



## Town of Reading

16 Lowell Street, Reading, MA 01867

Community Planning & Development Commission  
Site Plan Review Application

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READING, MA

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### Site Plan Review Reading Zoning Bylaw Section 4.6

#### Applicability:

A Site Plan Review by the CPDC is required if the proposed construction, Change of Use, or site alteration involves any of the following:

- a An increase in gross floor area of 500 square feet or more, via the creation of new floor area, that results in the requirement for or addition of 2 or more parking spaces (regardless of parking-related exemptions or waivers); or
- b A Change of Use within a structure containing an existing public, institutional, or commercial use; an existing multi-family dwelling; or a structure containing more than one use; to a use permitted by Special Permit from the CPDC.

Exemption from Site Plan Review: Single-family and two-family dwellings as a principal use, routine maintenance, and in-kind replacement of lighting, mechanical systems and landscape features are exempt from Site Plan Review.

#### Procedures:

Applicants shall submit the following:

- Site Plan Review Application & Check List
- Fee (certified check)
- Project Narrative & Impact Statement: **two (2) copies**
- Drainage Report: **two (2) copies**
- Abutters Envelopes
- All Plans listed on the Checklist for Site Plan Review:
  - **two (2) full size (24x36) copies**
  - **three (3) half size (11x17) copies**

**Applicants are strongly encouraged to double-side whenever possible. All plans must be to scale.**

The Community Development Director shall make a determination of completeness within ten (10) days of receipt of an application for Site Plan Review, in accordance with the Checklist for Site Plan Review, and shall notify the Applicant of the determination.

Upon a favorable determination of completeness, the Community Development Director shall distribute the submitted plans and supporting materials to the Building Inspector, Director of Public Works, Fire Chief, Police Chief, and any other Town officials whose review is requested. Such officials may, at their discretion, investigate the application and report their recommendation in writing to the CPDC.

Applicants are encouraged to schedule a DRT (Development Review Team) meeting with Planning Staff prior to submitting an official application, in order to receive comments from all relevant Town departments.



## Town of Reading

16 Lowell Street, Reading, MA 01867

### Community Planning & Development Commission

Site Plan Review Application

**Property Address:** 281 Main Street, Reading MA

Assessors Map: 12 Lot: 42

**Name of Applicant** 281 Reading, LLC

Address: 281 Main Street, Reading, MA

Email: saverio@weare14.com Phone: 781.389.5989

**Name of Owner:** (if not applicant) Same as applicant

Address:

Email: Phone:

**Name of Engineer:** Allen & Major Associates, Inc.

Address: 100 Commerce Way, Woburn, MA 01801

Email: CQuinn@allenmajor.com Phone: 781.935.6889

**Name of Attorney:** Dain | Torpy

Address: 175 Federal Street, Suite 1500, Boston, MA 02110

Email: jschomer@daintorpy.com Phone: 617.892.9074

**Name of Architect:** SV Design

Address: 126 Dodge Street

Email: Beverly, MA 01915 Phone: 978.529.2303

#### Current Use of the Property:

Existing 2 story professional office building with a gross floor area of approximately 3,600 square feet and associated parking and amenity areas.

#### Proposed Use of the Property:

Proposed 4-story, MU property, 2,400 SF street-level commercial space + 24 residential units

#### Brief Description of the Project:

The proposed project includes the demolishing of an existing building, clearing of existing vegetation and constructing one mixed-use building. Other improvements to the site include construction of surface parking, landscaping and underground utilities servicing the site. The project will be serviced by connecting existing utilities off Main Street.

## Checklist for Site Plan Review

- Two (2) full size (24x36) copies of **All Plans**
- Three (3) half size (11x17) copies of **All Plans**
- All forms/plans are required to also be submitted digitally via email to the Planning Staff

	Site Plan Review Checklist	Provided	Waived
1	Site Plan Review Application	<input checked="" type="checkbox"/>	cannot waive
2	Fee (Certified Check)	<input checked="" type="checkbox"/>	cannot waive
3	Certified Abutters' List	<input checked="" type="checkbox"/>	cannot waive
4	Project Narrative and Impact Statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Municipal Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Hours of Operation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Landscaping & Lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Traffic & Parking	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Trash Removal & Hazardous Materials Storage	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Resource Areas - Wetlands/Rivers/Floodplains/Habitats	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Construction Impacts & Anticipated Schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Abutters Envelopes <i>Plain white envelopes labeled with abutters' addresses, postage stamp &amp; no return address</i>	<input checked="" type="checkbox"/>	cannot waive
6	Locus Plan (at 1"=400', or larger if necessary to show clarity, showing relation of property to surrounding area & zoning)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Existing Conditions Plan <i>(Stamped by PLS or PE)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Grading at 2' Contour Intervals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Drainage	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Utilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Landscaping & Vegetation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Impervious Surfaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Structures	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Resource Areas - Wetlands/Rivers/Floodplains/Habitats	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Ownership of Direct Abutters	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Proposed Site Layout Plan <i>(Stamped by PLS or PE)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Lot Boundary <i>(metes &amp; bounds)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Resource Area(s) & Buffer Delineations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Structures & Setbacks <i>(including Zoning Compliance Table)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Access Drives/Driveway Aprons/Connections to Streets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Parking/Loading <i>(including Parking Compliance Calc.)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Fencing <i>(including detail)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Walls <i>(including detail)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Walkways <i>(including detail)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Outdoor Lighting <i>(including specification)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Trash Receptacle <i>(including enclosure or screening)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Signage <i>(including dimensioned details)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9	<b>Grading and Drainage Plan</b> (Stamped by PLS or PE)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	2' Contour Intervals with Spot Grades as Necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Stormwater Management Structures & Features	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Resource Area(s) & Buffer Delineations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Limit of Work Delineation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Erosion Control(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	<b>Utility Plan</b> (Stamped by PLS or PE)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Sewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Water	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Hydrants/Fire Alarm	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Electric, Telephone, Cable	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	<b>Architectural Plans</b> (Stamped by Registered Architect)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Floor Plans (with dimensions)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Elevations (with dimensions)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Color Rendering	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	<b>Landscape Plan</b> (Stamped by PLS or PE)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Limit of Work Delineation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Existing Vegetation Proposed to be Saved and/or Removed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Plant List with Key to Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Screening & Street Trees	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Impervious Surfaces & Parking Areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Resource Area(s) & Buffer Delineations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Snow Storage Areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Open Space and/or Recreation Areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Stormwater Features – Detention/Retention Areas, LID	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	<b>Photometric Plan</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Location(s) and Specification(s) for Outdoor Lighting (free-standing and building-mounted)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Predicted Lighting Levels Based on Proposed Fixtures	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Detail Sheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	<b>Construction Details</b> (Stamped by PLS or PE)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Roadway/Driveway Apron Profiles/Cross Sections	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	<b>Drainage Calculations</b> (per MassDEP Stormwater Regulations)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	<b>Stormwater Pollution Prevention Plan (SWPPP)</b> (for site disturbance > 1 acre, in compliance with NPDES)	<input type="checkbox"/> N/A	<input type="checkbox"/>
17	<b>Traffic Study</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	<b>Digital Copy of all Documents Submitted</b>	<input checked="" type="checkbox"/>	cannot waive

