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January 23, 2023

Mr. Glenn Clancy
Belmont Planning Board
19 Moore Street
Belmont, MA 02478

RE: Case No. 22-16 – Design and Site Plan Review
Belmont Hill School
283, 301, 305, 315 Prospect Street
12 & 20 Park Avenue
Project No. 21-003

Dear Glenn,

On behalf of our client, Belmont Hill School Inc., Avalon Consulting Group hereby requests the above referenced application for Design and Site Plan Review be withdrawn without prejudice due to information provided today that notice of the hearing was not mailed to abutters within 300 feet prior to the hearing date, as is required at §7.3.3 b) of the Belmont Zoning Bylaw.

We request the board mail the required notice and advertise for a new hearing as soon as possible to enable this new hearing to open on February 7, 2023. Enclosed is the application for Design and Site Plan Review dated January 23, 2023. We request that all materials submitted to the Planning Board relative to cases 22-14 and 22-16 be transferred to the new case.

Please do not hesitate to contact me should you have any questions regarding this submittal.

Sincerely,

Avalon Consulting Group

A handwritten signature in cursive script that reads "Kelly Durfee Cardoza".

Kelly Durfee Cardoza

Principal

Enclosure

cc: Gregory Schneider, Belmont Hill School

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Town of Belmont
Planning Board

APPLICATION FOR DESIGN AND SITE PLAN REVIEW

Planning Board
Homer Municipal Building
19 Moore Street
Belmont, MA 02478

Date: January 23, 2023

To Whom It May Concern:

Pursuant to the provisions of Section 7.3, Design and Site Plan Review, of the Town of Belmont Zoning By-Laws, I/We the undersigned, being owner(s) of certain parcel of land (with the buildings thereon) situated on 283, 301, 305, 315, 350 Prospect St, 12, 20 Park Ave Street/Road, hereby make application to your Board for **DESIGN AND SITE PLAN REVIEW** for the erection or alteration on said premises or the use thereof under the applicable Section of the Zoning By-Laws of said Town for the construction of a new approx. 7,000 sq ft Facilities Building that will include offices, shared workspace, break room, locker room, wood shop, mud room, mechanics bay, indoor storage for mowers, maintenance tools, and equipment, and outdoor storage of small buses, trailers, boats, maintenance vehicles, 500 gals of gasoline and 180 gals of diesel fuel in two above ground storage tanks; construction of staff and visitor parking off Park Ave and Prospect St; and modifications to existing parking off Marsh Street on the ground that the same will be in harmony with the general purpose and intent of said Zoning By-Law.

Petitioner(s) are further to comply with the requirements of Section 7.3.5 of said Zoning By-Law attached.

Signature of Petitioner

Print Name

Gregory Schneider, Head of School

Address

350 Prospect Street

Belmont, MA 02478

Daytime Telephone Number

617-484-4410