

**LARGE HOME REVIEW  
RULES AND REGULATIONS  
OF THE PLANNING BOARD OF  
THE TOWN OF COHASSET, MASSACHUSETTS**

Attached:

- Large Home Review Procedures
- Form-11 Application
- Large Home Review Checklist
- Fee & Deposit Schedule

**Adopted: July 14, 2004**

**Amended: October 4, 2006**



**TOWN OF COHASSET**  
**Planning Board**  
41 Highland Avenue  
Cohasset, MA 02025  
Tel: (781)-383-3517 FAX: (781) 383-1561

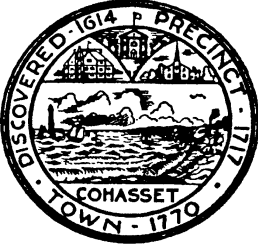
**LARGE HOME PLAN REVIEW PROCEDURES**

1. Submit to the Planning Board 12 copies/sets of the following:
  - Application – Form 11
  - Site Plan, Floors Plans, Elevations (NOTE: **5 sets at 11”x 17”**; **7 sets full size - no larger than 2’ x 3’**)
2. Submit to the Planning Board copies/sets of the following obtained from the Assessor’s Office:
  - One** copy of the **certified** Abutters List (as per MGL Ch. 40A, Section 11)
  - Two** sets of mailing labels matching the **certified** abutters list
3.  Submit to the Planning Board the appropriate application fee. Legal fee and engineering fee deposit will be requested if deemed necessary by the Board or staff (see attached fee schedule).

*NOTE: At this point, Planning Board Staff will review the application materials to ensure that ALL information requested on the Large Home Review Checklist (attached) has been provided. If any items are missing, the application will be deemed **incomplete and, will not be accepted.***

*If it is determined that the application materials are complete:*

4.  The Planning Board secretary and the Town Clerk’s office will date stamp the submittal as “received” beginning timelines outlined in the Large Home Review Bylaw Section 5.5.4 a-d.
5. The Planning Board secretary will then do the following:
  - Set a date and time for the public hearing (must happen within 35 days of filing)
  - Post the meeting in the Town Clerk’s Office at least 14 days in advance of the public hearing
  - Advertise the public hearing in a local newspaper for two consecutive weeks prior to the hearing date, first publication to appear at least 14 days in advance of hearing
  - Reserve an appropriate room for the public hearing
  - Distribute the plans to the appropriate boards for their review and comment
  - Copies of hearing notice shall be sent by mail, postage prepaid, to the applicant and to all “parties in interest” as per MGL Ch. 40A, Section 11
6. If requested by the Board or staff, the Applicant will:
  - Mail copy of site plan, floor plans and elevations to John Modzelewski, PE, Civil Designs Inc, 496A Commercial Street, Boston, MA 02109 for review on behalf of the Board.
7.  File Planning Board recommendation with the Building Dept. and the Town Clerk’s Office within 21 days of conclusion of Public Hearing.



# TOWN OF COHASSET

## Planning Board

41 Highland Avenue  
Cohasset, MA 02025  
Tel: (781)-383-3517 FAX: (781) 383-1561

### FORM 11 – APPLICATION FOR LARGE HOME REVIEW

DATE:

To the Planning Board:

The undersigned herewith submits the accompanying site plan of property, including floor plans and elevations, located in the Town of Cohasset for Large Home Review under the requirements of Section 5.5 of the Zoning Bylaws of the Town of Cohasset and the Large Home Review Rules and Regulations of the Planning Board of the Town of Cohasset, Massachusetts.

1. Record Name of Owner: \_\_\_\_\_  
Address: \_\_\_\_\_
2. Name of Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_
3. Zoning Classification \_\_\_\_\_
4. Assessor's Map: \_\_\_\_\_ Plot(s): \_\_\_\_\_
5. Deed of Property recorded in Norfolk County Registry of Deeds in Book \_\_\_\_\_, (page) \_\_\_\_\_
6. Location of description of property sufficient for identification:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Total Residential Gross Floor Area \_\_\_\_\_ square feet
7. Telephone Number: \_\_\_\_\_  
Cell Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner/Applicant



# TOWN OF COHASSET

## Planning Board

41 Highland Avenue  
 Cohasset, MA 02025  
 Tel: (781)-383-3517 FAX: (781) 383-1561

### LARGE HOME REVIEW CHECK LIST

The following check list outlines information that **MUST BE INCLUDED** on the plans submitted with the application.

