

Urban Renewal Areas – Development Project Review

All development projects in the Urban Renewal Area that include (1) a change to the existing structure's footprint and/or (2) the addition of square footage to the existing structure, are required to undergo a **two-step review process** with the Salem Redevelopment Authority (SRA) and the Design Review Board (DRB) prior to any work being started.

Development Project Review Process

1. Schematic Design Review

Step 1: SRA preliminary review of Schematic Design.

- The SRA may vote to approve the Schematic Design and refer it to the DRB.
- The SRA may offer comments and request the applicant adjust the Schematic Design and return to the Board at a subsequent meeting.

Step 2: DRB reviews Schematic Design, the DRB offers design comments and recommendations to the SRA (This step may take more than one meeting).

Step 3: SRA receives the DRB comments, reviews them, and deliberates. The SRA may vote to approve the final Schematic Design. Upon receiving Schematic Design Approval applicants will receive notification outlining the changes that must be addressed during Final Review by the SRA.

2. Final Design Review

Step 1: SRA preliminary review of Final Design.

- The SRA may vote to approve the Final Design and refer it to the DRB.
- The SRA may offer comments and request the applicant adjust the Final Design and return to the Board at a subsequent meeting.

Step 2: DRB reviews Final Design, the DRB offers design comments and recommendations to the SRA (This step may take more than one meeting).

Step 3: The SRA receives the DRB comments, reviews them, and deliberates. The SRA may vote to approve the Final Design. Upon receiving Final Design Approval, applicants will receive written notification outlining the final decision and conditions as determined by the SRA.

Applicants or their designated developers are required to attend all SRA and DRB meetings in which the project is being discussed. **No application will be reviewed without representation by the applicant.**

Design Guidelines and Standards: Design Guidelines and Standards may be found in the Downtown Renewal Plan (found [here](#)). For proposals to modify structures less than 50-years old or for new construction, guidelines and standards may be found section 3.3 of the Plan as well as in the City's Commercial Design Guidelines (found [here](#)). For proposals to modify existing structures that are more than 50-years old, designs must comply with the Salem Historical Commission's Guidelines Notebook

(found [here](#)) and the Secretary of Interior's Standards for the Treatment of Historic Properties, appendix VII of the Downtown Renewal Plan.

Applying for Schematic Design Review

The City of Salem uses an online system for permit applications, which has streamlined the application process for both the applicants and the department staff.

Applicants can take out permit applications at a time and location of their convenience; payment by credit card or check is also securely integrated into the process via Stripe. An e-mail address is required to access this system.

Please navigate to <https://salem.viewpointcloud.com/categories/1087/record-types/6523> for the Schematic Design Review application.

Note that Schematic Design Review is intended to secure agreement on and approval of the basic design concept prior to extensive work by the development team. Thus the SRA does not encourage submission of more than the following, which is enough to describe the proposal.

All architectural drawings, specifications and site plans must be prepared by a registered architect and/or engineer licensed to practice in the Commonwealth of Massachusetts.

1. **Site Plan:** The site plan should be at an appropriate scale (1" = 16' or 1" = 20') and show the following:
 - General relationships of proposed and existing buildings and open space. Open spaces mutually defined by buildings on adjacent parcels and across the street(s) shall be included.
 - General location of walks, driveways, parking, service areas, roads, and major landscape features.
 - Pedestrian and vehicular (including service) access and flow through the parcel and to adjacent areas.
 - Site selections showing height relationships with proposed and adjacent buildings
2. **Schematic Building Plans:** Plans, elevations, and sections at an appropriate scale, showing organization of functions and spaces on the ground floor and typical upper floor(s). these drawings need not be more detailed than necessary to indicate the general architectural character and proposed finish materials.
3. **Photographs:** Photographic representation of the site and adjacent surroundings, and topographic survey of the intended site.
4. **Study Models:** The presentation may include computerized models at an appropriate scale.
5. **Proposed Time Schedule:** Schedule should include timeline for the Final Design submission to the SRA, schedule for local permitting, estimated construction time, and staging plan.

