

PARKING

GUIDANCE FOR NEW OR MODIFIED PARKING, AS WELL AS MINOR DRIVEWAY PARKING WORK:

Most applications related to parking will be deemed to have the potential to affect either abutters or the Town, in which case they will be scheduled for a Public Hearing. All applications to the OHDC for new or alterations to existing parking must include the following:

1. A **property survey** less than one (1) year old, stamped and signed by a Massachusetts registered surveyor. The survey shall be drawn to scale and shall show the entire property as well as the footprints of all structures on the property. A scaled facsimile of the property survey is permitted in lieu of an original.
2. A **scaled site plan**, including all relevant property setbacks, the proposed parking area/driveway with dimensions, and identification of all hardscape features (walks, walls, fences, steps, etc.) and their respective materials that comprise the proposed work. At least 1 individual parking space shall be indicated. Spaces shall be drawn as 9ft. x 18ft. rectangles and may not overlap. If the area of work encompasses an existing or new grade change in excess of (1') one foot, topographic contours of existing and proposed grades shall be included in (6") 6 inch vertical increments.
3. A minimum of one (1) **color photograph** showing the area of proposed work.

Applicants should also be aware that new or alterations to existing curb cuts require completion of the Curb Cut Sign-off form (available at the Marblehead Building Dept.) which requires the following:

- Dig Safe Number.
- Signature from the Building Department.
- Signature from Old and Historic Districts Commission.
- Signature from the Highway Department.