Inspections Division
Date: 12/11/13

Level I – Minor Residential Development Review

Brief Description of the Project & Ownership

52 Monument Street is a typical 19th century 2 ½ storey house. An ell appears to have been added later. Both the house and the property have well been maintained are in good condition. The project is to convert the single family to 3 units. The Balzano family has owned 52 Monument St since 1952 and will maintain residence of the ground level, while renting out the 2 upper floor units.

General Submittal Requirements – Level I Minor Residential

Applicant Checklist	Planner Checklist	Submittal Requirement	See File
√		Completed application form and fees	**01 Level 1 Application**
		Application check list	**02 Application Checklist**
√		Evidence of right, title and interest.	**03 Ownership**
√		Copies of required state and/or federal permits.	**NA**
√		Written Description of existing and proposed easements.	**NA**
√		Fire Department Checklist.	**04 Fire Dept Checklist & Code Summary**
√		Written requests for waivers from individual site plan and/or technical standards.	**05 Other Application Standards**

Other Application Standards – Level I Minor Residential

Applicant Checklist	Planner Checklist	Submittal	See File
√		Increase in area (14-436)	**05 Other Application Standards**
√		Set backs	
√		Existing Windows at Property Line	
√		New Basement Stairs	
√		Transportation Standards (14-526.a)	
√		Environmental Quality Standards (14-526.b)	
√		Public Infrastructure (14-526.c)	
√		Site Design Standards (14-526.d)	
√		Parking	
√		R-6 Design Standards	

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Boundary Survey & Site Plans Requirements – Level I Minor Residential			
Applicant Checklist	**Planner Checklist**	**Submittal Requirement**	**See File**
√		**Boundary Survey**	**Survey**
		~~Zoning district, setbacks and dimensional requirements~~	
√		Existing ~~and proposed~~ structures	
√		Location and dimension of existing paved areas.	
√		Finish floor elevation (FEE) or sill elevation.	
√		Existing ~~and proposed~~ utilities (or septic system, where applicable)	
√		Existing ~~and proposed~~ easements or public or private rights of way.	
√		Existing ~~grading and~~ contours.	
√		Existing ~~and proposed~~ curb and sidewalk, except for a single family home.	
√		~~Existing vegetation to be preserved and proposed site landscaping~~ and street trees	
√		**Site Plan**	**Site Plan**
√		Zoning district, setbacks and dimensional requirements. Show zone lines and overlay zones that apply to the property.	
√		Location and dimension of ~~existing and~~ proposed paved areas.	
√		~~Existing and~~ proposed grading and contours.	
√		~~Existing and~~ proposed structures	
√		Proposed ground floor area of building.	
√		Proposed stormwater management and erosion controls.	
√		Total area and limits of proposed land disturbance. Proposed protections.	
√		Existing vegetation to be preserved and proposed site landscaping ~~and street trees~~	
√		~~Existing and~~ proposed curb and sidewalk, except for a single family home.	
√		Show foundation/perimeter drain and outlet.	
		Additional requirements may apply for lots on unimproved streets.	**NA**
		Proposed wetland protections or impacts.	

Building Permit Submittal Requirements – Level I Minor Residential			
Applicant Checklist	**Planner Checklist**	**Submittal Requirement**	**See File**
√		One (1) complete set of construction drawings must include:	**Building Set**
√		Cross section with framing details	
√		Floor plans and elevations to scale	
√		Stair details including dimensions of : rise/run, head room, guards/handrails, baluster space	
√		Window and door schedules	
√		Foundation plans w/required drainage and damp proofing , if applicable	
√		Detail egress requirements and fire separation, if applicable	
√		Insulation R-factors of walls, ceilings & floors & U-factors of windows per the IEEC 2003	
√		Deck construction including: pier layout, framing, fastenings, guards, stair dimensions	
√		As of September 16, 2010 all new construction of one and two family homes are required to be sprinkled in compliance	