



**Town of Cohasset  
Planning Board  
41 Highland Avenue  
Cohasset, MA 02025  
Tel: (781) 383-4100 ext. 5128**

## **LARGE HOME REVIEW APPLICATION PACKET**

**Attached:**

- **Large Home Review Procedures**
- **Form 11 – Application**
- **Fee & Deposit Schedule**
- **Planning Board Litigation Policy**

**Adopted: July 14, 2004  
Amended: October 4, 2006  
May 22, 2013  
May & August 2019  
February 2020  
March 2022**



**Town of Cohasset  
Planning Board  
41 Highland Avenue  
Cohasset, MA 02025  
Tel: (781) 383-4100 ext. 5128**

**LARGE HOME PLAN REVIEW PROCEDURES**

The Large Home Review is section §300-5.4 of the Town of Cohasset's Zoning Bylaws. Please read the Bylaw thoroughly to understand what the scope of the Large Home Review is and what the Planning Board will expect to be submitted to them. §300-5.4 is included in this application packet and can also be found on the Planning Board Office's webpage on the Town's website at [www.cohassetma.org](http://www.cohassetma.org).

Submit to **the Planning Board Office** the following:

- A narrative of the project explaining, in detail, the plans for the property. When drafting the narrative, please refer to the Bylaw to address details that have been included in the language of §300-5.4.
- If you are building on raw land and it is your understanding that the lot is protected under the single lot exemption §300-8.3, please provide the deeds and information to support that this lot falls under and is protected by this section of the Cohasset Zoning Bylaws.
- If you need relief from other Boards and Committees, please be sure to have filed with those Boards and committees prior to or at the same time as the Large Home Review (i.e. Board of Health, Conservation Commission, Zoning Board of Appeals etc.).
- Three (3) copies** of the Application – Form 11 signed by BOTH the Applicant and the Property Owner.
- Three (3) copies** of the Site Plan, Floor Plans and Elevations. There should be **Two (2) full size plans (2' x 3')** and **One (1) 11" x 17" to scale**.
- Electronic copies of all submissions emailed to [lind@cohassetma.org](mailto:lind@cohassetma.org).
- Two (2) copies** of the **certified** Abutter's List (per MGL Ch. 40A, Section 11) obtained from the Assessor's Office.
- Two (2) sets** of mailing labels matching the **certified** abutter's list obtained from the Assessor's Office.

- The appropriate application fees (see attached fee schedule).
- The original, signed Planning Board Litigation Policy Statement signed by both the Applicant and the Property Owner.

**NOTE – At this point, the Planning Board staff will review the application materials to ensure that ALL information requested by the Large Home Review Checklist and Bylaw have been provided. If any items are missing, the application will be deemed incomplete and will not be accepted.**

**If it is determined that the application materials are complete:**

- 1. The Planning Board Staff and the Town Clerk’s Office will date stamp the submitted as “received” thus beginning the timeline outlined in the §300-5.4.**
- 2. The Planning Board Staff will then do the following:**
  - Assign a Large Home Review Case Number
  - Set a date and time for the public hearing (must happen within 35 days of filing)
  - Post the meeting in the Town Clerk’s Office at least 14 days in advance of the public hearing
  - Advertise the public hearing in a local newspaper for two consecutive weeks prior to the hearing date, first publication to appear at least 14 days in advance of the hearing.
  - Reserve an appropriate location for the public hearing
  - Distribute the plans to the appropriate boards for their review and comment
  - Copies of the hearing notice shall be sent by regular mail, postage prepaid, to the applicant and all “parties in interest” as per MGL Ch. 40A, Section 11.
  - Distribute copy of the site plan, floor plans and elevations to the peer review engineer designated by the Board for review on behalf of the Board.
- 3. The Planning Board’s recommendation will be filed with the Building Department and the Town Clerk’s Office within 21 days of the conclusion of the Public Hearing.**



**Town of Cohasset  
Planning Board  
41 Highland Avenue  
Cohasset, MA 02025  
Tel: (781) 383-4100 ext. 5128**

**FORM 11 – APPLICATION FOR LARGE HOME REVIEW**

DATE:

To the Planning Board:

The undersigned herewith submits the accompanying site plan of property, including floor plans and elevations, located in the Town of Cohasset for Large Home Review under the requirements of Section 5.5 of the Zoning Bylaws of the Town of Cohasset and the Large Home Review Rules and Regulations of the Planning Board of the Town of Cohasset, Massachusetts.

