



**Hingham Planning Board**  
**APPLICATION FOR SITE PLAN APPROVAL**  
**IN ASSOCIATION WITH APPLICATION FOR BUILDING PERMIT**

**Application Date:** December 23, 2020

**Applicant:** W/S/M Hingham Properties LLC

**Contact Information** for Applicant or Authorized Agent (Attorney, Contractor, etc.)

**Name/Title:** Victoria Maguire

**Phone:** 617-785-0686

**Address:** 33 Boylston Street, Chestnut Hill 02467

**Project Location:** Derby Street Shops - Suite 240

**Site Plan Review Submittal Requirements**

*Please provide to the Planning Board office seven (7) hard copies and an electronic file of the Site Plan and submittal materials, except that only two copies of the drainage report are required. Submittal Requirements:*

- a. locus plan; diagram and statement of the ownership, area, dimensions, boundaries and principal elevations of the subject property; location of structures within 100 feet of property line;
- b. scaled and dimensioned plan of the location and footprint of existing and proposed buildings and structures; if applicable, building elevations and floor layouts;
- c. if applicable, plan showing proposed circulation of traffic within the development and in all adjacent public ways; dimensioned plan of loading and parking areas, aisles and driveways; plan with detail sheets if appropriate, profile and representative cross sections of proposed driveways and parking areas;
- d. analysis of compliance with all relevant dimensional provisions of this By-Law;
- e. detailed information on utilities, landscaping, refuse storage and removal;
- f. grading plan, estimated net import/export of material, drainage analysis, and traffic analysis, as applicable;
- g. analysis of the capacity of Town soils, water supply, ways and services to absorb the impact of the proposed development;
- h. analysis of compliance of the construction activities and the proposed project, including the extent the project incorporates low impact design and green infrastructure solutions, with the most current versions of the Massachusetts Department of Environmental Protection Stormwater Management Policy

and Standards including (i) the Massachusetts Stormwater Handbook, (ii) Massachusetts Erosion Sediment and Control Guidelines, and (iii) if applicable, additional requirements under the Town of Hingham MS4 Permit for projects that disturb more than one acre and discharge to the Town's municipal stormwater system;

i. Site Lighting Plan showing the location, height, photometric, orientation, and specifications for all outdoor site lighting, including information on the intensity and range of illumination for each source of light proposed.

j. an erosion control plan and an Operations and Management Plan for both the construction activities and ongoing post-construction maintenance and reporting requirements; and

k. such other materials necessary to enable Town boards to make a positive determination on the proposed development.

**Brief Description of Work:**

A new tenant will be occupying Suite 240 at Derby Street Shops. This tenant will be filing a building permit with the town to complete interior fit out and facade improvements to bring the facade in line with the tenant's branding. The tenant will also seek signage approval through the town. The project will not impact the rest of the property in any way.

**Request for Waiver from Site Plan Review Requirements**

Upon written request of the applicant, the Planning Board may waive any of the submittal requirements set forth in Section I-I.6 deemed by the Planning Board to be not necessary for its review of the application. In addition, the Planning Board may waive other such requirements of Section I-I, including the requirement for a public hearing, where the Planning Board determines that the project constitutes a minor site plan. In order to constitute a minor site plan, the proposed work must be limited to (i) interior renovations to a building or structure that do not include a change of use or parking demand for which a Special Permit A2 or A3 is required and/or (ii) modifications to the site which, in the Planning Board's determination, do not materially or adversely affect conditions governed by the site plan review standards set forth in Section I-I.6

**Please indicate requested relief** (for example, "I request a waiver from the requirement for a public hearing" or "I request a waiver from the requirement to submit a utilities plan and lighting plan"):

We are requesting a waiver from site plan review because the new tenant will not be completing any work that will impact the rest of the Derby Street Shops property. All work will be contained within the interior of the store and to storefront facade improvements.

In addition, we do not believe this new tenant will impact the property's parking or traffic flow since it is replacing an existing dry retail tenant which generates similar traffic and parking demand.

Waiver Granted

Waiver NOT Granted

---

Signature of Authorized Agent (Chairman of the Planning Board or Town Planner)      Date