#### GENERAL

##### A. Title Block

- 1. Name and address of Owner and Agent (if different)
- 2. Property Address
- 3. Date of plan and/or revisions
- 4. Large Home Review case number – space
- 5. Land Surveyor, Engineer and architect, address, stamp and signature
- 6. Scale (between 1" = 20' and 1" = 60') Plans no larger than 2' x 3'
- 7. Zoning Summary *in the following format:*

	REQUIRED	EXISTING	PROPOSED
Area			
Frontage			
Lot Width			
Front Yard			
Side Yard			
Rear Yard			
Height			
Coverage Bldg.			

##### B. Parcel of Property

- 1. Actual Property Survey with North Arrow
- 2. Dimensions of property lines to scale
- 3. Area of property in square feet
- 4. Existing structures shown
- 5. Zone lines and zones
- 6. Elevations, existing and proposed grading
- 7. Two (2) permanent survey monuments **placed on site** and **shown on plans** (can be iron pin or pipe at corners or, rebar at corners)
- 8. Abutters (names, structures and property lines)
- 9. Easements (type and location)
- 10. Survey Placement of stakes **on site** showing proposed building locations



# TOWN OF COHASSET

## Planning Board

41 Highland Avenue

Cohasset, MA 02025

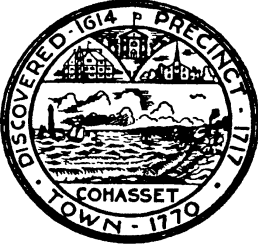
Tel: (781)-383-3517 FAX: (781) 383-1561

### C. Building(s) Shown on Survey Plan

- 1. Proposed
- 2. Existing
- 3. Area in square feet of each building
- 4. Elevations, to grade with building height as defined in the Zoning Bylaw

### D. Other – *If deemed necessary by the Planning Board*

- 1. Drainage/grading plans in sufficient detail to determine that the work will be not harmful or injurious to existing uses in the area.



# TOWN OF COHASSET

## Planning Board

41 Highland Avenue

Cohasset, MA 02025

Tel: (781)-383-3517 FAX: (781) 383-1561

### FEE & DEPOSIT SCHEDULE

#### Form A - (Subdivision Approval Not Required – ANR)

- \$100 Application Fee Per Plan
- \$100 Fee for each new building lot shown

Town Engineering, Technical Review & Legal costs, if required, are the responsibility of the Applicant.

#### Subdivisions, Clusters & SMROD

- \$1000 Application Fee
- \$ 250 Per Lot Fee
- \$5000 Engineering Cost Deposit
- \$1500 Legal Cost Deposit
- \$1000 Technical Review Cost Deposit

Town Engineering, Technical Review and Legal costs are the responsibility of the Applicant. **Engineering, Technical Review and Legal Deposits shall be brought up to the initial amount when the balance goes below half the initial amount.** Once a subdivision or cluster is complete and approved, any remaining balance of deposits will be returned to the Applicant upon approval of the Applicant's written request.

#### Site Plan Review

- \$1000 Application Fee (5,000 sq.ft. or less)
- \$2000 Application Fee (5,000 – 10,000 sq.ft.)
- \$1000 Add for each addition 10,000 sq.ft. or part thereof

#### Large Home Review

- \$ 400 Application Fee (3500-5000 sq. ft.)
- \$1000 Application Fee (over 5000 sq.ft.)

#### Engineering Costs Deposit:

- \$ 1000 1,000 sq.ft. or less
- \$ 5000 1,000 - 5,000 sq.ft.
- \$ 7500 5,000 - 20,000 sq.ft.
- \$10,000 20,000 sq.ft. or more

#### Legal Cost Deposit:

- \$ 500 1,000 sq.ft. or less
- \$1000 1,000 - 5,000 sq.ft.
- \$1500 5,000 - 20,000 sq.ft.
- \$2000 20,000 sq.ft. or more

#### Technical Review Cost Deposit

- \$ 500 Large Home Review
- \$1000 Site Plan Review

Town Engineering, Technical Review and Legal costs are the responsibility of the Applicant. **Engineering, Technical Review and Legal Deposits shall be brought up to the initial amount when the balance goes below half the initial amount.** Once an Occupancy Permit is issued, any remaining balance of deposits will be returned to the Applicant upon approval of the Applicant's written request.

#### Common Driveway

- \$ 200 Application Fee
- \$ 50 Per Residence served Fee
- \$1500 Engineering Cost Deposit
- \$1000 Legal Cost Deposit
- \$ 500 Technical Review Cost Deposit

Town Engineering, Technical Review and Legal costs are the responsibility of the Applicant. **Engineering, Technical Review and Legal Deposits shall be brought up to the initial amount when the balance goes below half the initial amount.** Once the common driveway is complete and approved, any remaining balances of Deposits will be returned to the applicant upon approval of the Applicant's written request.