



# CITY OF SALEM, MASSACHUSETTS

## DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

KIMBERLEY DRISCOLL  
MAYOR

120 WASHINGTON STREET ♦ SALEM, MASSACHUSETTS 01970  
TEL: 978-745-9595 ♦ FAX: 978-740-0404

TOM DANIEL, AICP  
DIRECTOR

### **North River Canal Corridor (NRCC) Neighborhood Mixed Use District Site Plan Review – Design Review Board Requirements**

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All projects proposed in the NRCC Neighborhood Mixed Use District (see attached map) that require Site Plan Review are required to receive a recommendation by the Design Review Board (DRB). Development shall be designed to complement and harmonize with adjacent land uses (existing and proposed) with respect to architecture, scale, landscaping, and screening.

The DRB review can take place concurrently with the Planning Board review; however, **applicants must have filed with the Planning Board before going before the DRB**. Applicants or their designated developers are required to attend all DRB meetings in which the project is being discussed. **No application will be reviewed without representation by the applicant.**

Materials for the DRB are required to be submitted in accordance with the City's permit application filing system and by the filing deadlines as presented on the DRB's website: [www.salem.com/design-review-board](http://www.salem.com/design-review-board).

The DRB meets monthly, typically meeting the fourth Wednesday of each month. Multiple meetings may be necessary to review the project.

Applicants should note that it takes approximately 1-3 months for approval. Every effort will be made to expedite complete applications.

For more information, please contact Kate Newhall-Smith, Principal Planner, in the Department of Planning and Community Development at 978-619-5685 or [knewhallsmith@salem.com](mailto:knewhallsmith@salem.com).

#### **REQUIREMENTS**

The following are the submission requirements for NRCC Projects reviewed by the DRB; these requirements are like those of the Planning Board:

*All architectural drawings, specifications and site plans must be prepared by a registered architect and/or engineer licensed to practice in the Commonwealth of Massachusetts.*

1. Letter requesting to be placed on the meeting agenda signed by the applicant and accompanied by letter of permission by the property owner.
2. Written description of the project, including all program elements and space allocation for each element, and zoning calculations.
3. A clear statement of how the project complies with the NRCC Neighborhood Mixed Use District.

4. Site Plan at appropriate scale (1" = 16' or 1" = 20') showing:
  - Relationship of proposed building and open space to existing adjacent buildings, open spaces, streets, and buildings and open spaces across streets.
  - Proposed site improvements and amenities including paving, landscaping, lighting, planting, utilities, grading, drainage, access, service, parking, and street furniture.
  - Building and site dimensions, including setbacks and other dimensions subject to zoning requirements.
  - Any site improvements or areas proposed to be developed by some other party (including identification of responsible party).
5. Site sections at an appropriate scale.
6. Building plans sections and elevations at an appropriate scale (i.e., 1" = 8'). Elevations shall show the project in the context of the surrounding area as required by the DRB to illustrate relationships of character, scale and materials. All plans, sections and elevations shall reflect the impact or proposed structural and mechanical systems on the appearance of exterior facades, interior public spaces, and roofscape.
7. Large-scale (i.e., 3/4" = 1') typical exterior wall sections, elevations and details sufficient to describe specific architectural components and methods of assembly.
8. Outline specifications and samples, as applicable, of all materials for site improvements, exterior facades, roofscape and interior public spaces.
9. Design of the proposed signage for the building and the location of the signage on the building. The information on signage should include the following:
  - Scaled 8.5 x 11" Colored Drawing (1/4" = 1') denoting letter type (font) and letter heights
  - Building Elevation denoting sign placement on the building (in color)
  - Scaled Cross Section showing detailed methods of attachment
  - Proposed method of lighting, if applicable
  - Sample of Actual Materials and Colors
  - Photograph of existing building front and contextual photograph showing the surrounding buildings
10. Eye-level perspective drawings showing the project in the context of the surrounding area.
11. Presentation **may** include study models (computerized model sufficient) at appropriate scale showing refinements of façade design.

Upon completion of design review, the DRB will make a recommendation to the Planning Board. The Applicant will be provided a written recommendation outlining the approval and requirements laid out by the DRB. Once this recommendation has been issued, items subject to an additional review may include construction drawings prior to a request for a building permit and/or for change orders in construction.

The Applicant is strictly required to construct the project in accordance with all details of the Planning Board-approved drawings. Permission to make changes from such approved drawings must be requested by the Applicant in writing to the Director of Planning and Community Development via the Planning Board staff person who, in turn, will reply in writing giving his/her approval or disapproval of the changes. No changes in the work are to be undertaken until such approval has been obtained.