

Loading

- ◆ Show loading locations, dimensions and number of loading bays.
 - Label clearance widths and heights.
- ◆ Show truck-turning radii for entering and exiting maneuvers.
 - Label truck size used in design.
 - Label hours of loading activity.
 - Label number of daily and peak hour trucks expected.

No-idling signs should be posted at loading areas.

Construction Management Plans

Required for all development projects in coordination with the Public Works and TP&T Departments.

Curb Cuts

TP&T requires new or modified curb cuts to be approved prior to our Building Permit review.

Parking Registration PTDM Plan

Prior to TP&T review, verify compliance with PTDM Plan and Parking Space Registration per City Ordinance 10.18.

http://bpc.iserver.net/codes/cbridge/_DATA/Title_10/18/index.html

How long does TP&T review take?

- ◆ The time required for TP&T to review plans varies depending on the completeness and accuracy of the submitted plans.
- ◆ On average, it takes from a few days to a few weeks based on the complexity of the project. If drawings are complete at submittal, the processing time will likely be shortened.
- ◆ The TP&T Department may ask for additional information if needed.

How to change an approved plan?

- ◆ After the Building Permit is approved by ISD, any changes to the Site Plan will need to be reviewed by TP&T.

For additional information:

Cambridge Traffic, Parking
and Transportation Department
344 Broadway
Cambridge, MA 02139

Monday: 8:30 AM – 8 PM
Tuesday-Thursday: 8:30 AM – 5 PM
Friday: 8:30 AM – 12:00 PM

Adam Shulman, Transportation Planner
Phone: (617) 349-4745
Fax: 617-349-4747

www.cambridgema.gov/traffic



City Manager
Robert W. Healy

Deputy City Manger
Richard C. Rossi

Director, TP&T Department
Susan E. Clippingier



CAMBRIDGE TRAFFIC, PARKING AND TRANSPORTATION DEPARTMENT

BUILDING PERMIT REVIEW GUIDELINES

TRAFFIC, PARKING
+ TRANSPORTATION

City of Cambridge

Published: October 2007

Building Permits

Building Permit applications start and end with the Inspectional Services Department (ISD). ISD may request the Traffic, Parking and Transportation Department (TP&T) to review the Building Permit. These guidelines are designed to help you obtain your Building Permit review from the TP&T Department as efficiently as possible.

The TP&T Department reviews the safety and design of driveways, parking lots, pedestrian and bicycle accommodations, and the project's relation to the public streets and sidewalks.

Refer to the Zoning Ordinance for applicable regulations.

What are the steps?

1. Complete a Building Permit application from the Inspectional Services Department (ISD).
2. Complete a site plan that includes the information in this brochure for TP&T Department review.
3. Complete an "Interdepartmental Parking Facility Registration Form" from the TP&T Department.
4. If required, a PTDM plan must have been approved prior to ISD issuance of a Building Permit, per City Ordinance 10.18.

Site Plan

Site Plans shall be 1:20 or 1:40 scale, signed and stamped by a professionally licensed engineer. Site Plans shall include, but are not limited to, the following:

Existing and Proposed Conditions

- ◆ In general, existing conditions are shown in gray and new or proposed conditions are shown in heavy black.

Right-of-Way Conditions

- ◆ Show property lines.
 - Label property ownership.
- ◆ Show all surrounding public and private roadways, alleys and sidewalks; both sides of the street must be shown.
- ◆ Show buildings, parks and north arrow.
- ◆ Show all existing and proposed pavement markings including: crosswalks, lane lines, centerlines and bicycle lanes.

- ◆ Show all items on the sidewalk including: parking meters, hydrants, landscaping, signs, bike racks, street trees and lighting.
 - Label street names, sidewalk widths, curb-to-curb and travel lane widths, and all pavement treatment types.

Traffic Control Devices

- ◆ Show all traffic and pedestrian signals, signs, fences, barriers, walls and bollards.

Driveways and Curb Cuts

- ◆ Show driveways and curb cuts in detail.
 - Label driveway width, slopes, distance from nearest intersection and pavement treatment type.
- ◆ The Project must have any new or modified curb cuts approved.

Driveway curb cuts shall be per Department of Public Works specifications.

- ◆ They must have safe sightlines (minimum 20-foot visibility in both directions) for motorists entering the roadway or crossing a public sidewalk.
- ◆ Concrete sidewalks should continue level across the driveway.
- ◆ Driveway slopes must not exceed 7.5% within 15-feet of a public sidewalk or roadway.
- ◆ Max. 20-foot curb cut in Residential districts and max. 30-foot in Open Space, Business and Industrial districts (Zoning Ordinance 6.43.3).
- ◆ Visual warning devices may be required; audible devices are discouraged.

Pedestrian Conditions

- ◆ Show building footprint.
 - Label pedestrian paths and building access locations.
 - Label pavement material for pedestrian paths.
- ◆ Pedestrian ramps must meet Massachusetts Architectural Access Board (MAAB) Guidelines.

Vehicle Parking

- ◆ Show parking layout, including all pavement markings.
 - Label number of spaces, stall and aisle dimensions and allocation of spaces (i.e. resident, employee, visitor, handicap, carpool/vanpool, vehicle-sharing spaces).

- ◆ Show pedestrian paths to/from and within the parking facility.
- ◆ Show any access control measures including ticket booths, gates, screens and landscaping.
- ◆ Show parking meters and parking regulation signs.
 - Label on-street curb regulation(s).

Minimum Off-Street Parking Dimensions

Regular space: 8 1/2 feet by 18 feet.

Compact car: 7 1/2 feet by 16 feet.

Handicapped: 12 feet by 18 feet.

Cambridge Zoning Ordinance Article 6.42

Complete an "Interdepartmental Parking Registration Form" from the TP&T Department.

http://www.cambridgema.gov/pdf/tpat_intpkgfacility.cfm/

Bicycle Parking

Don't forget bicycle parking!



- ◆ Show bicycle parking in detail.
 - Label number and type of bicycle racks.
 - Label dimensions of bike parking areas.
- ◆ Provide long-term bike parking in secure, weather protected locations and short-term bike parking near entrances of the use being served.
- ◆ Show bicycle parking sign locations and showers for bicycle commuters, if applicable.
- ◆ The location and type of bike racks must be approved by the TP&T Department.

Minimum Bicycle Parking Spaces

Provide one bicycle space or locker for each two dwelling units or one bicycle parking space for each 10 automobile parking spaces or fraction thereof. Cambridge Zoning Ordinance Article 6.37