



**Town of Westport**  
**Planning Board**  
**856 Main Road**  
**Westport, MA 02790**

John Montano, Chairman  
planning@westport-ma.gov

www.westport-ma.gov

Tel: (508) 636-1037  
Fax: (508) 636-1031

**Form OSRD**

Application No.

**Application for Open Space Residential Development (OSRD)**

Date \_\_\_\_\_

All applications for Open Space Residential Development (OSRD) Approval shall be submitted to the Planning Board and shall be reviewed by the Board following normal procedures as established in M.G.L., Chapter 41, Section 81K to 81GG "The Subdivision Control Law" The tract may be a subdivision or a division of land pursuant to Massachusetts General Law Chapter 41: Section 81-P. Applicant should refer to Article 18 of the Town of Westport Zoning By-Laws for information in preparing their submittal packet.

**Project Name** \_\_\_\_\_

**Location of Site** \_\_\_\_\_

**Map** \_\_\_\_\_ **Lot** \_\_\_\_\_

**Zoning District(s) (Including all overlay districts):** \_\_\_\_\_

**Target date to begin construction:** \_\_\_\_\_

**Please Complete**

1. Name of Applicant(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

2. Name of Property Owner(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

3. Engineer Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_
4. Surveyor Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_
5. Landscape Architect Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_
6. Attorney Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

**At your pre-application meeting, staff will identify which items are required for submittal. An appointment must be scheduled to submit this application. Please call 505.636.1037 to schedule your appointment.**

**This document constitutes a Public Record under Massachusetts General Law Chapter 66: Section 10. Public inspection and copies of records; presumption; exceptions.**

**Submittal Requirements**  
*All Graphics And Plans Shall Be To Scale and Dimensioned. All Documents shall be presented in 24" X 36" Size and Folded.*

**Description of documents required for complete application.**

**Req'd Rec'd**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Completed project application for OSRD.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Application Fee- \$_____  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Consulting Engineer's Fee - \$_____   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Notarized, written authorization from the property owner <i>if</i> someone other than the property owner is making the submittal. |

- 5. Narrative describing the development proposal.
- 6. Current Title Report - not older than 30 days.
- 7. Deed or conveyance.
- 8. Legal Description.
- 9. Assessor's map with parcel(s) and project location clearly marked.
- 10. Conceptual Site Plan with the address and vicinity (locus) map of the site.
  - 24" x 36" – 16 copies
  - 11" x 17" – 6 copies
- 11. Conceptual Landscape Plan - location of all proposed and existing plantings.
  - 24" X 36" – 16 copies
  - 11" x 17" – 6 copies
- 12. Landscape Architect's Certificate (see page 9)
- 13. Color Context Aerial (24" x 36" – 1 copy) - not more than one year old with Context Site Plan superimposed.
- 14. Color photos of the existing conditions. (Please see separate form for directions.)
- 15. Archeological Resources. The applicant should verify that development is not going to adversely affect or impact an archeological or protected species site. Please provide letters of verification from the following:
  - MA Division of Fisheries and Wildlife Natural Heritage  
<http://www.mass.gov/dfwele/dfw/nhesp/nhsp.htm>
  - MA Historical Commission  
<http://www.sec.state.ma.us/mhc/mhchpp/tsdhpp.htm>
- 16. Historical Property (If site is a existing or potential historic property, please provide Narrative proposing the plan to preserve the historic character, or compliance with the existing preservation plan.)
- 17. List of certified abutters within a 300-foot radius of perimeter of site.

- 18. Letters describing service availability from utility service providers.
  - NSTAR Gas 800.592.2000
  - New England Gas Co. 800.544.4944
- 19. Proposed Codes, Covenants and Restrictions (CC&R's).
- 20. Phasing Plans, if project is to be developed in phases.

<b>Engineering and Related Data</b>
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- 21. Surveyor's Certificate (see page 7)
- 22. Engineer's Certificate (see page 8)
- 22. Alta Survey (not older than 30 days).
  - 24" x 36" – 1 copy
- 23. Topography Map.
  - 24" x 36" – 1 copy
  - 11" x 17" – 6 copies
- 24. Soils Report
- 25. Cuts and Fills site plan.
- 26. Drainage/Storm Water Management Report (3 copies).
- 27. Current FEMA issued flood map for Bristol County dated 07/07/2009.
- 28. Water Study Report (3 copies).
- 29. Traffic Impact Study (3 Copies).
  - Trip Generation Comparison may be sufficient with consulting engineer's approval.
- 30. Open Space Residential Development Open Space Analysis.
- 31. Proposed Development Envelope Concept Plan.
- 32. Form D - Designer's Certificate

<b>Architectural Plans &amp; Related Requirements</b>
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- 33. Elevations: Show all sides of all building(s) and indicate building heights & label all materials and colors on plans.
- 34. Streetscape elevations (Include landscaping).
- 35. Floor plans.
- 36. Sign details.

<b>Lighting Plan</b>
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- 37. Lighting Site Plan (include landscape lighting, building lighting, and all other lighting.)
- 38. Manufacturer cut sheets of all proposed lighting shall be submitted on full size 24" X 36" sheets.

**APPLICANT IS RESPONSIBLE FOR SUBMITTING THE FOLLOWING IN PDF FORMAT**

- Conceptual Site Plan
- Landscape Plan
- Context Aerial with Conceptual Site Plan superimposed
- Proposed Development Envelope Concept Plan
- Elevations
- Floor Plans
- Lighting Site Plan

The undersigned Applicant(s) hereby submit(s) the accompanying plan of land, entitled \_\_\_\_\_ that was prepared by \_\_\_\_\_ and that is dated \_\_\_\_\_ (the "design"), for Open Space Residential Design (OSRD) approval under the OSRD Zoning By-law and the Planning Board's Rules and Regulations, in the belief that the design conforms to the OSRD Bylaw and the Planning Board's Rules and Regulations as set forth below.

