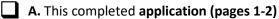


# **INTERDEPARTMENTAL REVIEW TEAM MEETING REQUEST**

#### 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.



**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*)

Dep	artment	Website
	Planning	http://www.worcesterma.gov/planning-regulatory/boards/planning-board
	Conservation	http://www.worcesterma.gov/planning-regulatory/boards/conservation-commission
	Zoning	http://www.worcesterma.gov/planning-regulatory/boards/zoning-board-of-appeals
	Historic	http://www.worcesterma.gov/planning-regulatory/boards/historical-commission
	License Commission	http://www.worcesterma.gov/planning-regulatory/boards/license-commission
	Building Code	http://www.worcesterma.gov/building-zoning
	Fire Department	http://www.worcesterma.gov/fire
	Department of Public Works	http://www.worcesterma.gov/dpw
	Transportation & Mobility	http://www.worcesterma.gov/mobility
	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** <u>planning@worcesterma.gov</u> 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.