



Places Associates, Inc.

Planning, Landscape Architecture, Civil Engineering and Surveying
Certified WBE

November 12, 2018

Mr. Gregory Carell, RA
The Carell Group, Inc.
49 Main Street, Suite
Hopkinton, MA 01749

Re: Permitting Schedule for the Proposed Merrimac Police Headquarters
Off Jenna Drive, Merrimac, MA
Places Project No. 5340

Dear Mr. Carell,

As requested, we have reviewed the status of this project in-house and reviewed the permitting requirements of the Town of Merrimac to develop the below permitting summary.

As you know, the project is for the development of a new police headquarters off of Jenna Drive (a as yet, unaccepted private way, which will be put forth for acceptance by the town in the future). The project includes the construction of the proposed Police Headquarters, an out building and related parking, drives and infrastructure. A radio tower is also proposed on the site.

Permits:

Site Plan Review: Municipal Uses are allowed in all districts (Zoning section 3.4) , where Town Meeting has voted to approve them. In this case, a municipal use is permitted by the underlying zoning district (Rural Highway, per Zoning 9.2.8.2 & 9.2.8.3) and as cited above. In both cases a Site Plan Review is required (per Zoning 3.4 and Article 19 – Site Plan Review). No Special Permit is required for the proposed use, so the Site Plan Review is conducted by the Site Plan Review Committee. This Committee has to hold a public meeting within thirty days of the submission of the Site Plan application and must issue a decision ¹ within 90 days of the date of submission. The submittal requirements of the Site Plan Review, require that the site plan describe the proposed development in detail including: Architectural Plans and Elevations, Site Plan and Site Construction Details, Landscape Plans and narratives to describe the impact of the development on the Town, the site environs and infrastructure.

Notice of Intent: Town of Merrimac Wetlands Bylaws. We have met with the Conservation Commission in an informal fashion to discuss permitting under both the Massachusetts Wetlands

¹ The deadline of 90 days applies only if an extension of time for the review agency to act is not granted to the review agency. If an extension of time is granted by the Applicant, the timeline to act/decide are extended by the to correspond with the timeline granted.

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Protection Act and the Town of Merrimac's Wetlands Bylaws. The Conservation Commission agreed that the conceptual plan presented to them in September of 2018 only depicted work within the jurisdiction of the local bylaw, not the State Law. Regardless, a filing with the Commission will be required via a local bylaw Notice of Intent Application. As with the Site Plan submission, this application will require that the site be fully designed and compliance with local and state storm water standards must be demonstrated via detailed, engineer-developed drainage system designs, calculations, erosion and sedimentation control plans and operations and maintenance plans.

Stormwater and Land Disturbance Plan (Article XXX of the Towns' Bylaws): This application is made to the Planning Board and is required for all projects that disturb more than 20,000 sf of land. The application and permitting processes are described in the local bylaw as being similar to a Special Permit (MGL 40A, Sec 9). That process allows the permit granting authority 45 days from the date of application to the date of a public hearing and 90 days in which to render a decision.

The local bylaw does provide for an exemption, where an application is made to the Conservation Commission and a permit is issued by the Commission (Order of Conditions), per Section 4.2 & 4.3 of that local bylaw. In this case, the review would be duplicative by the Planning Board and Conservation Commission. Accordingly, the Planning Board- upon submission of plans and the Order of Conditions –waives the review and fees and issues the permit at their next regularly scheduled meeting. Note that this Land Disturbance and Stormwater permit is issued after the Conservation Commission acts and issues the Order of Conditions.

Other Permits:

There are many other permits that will be required as part of the permitting/development of the site. Many of these permits are applied for and obtained by the Contractor prior to construction initiation. Some require proof of insurance, bonding, etc. and are not part of the site package. These include:

1. Trench Permit
2. Street Opening Permit
3. Utility Connection Permits (drainlayers, etc.).
4. Building Permit

Permitting Timelines:

Our current project status is that the site design is at an 80% complete level, however, we cannot proceed to finalize the project without conducting on-site soils testing as is required by Stormwater Regulations. These are backhoe dug holes that allow us to observe the soils strata, soils types and groundwater elevations. Once these are complete, we can design the stormwater systems, which relate to all site grading. Additional design is needed for landscaping, construction detailing and project narrative development.

Based on the above, we estimate that two weeks will be needed to coordinate and conduct the required soils testing. We will need an additional two weeks to translate that onto the plans and into the design. That takes us to mid Dec, 2018 to make applications.

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The submittals to the Site Plan Review Committee and Conservation Commission require detailed plans and narratives, we do not believe that we will be able to submit prior to the middle-end of December, missing their submittal deadlines for December. We anticipate that permitting around the holidays (Christmas and New Year's) will likely push meetings to the end of January. Each permitting authority usually requires two meetings (one to review, one to discuss and issue the permit), sometimes three. Accordingly, we estimate that the grant of permits will likely be early-mid March 2019.

Naturally, many factors come into play when making applications to public agencies. While they may be entitled to extensive periods of time to review and issue permits, they are able to expedite complete and comprehensive submittals. Likewise, if issues of concern develop, they are able to extend their review processes.

We hope the above is an adequate description of the permits and likely timelines associated with them. Should you have any questions or require additional information, please contact the undersigned.

Sincerely,
Places Associates, Inc.

By: _____



William E. Murray, RLA
Project Manager

Places Associates, Inc.

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