



FITCHBURG CENTER DEVELOPMENT REVIEW COMMITTEE

Evaluation Procedures and Criteria

1. **Standards for Approval.** Approval of building plans and specifications shall be based, in the judgment of a majority of Committee members present, on compliance with the standards set forth in *The Declaration of Protective Covenants*. The Committee shall not arbitrarily or unreasonably withhold its approval of such plans and specifications.
2. **Procedure.** A three-step review of proposed developments shall take place: an **informational meeting**, at the time of acquiring and/or proposing a site for development; a **preliminary review**; and a **final review**, prior to erecting, placing or altering any building or other improvement upon the Property. The fees associated with the meetings are as follows:
 - Informational meeting: \$150
 - Preliminary review: \$300
 - Final review \$450
3. **Submission Requirements.** All submissions will be made to the Committee no later than ten (10) business days before the scheduled Committee meetings. Unless otherwise noted below, all materials shall be submitted in triplicate. The appropriate review fee must be paid at the time materials are submitted.
4. **Informational Meeting.** Submissions, which will normally take a more narrative form, shall include the following:
 - (a) Nature of the proposed development;
 - (b) The kind of building envisioned;
 - (c) The estimated number of employees, trainees, students and visitors and its operating hours;
 - (d) The nature of the materials used and/or produced;
 - (e) The manner of delivery, storage and disposition of such materials;
 - (f) The estimated energy and water requirements;
 - (g) The estimated waste generation, its storage and disposition; and,
 - (h) The manner of controlling glare, noise, fumes, smoke, dust, air and water pollutants, if any.
5. **Preliminary Review.** The presenter of a project shall submit for Committee review and approval, a preliminary plan and supporting documentation consisting of:
 - (a) A **location plan**, at the scale of 1" to 100', to show the site of the proposed development and its dimensions in relation to its surroundings;
 - (b) A **site plan** at the scale of 1" to 40', to show the location of the proposed building and other structures, access and service drives, parking and landscaping, including drainage and storm water arrangements; and,
 - (c) A **schematic isometric or perspective rendering** showing clearly the massing of the proposed project and its relation to the topography of the site, and the general aesthetic characteristics of the proposal.

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6. **Final Plan Review.** After the Committee has approved the preliminary plans, a final development plan shall be submitted to the Committee. The final development plan shall include:
 - (a) A **detailed site plan**, showing building footprints and square footages, existing and finished grade contours, drainage and utility easements, final storm water management plan, drives and walkways, loading and parking areas, exterior lighting, and development expansion areas;
 - (b) **Detailed building plans and specifications**, including description of materials to be used;
 - (c) **Exterior elevations and roof plans**, including screening of exterior electrical and HVAC structures with one set of colors and texture samples.
 - (d) A **detailed landscape plan** with specifications, which shall show existing trees, their species, size and location, and the size and location of proposed landscape materials; and,
 - (e) **Drawings or descriptions of signs**, their dimensions, size, location, colors, and fonts.

7. **Evaluation.** Action of the Committee shall be by majority vote of the Committee members present at such meeting. The Committee, with the unanimous written consent of all of its members, may take action without a meeting. The Committee may approve, disapprove, or approve subject to stated conditions the preliminary and final development plans. If the Committee conditionally approves either the preliminary or final development plans, then the applicant shall be entitled to resubmit such plans. The Committee shall systematically evaluate and assess all projects and plans in terms of the following:
 - ◆ The development and design objectives, principles and guidelines outlined in the General Development Plan for Fitchburg Center, dated April 1995, as amended;
 - ◆ The characteristics of the site and the relationship of the site to its surroundings, including the impact of the proposed uses and structures on the environment;
 - ◆ The massing and spacing of basic building components and structures;
 - ◆ The design of proposed elevations, fenestration, rooflines, textures, decorative elements, landscaping, service drives, parking, and HVAC and other utility fixtures and elements; and
 - ◆ The quality of materials, colors and all other finishing details. **N.B. Lights and signs must meet Fitchburg Center standards. Contractors are not allowed to substitute alternate brand names without Committee approval. The owner needs to inform their contractor of this requirement before the bidding process, so the price of acceptable lights is included in the bid.**

The Committee's decision shall be in writing, signed by two or more Committee members, and shall be submitted to the prospective land buyer within thirty (30) days of their submission, or upon any resubmitted preliminary or final development plans, within fifteen (15) days of their resubmission.