

# City of Worcester Planning Board



## **PARKING PLAN** **CHECKLIST, REQUIREMENTS & APPLICATION**

Division of Planning & Regulatory Services  
455 Main Street, Room 404; Worcester, MA 01608  
Phone 508-799-1400 Ext. 31440- Fax 508-799-1406

1. A completed **Parking Plan Application**:
    - One (1) signed, original application form. The application authorization must be completed by the owner(s) of the subject property and notarized.
    - Digital Copy**. All applications, plans and materials must also be submitted as a PDF file to [planning@worcesterma.gov](mailto:planning@worcesterma.gov) prior to or at the time of application submittal to the office (see below for more information).
    - Fifteen (15) copies of the signed and notarized application form.
    - The Certified List of Abutters, which may be obtained at City Hall – Room 209.
  2. One (1) stamped, addressed envelope for each Party on the Certified List of Abutters. Return address should be: Division of Planning and Regulatory Services; 455 Main Street, Room 404; Worcester, Massachusetts 01608
  3. One (1) stamped, addressed envelope for the petitioner.
  4. **Parking Lot Layout Plans**
    - A signed original and fifteen (15) ***folded*** copies of the Site Plan
    - Plan must include the attached plan requirements for Parking Plans.
  5. **Filing Fee** - Checks payable to the City of Worcester.
  6. **Digital Copy**. All applications, plans and materials must also be submitted as a PDF file to [planning@worcesterma.gov](mailto:planning@worcesterma.gov) prior to or at the time of application submittal to the office. All electronic files must be in the following format:
    - Portable Document Format (.pdf), readable by Adobe Acrobat v.7.0 and later, named by project address and application type (ex. 455 Main Street – Planning Board PPA)
    - Minimum resolution of 200 dpi
    - No single file should be greater than 50 MB (collections may be broken into separate files)
- Exceptions:*
- Any application items not produced electronically such as hand drawn plans, drawings or hand written applications are not required to be submitted electronically.
  - Plans, drawings and applications created prior to March 2013 that are not available to the applicant in electronic format.
7. Does your project require a new or upgraded electric system? Contacting National Grid early in the process will assist in meeting your needs for electrical service and help keep your project on track. Call today at 800-375-7405.

**\*\*ALL APPLICATION DEADLINES ARE 2:00 P.M. UNLESS OTHERWISE SPECIFIED\*\***  
**APPLICANTS ARE ENCOURAGED TO FILE BEFORE THE DEADLINE DATE WHENEVER POSSIBLE**

**City of Worcester Parking Plans**  
**Article IV, Section 7**

The Planning Board shall be the approving authority for parking lots with 9 or more spaces. Such approval shall be required prior to the issuance of the building permit. The Planning Board shall examine said parking plans with respect to access, drainage, capacity, circulation, compatibility, safety to pedestrians and vehicles using the facilities and using abutting streets and shall integrate such considerations into the review process.

Parking plans and loading plans submitted for approval should identify elevations and contours of the finished site, existing rights of way, entrances and exits, driveways, aisles, parking spaces, loading spaces, circulation, capacity, drainage, lighting, berms, curbing, fences, walkways, landscaped areas and other design features.

The procedures provided in Article V, Site Plan Review, including those for administration, fees, powers, hearing, and time limits shall apply to approvals by the Planning Board for parking lots under its jurisdiction.

**Planning Board Rules and Regulations for Parking Plans**

**Plan Requirements:** All applications for parking plan approval that do not require site plan approval under Article V of the Zoning Ordinance shall include the following described plan:

1. The size of the plan shall be at least 8.5" x 11" or 11" x 17", drawn to scale 1 inch equals 40 feet.
2. It shall have a north point,
3. Names of streets,
4. Summary of zoning classification requirements and minimum yard dimensions.
5. Names of owners of properties up to abutters of abutters within 300 feet of the applicant's property lines,
6. The location of any existing buildings or use of the property,
7. Distances from adjacent buildings,
8. Property lines shall be verified in the field and shown on the plan,
9. Dimensions of the lot,
10. Percentage of the lot covered by the principal and accessory buildings, proposed and existing.
11. The plan shall also identify the elevations and contours of the finished site,
12. Existing rights of way, entrances and exits, circulation,
13. Capacity and drainage (including detention/retention ponds),
14. Location, size and arrangement of lighting and signs
15. Berms,
16. Curbing,
17. Fences (existing and proposed),

18. Walkways and sidewalks,
19. Landscaped areas, and
20. Other design features,
21. Available area for snow storage
22. Dumpster location
23. Loading Spaces
24. Driveways, aisles,
25. Locus plan and legend.
26. Location, dimensions, number and construction materials of all vehicular and pedestrian circulation elements, including streets and roadways, driveways, entrances, curbs, curb cuts, parking spaces, loading spaces, access aisles, sidewalks, walkways and pathways.
27. Methods and location of erosion and sedimentation control devices for controlling erosion and sedimentation during the construction process as well as after.

