

*These forms are intended to demonstrate compliance with the provisions of the Affordable Housing Overlay (AHO), Section 11.207 of the Cambridge Zoning Ordinance (CZO). Refer to the CZO for detailed provisions.*

## Submission Checklist

*Note: Review Section 11.207 and Section 19.47 of the CZO carefully before submitting a design review package for an AHO project. This checklist and accompanying forms are intended only to assist in assembling and organizing application materials.*

**Project Address:**

**Applicant:**

**Contact Name:**

**Contact Phone:**

**Contact Email:**

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**Detailed description of Submission Materials is included in Section 19.47 in the Cambridge Zoning Ordinance.**

Provide all materials in **electronic draft form** to be reviewed by CDD staff for completeness. ***Planning Board Advisory Consultation will not be scheduled until a complete set of materials is received.***

☐ **Preliminary Consultation Checklist**

Preliminary Consultation	Required Submissions (Include a Table of Contents for each Volume)
<b>NARRATIVE VOLUME</b> <i>(8.5x11 page size, portrait)</i>  <b>Project Narrative</b> <i>Pages must include:</i> <ul style="list-style-type: none"> <li>• <i>Project title/address</i></li> <li>• <i>Page number</i></li> </ul>	<input type="checkbox"/> Table of Contents  <b>Provided forms:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> AHO Preliminary Submission Checklist (this form)</li> <li><input type="checkbox"/> Preliminary Dimensional Form – Parcel (attached)</li> <li><input type="checkbox"/> Preliminary Dimensional Form – Building (attached)</li> </ul> <b>Written Section:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Project Overview</li> <li><input type="checkbox"/> Compliance with Zoning</li> <li><input type="checkbox"/> Design Approach and Urban Design Objectives (<i>Section 19.30</i>)</li> <li><input type="checkbox"/> Statement of intent to meet sustainable development standards (<i>Section 22.000</i>)</li> <li><input type="checkbox"/> Summary of Community Engagement</li> </ul>
<b>GRAPHIC VOLUME</b> <i>(11x17 page size, landscape)</i>  <b>Project Plans and Illustrations</b> <i>Pages must include:</i> <ul style="list-style-type: none"> <li>• <i>Title</i></li> <li>• <i>Date</i></li> <li>• <i>Author</i></li> <li>• <i>Graphic scale</i></li> <li>• <i>North arrow</i></li> <li>• <i>Labeled dimensions</i></li> </ul>	<input type="checkbox"/> Table of Contents <input type="checkbox"/> Context Map <input type="checkbox"/> Existing Condition Photographs <input type="checkbox"/> Existing Conditions Site Plan including tree survey <input type="checkbox"/> Proposed Site Plan with parking and bicycle parking locations <input type="checkbox"/> Proposed Open Space Plan <input type="checkbox"/> Proposed Floor Plans <input type="checkbox"/> Proposed Roof Plan with Green Roof compliance information <input type="checkbox"/> Proposed Landscaping Plan <input type="checkbox"/> Proposed Elevations <input type="checkbox"/> Proposed Perspective Renderings or Photo Simulations <input type="checkbox"/> Proposed Materials Palette <input type="checkbox"/> Physical or digital model to be presented at the consultation

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☐ **Final Consultation Checklist**

Final Consultation	Required Submissions (Include a Table of Contents for each Volume)
<b>NARRATIVE VOLUME</b> <i>(8.5x11 page size, portrait)</i>  <b>Project Narrative</b> <i>Pages must include:</i> <ul style="list-style-type: none"> <li>• <i>Project title/address</i></li> <li>• <i>Page number</i></li> </ul>	<input type="checkbox"/> Table of Contents  <b>Provided forms:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> AHO Final Submission Checklist (this form)</li> <li><input type="checkbox"/> Final Dimensional Form – Parcel (<i>attached</i>)</li> <li><input type="checkbox"/> Final Dimensional Form – Building (<i>attached</i>)</li> </ul> <b>Written Section:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Revisions to the proposal based on feedback in preliminary report</li> <li><input type="checkbox"/> Compliance with Zoning</li> <li><input type="checkbox"/> Design Approach and Urban Design Objectives (<i>Section 19.30</i>)</li> <li><input type="checkbox"/> Summary of Community Engagement</li> </ul>
<b>GRAPHIC VOLUME</b> <i>(11x17 page size, landscape)</i>  <b>Project Plans and Illustrations</b> <i>Pages must include:</i> <ul style="list-style-type: none"> <li>• <i>Title</i></li> <li>• <i>Date</i></li> <li>• <i>Author</i></li> <li>• <i>Graphic scale</i></li> <li>• <i>North arrow</i></li> <li>• <i>Labeled dimensions</i></li> </ul>	<input type="checkbox"/> Table of Contents <input type="checkbox"/> Proposed Site Plan <input type="checkbox"/> Proposed Open Space Plan ( <i>Section 5.22</i> ) <input type="checkbox"/> Proposed Floor Plans <input type="checkbox"/> Proposed Roof Plan with Green Roof compliance information <input type="checkbox"/> Proposed Landscaping Plan <input type="checkbox"/> Proposed Elevations and Cross-sections <input type="checkbox"/> Parking and Bicycle Facilities Plan ( <i>Section 6.50</i> ) <input type="checkbox"/> Shadow Study <input type="checkbox"/> Proposed Materials Palette <input type="checkbox"/> Physical or digital model to be presented at the consultation
<b>APPENDICES</b>	<input type="checkbox"/> Green Building Report ( <i>Section 22.20</i> ) <input type="checkbox"/> Green Factor Documentation ( <i>Section 22.90</i> ) <input type="checkbox"/> Flood Resilience Documentation ( <i>Section 22.80</i> )