1. The applicant agrees that the OSRD [bylaw's 45-day decision period](#) commences only when the Planning Board formally votes to acknowledge the Development Plan as being substantially complete.
2. The applicant agrees that the design is based on the four-step §18.4 a OSRD Development Plan Design, and understands that he will be required to demonstrate as such during the public hearing.
3. The applicant acknowledges that any application approved under the OSRD Bylaw, based on the submitted design, is valid for only [two years](#).

4. The applicant acknowledges that any subsequent OSRD Definitive Subdivision Plan will only be permitted if it is proven to be substantially compliant with the corresponding OSRD By-law.

By signing below, the parties agree that the above documentation has been submitted and received.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Application No. \_\_\_\_\_

**SURVEYOR'S CERTIFICATE**

I hereby certify that I performed an on the ground survey on \_\_\_\_\_ (date(s) of the survey) upon which the design was based, that I have reviewed the Town Of Westport's OSRD By-law, Article 18, and the Planning Board's applicable Rules and Regulations and that the survey conformed to all applicable requirements of federal, state and local law and all applicable professional rules and regulations and the requirements of the Town Of Westport OSRD Bylaw and the Planning Board Rules and Regulations.

(In the event that the design does not conform to all requirements, the surveyor shall submit a letter indicating each way in which the design does not conform and why.)

SIGNED AND SEALED UNDER OATH AND SUBJECT TO THE PENALTIES OF PERJURY THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Signature of Registered Surveyor  
Print Name: \_\_\_\_\_

Application No. \_\_\_\_\_

**ENGINEER'S CERTIFICATE**

I hereby certify that I prepared the design, that I have reviewed the Town Of Westport's OSRD By-law, Article 18, and the Planning Board's applicable Rules and Regulations, that the design was prepared based upon a ground survey performed on (date(s) of survey) \_\_\_\_\_ by \_\_\_\_\_, and that, to the best of my knowledge and belief, the design conforms to all of the requirements of the Norwell OSRD Bylaw and the Planning Board Rules and Regulations. (In the event that the design does not conform to all requirements, the engineer shall submit a letter indicating each way in which the design does not conform and why.)

SIGNED AND SEALED UNDER OATH AND SUBJECT TO THE PENALTIES OF PERJURY THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Signature of Registered Engineer  
Print Name: \_\_\_\_\_

Application No. \_\_\_\_\_

**LANDSCAPE ARCHITECT'S CERTIFICATE**

I hereby certify that I prepared the design, that I have reviewed the Town Of Westport's OSRD By-law, Article 18, and the Planning Board's applicable Rules and Regulations, that the design was prepared based upon a ground survey performed on (date(s)): \_\_\_\_\_ by \_\_\_\_\_, and that, to the best of my knowledge and belief, the design conforms to all of the requirements of the Town Of Westport OSRD Bylaw, Article 18, and the Planning Board Rules and Regulations.

(In the event that the design does not conform to all requirements, the Landscape Architect shall submit a letter indicating each way in which the design does not conform and why.)

SIGNED AND SEALED UNDER OATH AND SUBJECT TO THE PENALTIES OF PERJURY THIS \_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Signature of Landscape Architect

Print Name: \_\_\_\_\_

The undersigned, being the applicant, or owner of all land included within the proposed **Open Space Residential Development (OSRD) Conceptual Plan** has submitted a complete application to the Westport Planning Board entitled:

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Date of Conceptual Plan \_\_\_\_\_

Prepared by \_\_\_\_\_

of \_\_\_\_\_

Number of lots proposed on Conceptual Plan, and having a minimum of five lots  
\_\_\_\_\_

Parcel size \_\_\_\_\_ (total acres or square feet)

Date of accepted submittal packet \_\_\_\_\_

The undersigned's title to said land is derived from deed dated \_\_\_\_\_

- Recorded in the Bristol County Southern District Registry of Deeds on  
Date \_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_
- or*
- Registered in the Bristol County Southern District Registry of Land Court,  
Certificate of Title No. \_\_\_\_\_.

Received by Town Clerk; Westport, Massachusetts

Date \_\_\_\_\_

Time \_\_\_\_\_

Signature of Town Clerk \_\_\_\_\_

Applicant or Owner's signature \_\_\_\_\_

Applicant or Owner's address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant or Owner's phone \_\_\_\_\_

Applicant or Owner's e-mail \_\_\_\_\_

The undersigned, being the applicant, or owner of all land included within the proposed  
**Open Space Residential Development (OSRD) Conceptual Plan** has submitted a  
complete application to the Westport Planning Board entitled:

---

Date of Conceptual Plan \_\_\_\_\_

Prepared by \_\_\_\_\_

of \_\_\_\_\_

Number of lots proposed on Conceptual Plan, and having a minimum of five lots  
\_\_\_\_\_

Parcel size \_\_\_\_\_ (total acres or square feet)

Date of accepted submittal packet \_\_\_\_\_

The undersigned's title to said land is derived from deed dated \_\_\_\_\_

- Recorded in the Bristol County Southern District Registry of Deeds on  
Date \_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_
- or*
- Registered in the Bristol County Southern District Registry of Land Court,  
Certificate of Title No. \_\_\_\_\_.

Received by Westport Board of Health

Date \_\_\_\_\_

Time \_\_\_\_\_

Signature \_\_\_\_\_