#### **Standards for Review for Parking Plan Approval**

- **Vehicular traffic access and circulation** – Adequacy and arrangement of vehicular traffic access and circulation including intersections, road widths, pavement surfaces, dividers and traffic control.
- **Pedestrian access and circulation** – Adequacy and arrangement of pedestrian traffic access and circulation, walkway structures, control of intersections with vehicular traffic and overall pedestrian convenience.
- **Off-street parking** – Location, arrangement, appearance and sufficiency of off-street parking and loading.
- **Landscape buffers** – Adequacy, type, size and arrangement of trees, shrubs and other landscaping constituting a visual or noise buffer between the applicant's land and adjoining lands, including the maximum retention of existing vegetation.
- **Buildings, lighting and signs** – Location, arrangement, size, design and general site compatibility of buildings, lighting and signs.
- **Storm water and drainage** – Adequacy of storm water and drainage facilities.
- **Water supply and sewerage disposal** – Adequacy of water supply and sewerage disposal facilities.
- **Open space/common space** – In case of an apartment complex or other multiple dwelling, the adequacy of usable common property or open space.
- **Noise and glare** – Protection of adjacent or neighboring properties against noise, glare, unsightliness or other objectionable features.
- **Emergency zones** – Adequacy of fire lanes and other emergency zones and the provision of fire hydrants.

- **Areas subject to flooding and/or erosion** – Special attention to the adequacy of structure, roadways and landscaping in areas with susceptibility to ponding, flooding or erosion.
- **Erosion and sediment control** – Adequacy of erosion and sedimentation control measures to be utilized during and after construction.
- **Design requirements** – Conformance of the site plan with design requirements, together with all other applicable provisions of the Worcester Zoning Ordinance (purpose and intent).
- **State Register of Historic places** – Conformance and compatibility of the site plan design with structures listed in the State Register of Historic Places as of 1988 and as amended.
- **Construction management** – Adequacy of site safety and construction management plans.
- **Regional transportation system** – Adequacy and impact on the regional transportation system.

**Department of Public Works Engineering**  
**Parking Plan Requirements**

1. Elevation and contours of both existing and proposed.
2. Locus plan and legend.
3. Stamped by Registered Professional Engineer.
4. Existing easements or rights-of-way.
5. Entrances and exits.
6. Driveways, aisles, parking spaces.
7. Loading spaces.
8. Circulation.
9. Capacity of lot.
10. Drainage, including calculations, rational method 25-year storm. Profiles of trunk lines, types and sizes of pipes.
11. Lighting plan.
12. Berms or curbing.
13. Fences, existing or proposed.
14. Walkways and landscaped areas.
15. Available area for snow storage.

City of Worcester Planning Board



**PARKING PLAN APPLICATION**

Division of Planning & Regulatory Services  
455 Main Street, Room 404; Worcester, MA 01608  
Phone 508-799-1400 Ext. 31440- Fax 508-799-1406

1. Name of Applicant: \_\_\_\_\_

2. Address of Applicant: \_\_\_\_\_

\_\_\_\_\_

3. Telephone: \_\_\_\_\_

4. Interest in Property:  
A. Owner \_\_\_\_ B. Developer \_\_\_\_ C. Other \_\_\_\_

5. Owner of Record: \_\_\_\_\_  
(If different from Applicant)

6. Address of Owner of Record: \_\_\_\_\_

7. **AUTHORIZATION:** I, \_\_\_\_\_, Owner of Record of the property listed with the Assessor of Worcester, Massachusetts as Map \_\_ Block \_\_ Lot(s) \_\_ do hereby authorize \_\_\_\_\_ to file this application with the Division of Planning & Regulatory Services of the City of Worcester on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me personally appeared \_\_\_\_\_, to me known to be the person described in and who executed the foregoing instrument and acknowledged that he/she executed the same as his/her free act and deed.

\_\_\_\_\_  
**NOTARY PUBLIC**

My Commission Expires: \_\_\_\_\_

(If there is more than one owner of the land to be considered in this application, a notarized authorization is required for each owner.)

- 8. Number of Parking Spaces:
  
- 9. Street Address of the Property in this Application:
  
- 10. Legal Description of Property:
  
- 11. Zoning Classification(s):

Present Use:

Zoning Relief Previously Granted (Variances, Special Permits with dates approved):

- 12. We petition for approval of the parking plan herewith submitted, which illustrates proposed construction, which we would make available through:

New Construction \_\_\_\_\_  
Conversion \_\_\_\_\_  
Expansion \_\_\_\_\_  
Rehabilitation \_\_\_\_\_

Development Contains the Following:

Residential  
Number of Dwelling Units \_\_\_\_\_  
Number of Buildings \_\_\_\_\_  
Number of Parking Spaces \_\_\_\_\_

Non-Residential  
Building Square Footage \_\_\_\_\_  
Number of Buildings \_\_\_\_\_  
Number of Parking Spaces \_\_\_\_\_

- 13. Describe Proposed Use/General Description of Proposed Development of Property:

## City of Worcester Parking Plans

### Article IV, Section 7

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