**The Applicant shall provide the following for the final submission:**

- ☐ Electronic copy of all submission materials certified complete by CDD in digital format (via email)
- ☐ Eight (8) hard copies of Narrative Volume and Graphic Volume. Staples, velo binding or tape binding are preferred for the hardcopies.

# PLANNING BOARD ADVISORY CONSULTATION – AFFORDABLE HOUSING OVERLAY

These forms are intended to demonstrate compliance with the provisions of the Affordable Housing Overlay (AHO), Section 11.207 of the Cambridge Zoning Ordinance (CZO). Refer to the CZO for detailed provisions.

**Project Address:**

**Applicant:**

## Parcel Information – Provide one form for the entire parcel

	Existing	District Zoning Standards	AHO Zoning Standards	Proposed
<b>Base Zoning District(s)</b>	Enter			
<b>Overlay Zoning District(s)</b>	Enter			
<b>Lot Area, in sq. ft.</b>	Enter			Enter
<b>Gross Floor Area (GFA), in sq. ft.</b>	Enter			Enter
<b>Dwelling Units</b>	Enter			Enter
Affordable Dwelling Units	Enter			Enter
<b>Total Open Space, in sq. ft.<sup>1</sup></b>	Enter	Enter	Enter	Enter
Private Open Space	Enter	Enter	Enter	Enter
Permeable Open Space	Enter	Enter	Enter	Enter
Open Space above Ground Story	Enter	Enter	Enter	Enter
<b>Total Off-Street Parking Spaces</b>	Enter	Enter	Enter	Enter
Provided on-site	Enter	Enter	Enter	Enter
Provided off-site <sup>2</sup>	Enter	Enter	Enter	Enter
<b>Long-Term Bicycle Parking Spaces</b>	Enter	Enter	Enter	Enter
<b>Short-Term Bicycle Parking Spaces</b>	Enter	Enter	Enter	Enter
Provided on-site	Enter	Enter	Enter	Enter
Fund contribution <sup>3</sup>	Enter	Enter	Enter	Enter
<b>Public Bicycle Sharing Stations<sup>4</sup></b>	Enter			Enter
Provided on-site	Enter			Enter
Provided off-site	Enter			Enter
<b>Loading Bays</b>	Enter	Enter	Enter	Enter

<sup>1</sup> Refer to Open Space provisions in Section 11.207.5.2.4 of the CZO.

<sup>2</sup> Refer to off-site parking provisions in 11.207.6.2 of the CZO.

<sup>3</sup> Refer to Public Bicycle Parking Fund provisions in Section 6.104.2(b.) of the CZO.

<sup>4</sup> Refer to Public Bicycle Sharing Station provisions in Section 11.207.6.4(d) of the CZO.

