



CODE ENFORCEMENT DEPARTMENT

Christopher R. Laskey
Inspector of Buildings
Director of Code Enforcement

Town Hall
10 Mudge Way
Bedford, MA 01730-2144
Phone 781-275-7446

Fax 781-275-1334

May 9, 2016

To: Developers and General Contractors

From: Christopher Laskey, Code Enforcement Director

Re: Protocol for Submitting Info Related to New Building Height Requirements

This memo is meant for developers and contractors primarily involved with the construction of new residential dwellings, up to and including tear downs and large additions.

At its 2016 Annual Town Meeting, the Town voted to re-define how building height is measured for residential dwellings. There are essentially four (4) significant changes to the height definition. They are:

- The height is now measured to the ridge of the highest roof line.
- New building height is now **thirty-five (35') feet**.
- **NEW Definition* - Base Elevation: the average elevation of the ground between the two corners of the lowest foundation wall. Base elevation shall be established using *existing* grade and prior to disturbing soil. The new definition will really come into play when dealing with walkout basement designs.*
- Original grade cannot be raised more than two (2') feet unless approved through the Zoning Board of Appeals process.

In order for the Code Enforcement Office to properly enforce this new building height requirement, additional information and procedures are now required on both the proposed and as-built plot plans that are submitted during the building permit process.

****NOTE** - Some of these requirements may be redundant as they relate to our existing protocol for surface water run-off or may be information we already require.**

(over)

Proposed Plot Plan (prior to Demo or Foundation Permit being issued)

- Both existing and proposed elevation lines in one (1') foot increments within property boundaries.
- Existing elevation of street grade.
- Water table depth.
- Both existing and proposed dwelling footprints.
- The *base elevation* of proposed dwelling will be clearly delineated on plot plan.
- Proposed top of foundation elevation.
- Proposed basement floor elevation.
- Identify distances from proposed structure to property lines.
- Any proposed swales /drainage needed to protect adjoining property from surface water run-off.

As-built Plot Plan (prior to Building Permit being released to build dwelling)

- Actual distances from foundation to property lines.
- Actual top of foundation elevation.
- Actual rough grade elevations around foundation perimeter (a minimum of four points).

Final As-built Plot Plan (prior to Certificate of Occupancy being issued)

- Actual finished grade elevations, including swales, etc.
- If any, all established wetland delineations approved by Conservation Commission.
- Finished building height from actual base elevation to highest ridge line will be clearly delineated on plot plan.
- All additional supplemental structures present at time of final inspection, up to and including decks, porches, pools, sheds, fences, retaining walls, etc.