1. Record Name of Owner \_\_\_\_\_  
Address: \_\_\_\_\_
2. Name of Applicant \_\_\_\_\_  
Address: \_\_\_\_\_
3. Zoning Classification \_\_\_\_\_
4. Assessor's Map: \_\_\_\_\_ Plot(s): \_\_\_\_\_
5. Deed of Property recorded in Norfolk County Registry of Deeds in Book \_\_\_\_\_, (page) \_\_\_\_\_
6. Location of description of property sufficient for identification:  
\_\_\_\_\_  
\_\_\_\_\_
- Total Residential Gross Floor Area \_\_\_\_\_ square feet
7. Telephone Number: \_\_\_\_\_



**Town of Cohasset  
 Planning Board  
 41 Highland Avenue  
 Cohasset, MA 02025  
 Tel: (781) 383-4100 ext. 5128**

**FEE & DEPOSIT SCHEDULE**

**Subdivisions, Clusters, RCDD Special Permit & Land Alteration Special Permit**

- \$1,000 Application Fee
- \$ 250 Per Lot Fee (if applicable)
- \$5,000 Engineering Cost Deposit
- \$1,500 Legal Cost Deposit

**Site Plan Review & Other Special Permits (VBD, HVBOD, Etc.)**

- \$1,000 Application Fee (5,000 sq.ft. or less)
- \$2,000 Application Fee (5,000 – 10,000 sq.ft.)
- \$1,000 Add for each addition 10,000 sq.ft. or part thereof

| <u>Engineering Costs Deposit:</u> |                       | <u>Legal Cost Deposit:</u> |                       |
|-----------------------------------|-----------------------|----------------------------|-----------------------|
| \$ 1,000                          | 1,000 sq.ft. or less  | \$ 500                     | 1,000 sq.ft. or less  |
| \$ 5,000                          | 1,000 - 5,000 sq.ft.  | \$1,000                    | 1,000 - 5,000 sq.ft.  |
| \$ 7,500                          | 5,000 - 20,000 sq.ft. | \$1,500                    | 5,000 - 20,000 sq.ft. |
| \$10,000                          | 20,000 sq.ft. or more | \$2,000                    | 20,000 sq.ft. or more |

**Common Driveway & Scenic Roads**

- \$ 200 Application Fee
- \$ 50 Per Residence served Fee
- \$1,500 Engineering Cost Deposit
- \$1,000 Legal Cost Deposit

Town Engineering and Legal costs are the responsibility of the Applicant and *shall be brought up to the initial required amount when the balance goes below half the initial amount.* Once a subdivision or cluster is complete and approved, any remaining balance of deposits will be returned to the Applicant upon approval of the Applicant's *written* request.

**Form A - (Subdivision Approval Not Required – ANR)**

- \$100 Application Fee Per Plan
- \$100 Fee for each new building lot shown

**Large Home Review**

- \$ 400 Application Fee (3,500-5,000 sq. ft.)
- \$1,000 Application Fee (over 5,000 sq.ft.)

**\*\*\* Public Hearing Legal Advertisements – All Filings \*\*\***

*Costs associated with legal advertisement for public hearings are the responsibility of the Applicant. Newspaper Advertising Departments will send invoices for legal advertisements directly to the Applicant and prepayment is required.*



**Town of Cohasset  
Planning Board  
41 Highland Avenue  
Cohasset, MA 02025**

**Tel: (781) 383-4100 ext. 5128**

**STATEMENT OF LITIGATION POLICY**

**THE APPLICANT AND LANDOWNER MUST READ AND ACKNOWLEDGE THE FOLLOWING POLICY OF THE PLANNING BOARD.**

When an application has been approved by the Planning Board, either in whole or with conditions, Town Counsel will not primarily defend any appeal against such approval brought by parties claiming to be aggrieved, without the express written consent of both the Chairman of the Planning Board and the Town Manager.

The successful Applicant is the appropriate party to bear expenses associated with defending an approval, be it a Special Permit, Site Plan Review, Subdivision or, Form A –Approval Not Required (ANR).

**SIGN FOR ACKNOWLEDGEMENT OF THE LITIGATION POLICY:**

Date: \_\_\_\_\_  
Signature(s) of Applicant(s) or Representatives, if any

Date: \_\_\_\_\_ \*\*  
Signature(s) of Owner(s)

**I HAVE READ AND UNDERSTAND THE RULES OF PROCEDURE OF THE PLANNING BOARD:**

Date: \_\_\_\_\_  
Signature(s) of Applicant(s) or Representatives, if any

Date: \_\_\_\_\_ \*\*  
Signature(s) of Owner(s)

**\*\*APPLICATION MUST BE SIGNED BY BOTH APPLICANT (OR REPRESENTATIVE) AND LANDOWNER.**