



## GREEN INTERNATIONAL AFFILIATES, INC.

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July 28, 2023

Ms. Maren Toohill, AICP  
Town Planner  
Town of Littleton Planning Board  
37 Shattuck Street, Room 303  
Littleton, MA 01460

**Subject: Proposal for Engineering Review Services of Site Plan/Special Permit Review Application for 234 Taylor Street Sanctuary Medicinals Littleton Planning Department**

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Dear Ms. Toohill:

Pursuant to your request, Green International Affiliates, Inc. (Green) is pleased to provide this proposal to perform peer review services to the Planning Department for the above referenced project. Our peer review of the Site Plan/Special Permit Review Application Package for the proposed site improvements will consist of the following:

- Document titled “Adult Use Marijuana Establishment Special Permit Renewal Site Plan Review Water Protection District Special Permit” prepared by PLACES Associates, Inc. and dated July 18, 2023 and containing one hundred (146) sheets;
- Plans titled “Adult Use Marijuana Establishment Special Permit Renewal- Site Plan Review Sanctuary Medicinals, Inc.”, prepared by PLACES Associates and dated July 2023 and containing four (4) sheets;
- Document titled “Stormwater Analysis” prepared by PLACES Associates and dated July 18, 2023 and containing seventy six (76) sheets;

We propose the following Scope of Work and fee to perform a peer review of the application package for compliance with the Code of the Town of Littleton, Massachusetts, Chapter 38, Article II - Stormwater Management and Erosion Control Bylaw and Chapter 173 - Zoning Bylaw.

Task	Task Description	Fee
1	We will review the application package to verify that it meets the minimum submission requirements.	\$290
2	We perform one site visit.	\$350
3	We will perform a review of the "Adult Use Marijuana Establishment Special Permit Renewal Site Plan Review Water Protection District Special Permit" document, which includes a project narrative and applicable permit checklists and applications.	\$465
4	We will perform a review of the plans and details for compliance with the Code of the Town of Littleton, Massachusetts, Chapter 173, Zoning Bylaw and Chapter 38, Article II - Stormwater Management and Erosion Control Bylaw.	\$1,340
5	We will perform a review of the Stormwater Management Report for compliance with Article II of the Stormwater Management and Erosion Control Bylaw. The review will include review of the Stormwater Management Report for compliance with the MassDEP Stormwater Standards and review of the stormwater BMPs for compliance with Volume 2, Chapter 2 of the Massachusetts Stormwater Handbook.	\$1,750
6	We will prepare and provide an excel table that clearly summarizes our comments and recommendations and allows the Applicant to respond directly within the document.	\$990
7	With the permission of the Board, we will perform informal correspondence to review minor issues with the Applicant, review one submission of supplemental or revised documentation provided by the Applicant and prepare a final comment document to the Board and a summary of outstanding comments. It is assumed that the Applicant will provide revised plans to address initial comments.	\$1,540
8	We will attend up to two (2) Planning Board Hearing to present our findings and recommendations.	\$820

**The total lump sum fee for this peer review is \$7,545.**

As we have done previously on projects for the Board, we intend to obtain the input of the Town Planner on outstanding items. It is our assumption that the Board will include our final comments in the approval documents and will reference the items to be included as conditions of approval. We can provide this service if requested.

### Exclusions

This Scope of Services does not include the following:

- Review of the Application Package for compliance with other Local, State or Federal codes, ordinances or laws not mandated by the Code of the Town of Littleton, Massachusetts, Chapter 38, Article II - Stormwater Management and Erosion Control Bylaw, Chapter 173 - Zoning Bylaw;
- Review of the Application Package for compliance with Chapter 249 - Subdivision of Land Regulations;
- Review of any Traffic Reports or studies;
- Review of any previously approved plans, reports or applications for compliance with Local, State or Federal codes, ordinances or laws;
- Review of the plans for conformance with the Wetlands Protection Act. It is assumed that the plans will be reviewed by the Conservation Commission, if required;



- Review of the septic system design or Title V requirements. It is assumed the review and approvals of the septic system will be provided by the Nashoba Board of Health.
- Confirmation of any delineated resource areas;
- Review of landscape planting and site lighting photometrics;
- Review of the project during construction;
- Review of architectural plans;
- Structural review of retaining walls;
- Additional reviews of revised/supplemental plans and/or calculations beyond those described in this proposal.

Thank you for the opportunity to submit this proposal, and we look forward to working with you once again.

Sincerely,

*Green International Affiliates, Inc.*



Ko Ishikura, P.E.  
President

KI/jt

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