



Urban Renewal Areas – Development Projects Review

All development projects proposed in the Urban Renewal Areas (see attached map) are required to undergo a two-step review process by the Salem Redevelopment Authority (SRA) prior to any work being started. This process involves: 1) Preliminary Approval at the Schematic Design Review phase; and 2) Final Approval of the final design of the project.

Development projects begin and end both steps of the review process before the SRA. Applicants or their designated developers are required to attend all SRA and Design Review Board (DRB) meetings in which the project is being discussed. **No application will be reviewed without representation by the applicant.**

Materials for the SRA and DRB are required to be submitted two Fridays before the meetings. Submittals to the **SRA require 7 copies** and the **DRB requires 6 copies**. All copies should include the entire application packet and **photographs or photographic representations must be in color**.

The SRA and DRB meet monthly, with the SRA typically meeting the second Wednesday of each month and the DRB typically meeting the fourth Wednesday of each month.

Applicants should note that it takes approximately 2-4 months for Schematic Approval and 2-4 months for Final Approval. Every effort will be made to expedite complete applications.

For more information, please contact the Department of Planning and Community Development at 978/619-5685.



Urban Renewal Areas – Schematic Design Review

Schematic Design Review is intended to secure agreement on and approval of the basic design concept prior to extensive work by the development team. The Authority does not encourage submission of more than the following, which is sufficient 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. Letter requesting to be placed on the meeting agenda signed by the applicant and accompanied by letter of permission by the property owner.
2. Site plan at an appropriate scale (1" = 16' or 1" = 20') showing:
 - General relationships of proposed and existing buildings and open space. Open spaces mutually defined by buildings on adjacent parcels and across the streets 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 shall be provided.
3. Schematic building plans, elevations, and sections at any 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 sufficient to indicate general architectural character and proposed finish materials.
4. Photographic representation of the site and adjacent surroundings, and topographic survey of the intended site.
5. Presentation may include study models (computerized models sufficient) at appropriate scale.
6. Written statement of proposal, including the proposed land use.
7. Proposed time schedule for Final Submission to the SRA, schedule for local permitting, estimated construction time, and staging plan.

Upon receiving Preliminary Approval at the Schematic Design Review phase, applicants will receive notification outlining the changes that must be addressed during Final Review by the Authority.



Urban Renewal Areas – Final Design Review

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

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. Letter requesting to be placed on the meeting agenda signed by the applicant and accompanied by letter of permission by the property owner.
2. Written description of the project, including all program elements and space allocation for each element, and zoning calculations.
3. A clear statement of all differences from each part of Schematic Design Review.
4. Site Plan at appropriate scale (1" = 16' or 1" = 20' or as determined after approval of Schematic Design) showing:
 - Relationship of proposed building and open space to existing adjacent buildings, open spaces, streets, and buildings and open spaces across streets.
 - Proposed site improvements and amenities including paving, landscaping, lighting, planting, utilities, grading, drainage, access, service, parking, and street furniture.
 - Building and site dimensions, including setbacks and other dimensions subject to zoning requirements.
 - Any site improvements or areas proposed to be developed by some other party (including identification of responsible party).
5. Site sections at an appropriate scale.
6. Building plans (including preliminary structural and mechanical drawings), sections and elevations at an appropriate scale (i.e., 1" = 8') developed from approved schematic design drawings. Elevations shall show the project in the context of the surrounding area as required by the Authority to illustrate relationships of character, scale and materials. All plans, sections and elevations shall reflect the impact or proposed structural and mechanical systems on the appearance of exterior facades, interior public spaces, and roofscape.
7. Large-scale (i.e., 3/4" = 1') typical exterior wall sections, elevations and details sufficient to describe specific architectural components and methods of assembly.
8. Outline specifications and samples, as applicable, of all materials for site improvements, exterior facades, roofscape and interior public spaces.
9. Eye-level perspective drawings showing the project in the context of the surrounding area.



10. Presentation **may** include study models (computerized model sufficient) at appropriate scale showing refinements of façade design.
11. Updated schedule indicating the estimated duration and due dates outlined in the Schematic Review submission and a construction schedule for the project.

Upon Final Approval by the SRA, the Applicant will be provided a written decision outlining the Final Design Approval and requirements laid out by the Authority. Once this decision has been issued, the only items subject to an additional review will be requests for change orders in construction. The Applicant is strictly required to construct the project in accordance with all details of the approved drawings. Permission to make changes from such approved drawings must be requested by the Applicant in writing to the Executive Director of the SRA who, in turn, will reply in writing giving his/her approval or disapproval of the changes. No changes in the work are to be undertaken until such approval has been obtained.