

CAMBRIDGE GREEN BUILDING REVIEW GUIDANCE (Art. 22.20)

1. BEFORE YOU BEGIN

A. Determine if the project is subject to the requirements of Section 22.20.

If the Gross Floor Area of the project is 25,000 square feet or more, Section 22.20 applies.

Meet with CDD staff to determine the requirements for the application
Contact: greenbuilding@cambridgema.gov

2. CONCEPTUAL DESIGN

A. If your project needs a Traffic Impact Study (TIS), start GBR conversation at the same time as TIS.

B. Identify which LEED Rating System will be used and explain the rationale for choosing the system.

C. Based on project size, determine which LEED building level should be applied to the project

D. Assemble your integrated design team including a LEED-AP, Commissioning Agent, MEP, and Green Rater if appropriate

LEED Rating Systems

1. New Construction & Major Renovation
 2. Core & Shell
 3. Homes
 4. Homes Mid-Rise
- *LEED-CI and LEED-ND are not acceptable

Project Gross Floor Area < 50,000 sqft:
LEED 'Certified' level or better

Project Gross Floor Area ≥ 50,000 sqft:
LEED 'Silver' level or better

LEED 'Gold' level for Kendall Square and Central Square area

Does the project require a **special permit**?

YES

NO

Go to **step 3**

Go to **step 4**

3. SPECIAL PERMIT APPLICATION

SP application must include:

- A. Completed LEED Checklist
- B. Narrative explaining how each of the credits will be achieved
- C. Affidavit by LEED-AP or relevant professionals

1. The project must meet all LEED prerequisites
2. Preliminary energy model inputs must be provided.
3. It is advisable to design for 3–4 extra points in case design development impacts any of the points the project aims to achieve.
4. More information on the narrative is provided on the reverse side

4. BUILDING PERMIT APPLICATION

BP application must include:

- A. Completed LEED Checklist
- B. Updated Narrative explaining how each of the credits will be achieved
- C. Affidavit by LEED-AP or relevant professionals
- D. Energy Modeling

1. Submit GBR materials to CDD and ISD at least 10 working days prior to when signoff is required to allow time for review.
2. The narrative must include specific details to reflect design development and cross-reference plans and specs

5. CERTIFICATE OF OCCUPANCY APPLICATION

CO application must include:

- A. Completed LEED Checklist
- B. Updated Narrative explaining how each of the credits will be achieved
- C. Affidavit by LEED-AP or relevant professionals
- D. Energy Modeling

1. Submit GBR materials to CDD and ISD at least 10 working days prior to when signoff is required to allow time for review.
2. The narrative must include specific details to demonstrate that sufficient measures have been implemented to qualify for LEED certification

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TIMING

1. Please contact CDD's Green Building Review (GBR) team as early as possible to begin the conversation about Sec. 22.20 compliance. We recommend an early conversation about one month prior to Special Permit application, or at about the same time as TIS review.
2. Work with the GBR team to identify which LEED Rating System is being used and explain the rationale for choosing the system.
3. Please allow ample time for GBR, particularly at the Building Permit and Certificate of Occupancy stages.
4. Note that review takes approximately 10 working days. Additional time may be required if questions arise and the proponent needs to provide additional information or make design changes to meet Sec 22.20 requirements.

Sec. 22.20/LEED NARRATIVE

1. The narrative must describe how all LEED pre-requisites will be met.
2. The narrative must address each LEED credit that the project intends to achieve.
3. The narrative should not simply repeat the credit requirement from USGBC. It must provide a description of specific measures and mechanisms that the project will utilize to meet the credit requirement.
4. The text provided in the narrative must be consistent with the information in the project drawings and must cross reference materials, where appropriate, to direct reviewers to relevant drawings and specs.
5. A printout of the LEED online worksheet may not be used as a substitute for the narrative.
6. Provide a list of team members, contact information, and their roles.
7. The content of the narrative should progress to greater detail at every stage of the project.

ENERGY EFFICIENCY

1. The energy performance input variables (e.g. R-values) and assumptions should be provided at the special permit stage.
2. Results of the energy model must be provided at the building permit and certificate of occupancy stages.
3. Commissioning report/CA signoff should be submitted with the Certificate of Occupancy package.
4. The summary of energy model results.

CONTACT

CDD Energy Efficiency Standard Site:

<http://www.cambridgema.gov/CDD/zoninganddevelopment/energyefficientbuildings.aspx>

CDD Green Building Review Contact:

greenbuilding@cambridgema.gov

Special Permit Application Site:

<http://www.cambridgema.gov/CDD/zoninganddevelopment/specialpermits.aspx>