



August 8, 2022

Mr. Robert Hummel, Senior Planner
Belmont Office of Community Development
19 Moore Street
Belmont, MA 02478

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

Dear Robert,

Enclosed please find eight (8) copies of an application for Design and Site Plan Review submitted on behalf of the Applicant, Belmont Hill School, 350 Prospect Street, Belmont, MA 02478, filed under section 7.3 Design and Site Plan Review of the Belmont Zoning By-Law.

This proposal is to construct a new parking lot and Facilities Building on land east of Prospect Street, along with minor changes to existing parking at 350 Prospect Street (off Marsh Street). The school is located in the Single Residence A (SR-A) Zoning District and the proposed work will be conducted at the joint properties of 283, 301, 305, 315, and 350 Prospect Street & 12 and 20 Park Avenue.

This application includes:

- This cover letter;
- Denial Letter from Office of Community Development dated July 5, 2022;
- The application form;
- Payment of a total fee of \$325.00 submitted as two checks:
\$150 to the "Town of Belmont" to cover administrative expenses; and,
\$175 to the "Town of Belmont" to pay for the legal advertisements; and
- A link to an electronic copy of the full application package will be provided under separate cover.

Belmont Office of Community Development
BHS Design & Site Plan Review
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We look forward to presenting this project to the Planning Board on September 13, 2022;
please do not hesitate to contact me should you have any questions regarding this submittal.

Sincerely,

Avalon Consulting Group

A handwritten signature in black ink that reads "Kelly Durfee Cardoza". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Kelly Durfee Cardoza

Principal

cc: Greg Schneider, Belmont Hill School



**OFFICE OF COMMUNITY DEVELOPMENT
TOWN OF BELMONT
19 Moore Street
Homer Municipal Building
Belmont, Massachusetts 02478-0900**

Telephone: (617) 993-2650 Fax: (617) 993-2651

Building Division
(617) 993-2664
Engineering Division
(617) 993-2665
Planning Division
(617) 993-2666

July 5, 2022

Greg Schneider
Belmont Hill School - Head of School
301 Prospect Street
Belmont, MA 02478

RE: Denial to Construct a New Parking Lot and Maintenance Building

Dear Mr. Schneider,

The Office of Community Development is in receipt of your building permit application for the Belmont Hill School proposal to construct a new parking lot, maintenance building, along with minor changes at 350 Prospect Street, located in the Single Residence A (SR-A) Zoning District. The proposed work will be conducted at the joint properties of 283, 301, 305, 315, and 350 Prospect Street & 12 and 20 Park Avenue.

Your application can not be approved because Section 7.3.2 a) of the Zoning By-Law requires Design and Site Plan Review from the Planning Board for the construction of a non-residential building that has a total Gross Floor Area greater than 2,500 square feet. Your proposal includes a maintenance building that is greater than 2,500 square feet and therefore requires Design and Site Plan Review from the Planning Board.

Section 7.3.2 a) of the Zoning By-Law also requires Design and Site Plan Review from the Planning Board for the creation of more than 6 parking spaces. Your proposal includes 153 parking spaces and therefore also requiring Design and Site Plan Review from the Planning Board.

If you choose to apply for Design and Site Plan Review, please contact the Office of Community Development at (617) 993-2666 to schedule an appointment with Robert Hummel, Senior Planner, in order to begin this process.

Sincerely,

Glenn R. Clancy, P.E.
Inspector of Buildings

cc: Kelly Durfee Cardoza



Town of Belmont
Planning Board

APPLICATION FOR DESIGN AND SITE PLAN REVIEW

Date: August 5, 2022

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

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 sf 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.

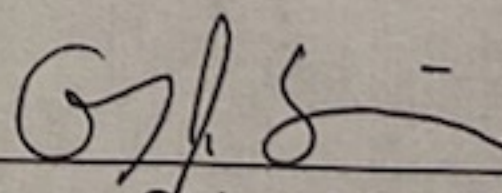
Petitioner(s) are further to comply with the requirements of Section 7.3.5 of said Zoning By-Law attached.

Signature of Petitioner

Print Name

Address

Daytime Telephone Number


Gregory Schneider, Head of School
350 Prospect Street
Belmont, MA 02478
617-484-4410