

MEMORANDUM

TO: PROJECT PROPONENTS

FROM: David Carlson, Executive Director
Boston Civic Design Commission

SUBJECT: INFORMATION REQUIREMENTS FOR BCDC PRESENTATION

Boston Civic Design Commission (BCDC) Review is established by Article 28 of the Zoning Code and is a part of the Article 80 Project and Plan review processes. BCDC review is advisory to the BRA and should occur before the BRA Board takes action pursuant to the Article 80 process. In special cases, where this threshold is not applicable, BCDC review should occur during the schematic phase of project design or plan evolution so as to maximize the potential benefit of BCDC comments.

Project Proponents should have available for presentation to the BCDC the full schematic design submission requirements as set forth in the BRA Development Review Procedures booklet. BRA Urban Design Staff shall have reviewed the Proponent's submission materials to assess their level of completeness before a Project is submitted for BCDC review. BCDC Project Summary Booklets (15) shall be prepared and delivered to the Executive Director at least one week before the first scheduled hearing before the Commission. Summary booklets need not repeat full PNF/ENF, NPC, Master Plan, or DPIR information, but should contain a brief narrative and fact sheet explaining the Project or Plan as well as sufficient photographs, drawings and sketches to fully understand the Project as proposed in its design and neighborhood context. Appropriate Community Group representatives should be notified of BCDC meetings.

In general, the following must be included:

Site Plan with context (one or more city blocks, depending on Project size.)

Elevations, Sections, and eye-level **perspectives with context** (adjacent buildings and more, depending on site) showing comparative heights and relationships to buildings, structures, or topography across the street(s) or to the rear. **Models** are strongly encouraged.

Fact Sheet with underlying zoning background (including design guidelines, district criteria, status of other public reviews, etc.) as well as proposed height(s), FAR, setbacks, and all other data directly or indirectly affecting the Public Realm (parking supplied vs. required, i.e.)

Other Materials deemed necessary by BRA or BCDC staff.

Unless advised otherwise, presentations will be limited to a MAXIMUM of 15 minutes. Please bring easels or other equipment necessary for your presentation. BRA staff working on a Project should be present to answer questions raised by Commissioners. Proponents should be prepared to *submit presentation material* to the BRA the morning of the Monday the week before a hearing, for BRA urban design staff review. I can be reached at 617-918-4284. Fax is 617-918-4329. Email is David.Carlson.BRA@cityofboston.gov