**Attach additional calculations as necessary to explain any figures above.**

# PLANNING BOARD ADVISORY CONSULTATION – AFFORDABLE HOUSING OVERLAY

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**Project Address:**

**Applicant:**

## Building Information – Provide *one form for each* existing or proposed building

	Existing	District Zoning Standards	AHO Zoning Standards	Proposed
<b>Building Designation (per plans)</b>	Describe how this building is labeled on plans			
<b>Type of Alteration Proposed</b>	No change/Use change/Demolition/Enlargement/Relocation/Other			
<b>Building Use(s)</b>	Enter	Enter	Enter	Enter
Ground Story Use(s)	Enter	Enter	Enter	Enter
<b>Gross Floor Area (GFA), in sq. ft.</b>	Enter			Enter
<b>Dwelling Units</b>	Enter			Enter
Affordable Dwelling Units	Enter			Enter
<b>Stories Above Grade<sup>1</sup></b>	Enter	Enter	Enter	Enter
<b>Building Height, in ft.</b>	Enter	Enter	Enter	Enter
Ground Story – floor-to-floor, in ft.	Enter	Enter	Enter	Enter
<b>Building Setbacks, in ft.</b>	Enter	Enter	Enter	Enter
Front/Side/Rear Yard	Enter	Enter	Enter	Enter
Front/Side/Rear Yard	Enter	Enter	Enter	Enter
Front/Side/Rear Yard	Enter	Enter	Enter	Enter
Front/Side/Rear Yard	Enter	Enter	Enter	Enter
<b>Distance to nearest building, in ft.</b>	Enter	Enter	Enter	Enter
<b>Building length along street, in ft.</b>	Enter	Enter	Enter	Enter
<b>Fenestration, as % of façade area facing public street or open space</b>	Enter	Enter	Enter	Enter
Ground Story only	Enter	Enter	Enter	Enter

<sup>1</sup> Refer to Definitions in Article 2.000 of the CZO.

**Attach additional calculations as necessary to explain any figures above.**

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**Project Address:**

**Applicant:**

**Tenure:**

- ☐ Rental housing
- ☐ Homeownership housing

**Unit Affordability Summary <sup>1</sup>**

	Units at or Below 80% AMI	Units 80% to 100 %AMI	Total
# of Units:			
% of Units:			100%

<sup>1</sup> Refer to Section 11.207.3 in Article 2.000 of the CZO

**Unit Size Summary:**

	0-bedrooms	1-bedrooms	2-bedrooms	3-bedrooms	4+bedrooms	Total
# of Units:						
Average size range (sf):						
Smallest unit size (sf):						
Largest unit size (sf):						

*Please describe other anticipated affordability restrictions, if applicable (voluntary):*

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**Project Address:**

**Applicant:**

## Graphics Checklist

*Review Section 11.207 and Section 19.47 of the CZO for all submission requirements.*

*Make sure that submitted graphic materials include the following information, at a minimum, to verify compliance with applicable sections of the AHO:*

**All maps, plans and elevation drawings should include:**

- ☐ Graphic scale
- ☐ North arrow / orientation

**Context maps should include:**

- ☐ Streets and pedestrian/bicycle routes leading to and from the site
- ☐ Distance to public facilities in vicinity, including transit
- ☐ Buildings and uses on adjacent sites
- ☐ Distance to off-site parking, where proposed

**Site plans or landscape plans should include:**

- ☐ Lot boundaries
- ☐ Adjacent streets (labeled) and dimensions of adjacent public sidewalks
- ☐ Building footprints with locations of entrances/exits, labeled areas of ground story uses, dimensioned façade lengths, setbacks, and distances to nearest buildings
- ☐ Natural and other landscape features including trees and plantings
- ☐ Open space, dimensioned and labeled by type (private, green area, permeable, publicly beneficial)
- ☐ Proposed locations of light fixtures, specifying type
- ☐ Locations, dimensions, and screening of all mechanical equipment located on-site, including all screening (*Section 11.207.7.5 of the CZO*)
- ☐ Pedestrian and bicycle travel routes, dimensioned
- ☐ Curb cuts, vehicular drives, off-street parking, loading and service facilities, dimensioned (*Section 6.50 of the CZO*)
- ☐ Features of adjacent lots and buildings that abut the project site

**Building floor plans, elevations, and cross-sections should include:**

- ☐ Dimensioned floor plans labeling the uses in each portion of the building
- ☐ Dimensions (length and depth) of articulation and breaks in the façade plane (*Sections 11.207.7.2(c) and 11.207.7.3(b) of the CZO*)
- ☐ Dimensions of fenestration on façades facing public streets and open spaces (*Section 11.207.7.3(a) of the CZO*)
- ☐ Length of separation between windows and entrances on the ground story (*Section 11.207.7.4(c) of the CZO*)
- ☐ Dimensions (length, height, and depth from façade) of non-residential uses and parking proposed on the ground story (*Section 11.207.7.4 of the CZO*)
- ☐ Rooftop plans, elevations, and perspective views showing the locations, dimensions, and screening of all mechanical equipment (*Section 11.207.7.5 of the CZO*)