

# MetroWest

## NEW DEVELOPMENT CHECKLIST

- **Master Site Plan (As Builds)**
- City Staff Report-**PRIOR** to any City Municipal Planning Board meeting
- Building Design, shape, size/measurements
- Building Color Pallet
- Specs of all Materials
- Signage (rendering/specs, size, illumination, etc.)
- Engineering Study
- Traffic Study
- Site Analysis
- Landscape & Irrigation Schematic
- Dumpster Enclosures-including recycling
- Grocery Cart Plan (*if any business with grocery carts, must have plan for cart corral and/or pickup*)
- Floor Plan(s)
- Foundation & Framing Plan
- Roof Design
- Drawings, Plat, Pictures/Rendering
- Utility Plan/Lighting-(*Including Photometric, fixture type(s), color, design*)
- Parking Plan
- Drainage System
- Any interior street names shall be approved by DRB
- Security System(s)
- Must be harmonious with surrounding structures
- Construction staging and curb appeal during construction  
***Must be screened around all visibly seen roadway/sidewalk perimeters***
- Management/Leasing Trailer Layout/Location
- Construction Schedule PRIOR to work commencing
- Any and all Permits PRIOR to work commencing
- Design Review Board (DRB)-*Third Wednesday each month 2p*  
***In person at a duly called DRB meeting with application, application fee and conceptual presentation***
- MWMA Board of Directors Review/Approval
- Three Consultant Reviews (up front, 50% completed, and final)-*at developer expense*
- MWMA DRB Chairman and MWMA Director of Public Safety included in all inspections/reviews
- ***Certificate of Approval provided by MWMA once development is all complete***

*All development needs to follow the “CPTED” guidelines: Crime Prevention Through Environmental Design – Reference MWMA Governing Documents as well as Development Guidelines*