Please note that the SRA and/or the DRB may request additional information to be provided to ensure that their review of the project is complete.

Applying for Final Design Review

You may not apply for Final Design Review until you have successfully completed Schematic Design Review and have an SRA decision in hand.

Please navigate to <https://salemma.viewpointcloud.com/categories/1087/record-types/6524> for the Final Design Review application.

Final Design Review is intended to secure agreement on and approval of the final design and the complete proposal for redevelopment. The following items are required for a submission for Final Design Review by the SRA.

All architectural drawings, specifications and site plans must be prepared by a registered architect and/or engineer licensed to practice in the Commonwealth of Massachusetts.

1. **Project Narrative:** Written description of the project, including:
 - All program elements and space allocation for each element,
 - Zoning calculations, and
 - A clear statement of all differences from the Schematic Design Approval (Step 1 in the Development Project Review Process).

2. **Site Plan:** The site plan should be at an appropriate scale (1" = 16' or 1" = 20', or as determined after Schematic Design Approval) and show the following:
 - Contextual Relationships:** Relationship of proposed building and open space to existing adjacent buildings, open spaces, streets, and buildings and open spaces across street(s).
 - Site Dimensions:** Include setbacks from property lines and other structures on the site and other dimensions subject to zoning requirements.
 - Additional Developer(s):** Any site improvements or areas proposed to be developed by some other party (including identification of responsible party).
 - Proposed Site Improvements:** Indicate locations and dimensions for the following:
 - Utilities – both at grade and on rooftops
 - On-site parking – existing and proposed
 - Proposed curb cuts and/or driveways
 - Loading and service areas
 - Snow removal
 - Site Amenities:** Location of existing and proposed amenities including, but not limited to, the following:
 - Bike storage/parking
 - On-site walking pathways/circulation throughout the site
 - Exterior Furniture
 - Areas and opportunities for public art

- Landscaping:** Location of existing and proposed landscaping features, including but not limited to plantings, trees, and hardscape.
 - Private Property:** Location, type, dimensions (at time of planting and at full growth), and quantities of landscaping
 - Public Property:** Location, type, and dimensions of existing street trees
 - Site and Building Lighting:** Indicate location(s) on site and/or on building(s)
3. **Building Details:** Building Details should include the following as applicable to the project:
- Preliminary Structural and Mechanical Drawings:** The plans should be at an appropriate scale (1" = 8') developed from the Approved Schematic Design Plans
 - Building Elevations:** Existing and proposed elevations for all sides of the building(s). Elevations must also show the project in context of the surrounding area as required by the SRA/DRB to illustrate relationships of character, scale, and materials.
 - Architectural Components:** Large-scale (i.e. $\frac{3}{4}$ " = 1') typical exterior wall sections, elevations, and details to describe specific architectural components.

All plans, sections and elevations shall reflect the impact of proposed structural and mechanical systems on the appearance of exterior facades, interior public spaces, and roofscape.

4. **Specification Sheets:** Please include spec sheets for the following information, as applicable:
- Light Fixtures:** Photometric intensity, color temperature, and fixture type
 - Windows:** Manufacturer, style, model number, and materials
 - Facade Materials:** Manufacturer, style, model number
 - Paint Colors:** Manufacturer, pantone number, finish (glossy, matte, etc.)
 - Public Amenities:** Amenities for indoor and outdoor public spaces
5. **Perspective Drawings:** Eye-level perspective drawings showing the project in the context of the surrounding area.
6. **Study Models:** The presentation may include computerized models at an appropriate scale showing refinements of the façade design.
7. **Updated Time Schedule:** Updated schedule indicating the estimated duration and due dates outlined in the Schematic Review Approval and a construction schedule for the project.

Please note that the SRA and/or the DRB may request additional information to be provided to ensure that their review of the project is complete.