a call-in option). Note: Guidance given at IRT is advisory and informal in nature and is subject to change based upon further changes or revisions to plans/proposals.