Estimated Construction Cost of the Project: \$ 5,000,000

Proposed Building Size (SF): 32,862 +/- GSF Lot Size: 33,554 SF (0.77 Acres)

Number of Parking Spaces Provided: 40

**List other Permit Requirements:**

Conservation Commission: Notice of Intent

Zoning Relief: Reduction in required ratio of commercial area to be less than 25% of GSF

Public Works: Water & Sewer Connection Permits

Board of Selectmen: N/A

Board of Health: N/A

Historical Commission: N/A

Historic Districts Commission: N/A

**State Permits:**

DEP: N/A

MHD: Access Permit

Other: N/A

21E filing: N/A

List all easements, liens, mortgages, restrictions, or other encumbrances:

N/A

**Certifications:**

The undersigned hereby certifies:

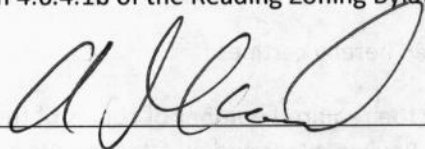
1. That the required number of copies of the application, including the Checklist for Site Plan Review, plans and all attachments have been delivered to the Public Services Department.
2. That a Certified List of Abutters within 300 feet of the subject property – and all other interested parties – together with stamped, plain (NO RETURN ADDRESS) envelopes addressed to each abutter and interested party has been delivered to the Public Services Department.
3. That a Certified Check for the required Application Fee in the amount of \$ 10500 has been delivered to the Public Services Department.

4. That they understand and hereby agree that, in addition to the Application Fee identified in Item 3 above, if the Community Planning and Development Commission, in the course of its review of this application, determines at its sole and absolute discretion that review of all or any part of this proposed project by (an) outside, independent consultant(s) of the Commission's sole choosing is necessary for proper evaluation of this project or its possible effects on any matter of public interest, that they shall promptly provide a certified check(s) payable to the consultant(s) in an amount equal to the estimated cost of the consultant services to the Public Services Department. In addition, that they further understand and hereby agree that the Town of Reading shall **not** issue any Certificate of Occupancy for this project until any and all such consultant fees which have been duly imposed subject to Site Plan Review Rules and Regulations have been paid in full;
  
5. That they understand and hereby agree that no Building Permit shall be issued by the Town of Reading until this Application is approved or approved with modifications and/or conditions; that no Certificate of Occupancy shall be issued until the project has been duly certified as completed in full accordance with approved plans, or that the remainder of the work has been bonded to the Town by the Applicant to guarantee such completion; and that the subject property shall not be occupied or used until said Certificate of Occupancy is issued, or such bonding provided;
  
6. That they understand and hereby agree that pursuant to law, a notification of this Application and required public hearing(s) must be placed in a local newspaper at the Applicant's expense.

Applicant's Signature: Saverio P. Fulciniti Digitally signed by Saverio P. Fulciniti  
Date: 2026.01.13 10:15:13 -05'00' Date: \_\_\_\_\_

Date of Receipt of Application: 1/13/26

This application is Complete in accordance with Section 4.6.4.1b of the Reading Zoning Bylaw and authorized for filing with the Town Clerk.

Community Development Director, as Clerk to CPDC:  1/14/26

Date \_\_\_\_\_

**Estimated Cost of Construction:** For the purposes of this application the Building Inspector shall determine the Site Plan Review application fee based upon the following fee schedule:

Estimated Cost of Construction (ECC):	Filing fee:
Less than \$500,000	\$10 per \$1,000 of ECC
\$500,000 to \$999,999	\$5,000, plus \$3 per \$1,000 of ECC in excess of \$500,000
\$1,000,000 to \$7,499,999	\$6,500, plus \$1 per \$1,000 of ECC in excess of \$1,000,000
\$7,500,000 or more	\$13,000, plus \$4 per \$10,000 of ECC in excess of \$7,500,000