

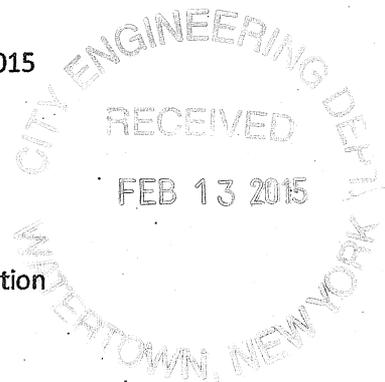


**EVERGREEN  
PARTNERS**

NATIONAL HOUSING SPECIALISTS

February 12, 2015

Justin Wood  
City Engineer's Office  
245 Washington St, Room 305  
Watertown, New York 13601



RE: 540 Kieff Drive, Maple Court Apartments – Site Plan Waiver Application

Dear Mr. Wood;

Attached please find the Site Plan Waiver Application and the Environmental Assessment form as well as a check for the \$50 application fee.

Maple Court Apartments contains ninety-two units serving low income seniors and families. The property was built more than forty years ago and is in need of renovation. While the property has been fairly well maintained, many major systems are now fully forty years old and are at the end of their useful life. Evergreen Partners intends to acquire, comprehensively renovate the property and keep it affordable. The rehabilitation work will include all new windows and exterior doors, HVAC systems, and flooring as well as kitchen and bathroom fixtures and appliances. We will also construct a new building on the interior of the site that will contain a management offices and a fully accessible laundry room.

The City Council previously provided a letter indicating their support for the transaction. Evergreen's intention to comprehensively rehabilitate the property has not changed. However, we were not successful in obtaining an allocation of 9% Tax Credits from DHCR. Instead, we now expect to implement the transaction using tax exempt bonds and 4% tax credits, along with substantial deferred gap filling funds from the New York State Housing Finance Agency, the City, DANC and others.

The new community building will be a single story building of approximately 1,100 sq. ft. The current building coverage on the lot is 22%. It will be less than 23% after the proposed new building is constructed. As the plans will show, the building is very much in the center of the site and will not impact neighboring properties in any way. The future use of the property will remain affordable housing, and no change to the number of apartments is proposed. The new management building is the only material change to the existing site plan and will enable to property to function more effectively in its current use. Given the absence of any adverse impact of the new building, we respectfully request that the full site plan review process be waived.

Please don't hesitate to call me at 978-356-8455 if you have questions or need additional information.

Sincerely,

Charlie Allen





## CITY OF WATERTOWN SITE PLAN WAIVER

1869

\*\* Provide responses for all sections. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. Failure to submit required information by the submittal deadline will result in not making the agenda for the upcoming Planning Board meeting.

### PROPERTY LOCATION

Proposed Project Name: Maple Court Apartments  
Tax Parcel Number: 14-0049-102.000  
Property Address: 540 Kleff Drive, Watertown, NY  
Existing Zoning Classification: Planned Development District

### OWNER OF PROPERTY

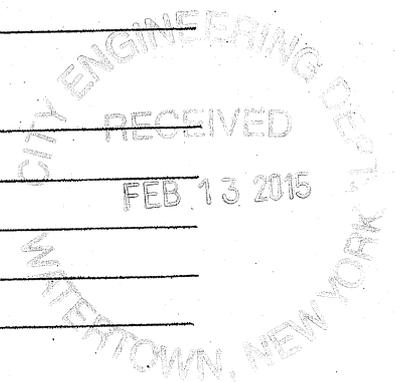
Name: Maple Court Apartments II, LP  
Address: c/o David Larsen  
Bodman Law, 1901 St. Antoine Street, Detroit, MI 48226  
Telephone Number: 313-656-2546  
Fax Number: 313-393-7579

### APPLICANT

Name: Evergreen Partners  
Address: 29 North Main Street  
Ipswich, MA 01938  
Telephone Number: 978-356-8455  
Fax Number: 978-356-8453  
Email Address: callen@evergreenpartnershousing.com

### ENGINEER / ARCHITECT / LAND SURVEYOR

Name: The Architectural Team, Inc.  
Address: 50 Commandant's Way  
Chelsea, MA 02150  
Telephone Number: 617-889-4402  
Fax Number: 617-884-4329  
Email Address: prenzi@architecturalteam.com



**REQUIRED DRAWINGS:**

\*\* The following drawings with the listed information ARE REQUIRED, NOT OPTIONAL. If the required information is not included and/or addressed, the Site Plan Application will **not** be processed.

**ELECTRONIC COPY OF ENTIRE SUBMISSION (PDF preferred)**

**COMPLETED PART I OF ENVIRONMENTAL ASSESSMENT FORM**

**SITE PLAN SKETCH**

Pertinent existing above ground features are shown and labeled including, but not limited to, buildings, parking spaces, driveways, sidewalks, streets etc.

All proposed above ground features are shown and clearly labeled "proposed".

Land use, zoning, & tax parcel number are shown.

The Plan is adequately dimensioned including radii.

All vehicular & pedestrian traffic circulation is shown.

Proposed parking & loading spaces including ADA accessible spaces are shown and labeled.

Refuse Enclosure Area (Dumpster), if applicable, is shown. Section 161-19.1 of the Zoning Ordinance states, "No refuse vehicle or refuse container shall be parked or placed within 15 feet of a party line without the written consent of the adjoining owner, if the owner occupies any part of the adjoining property".

The north arrow & graphic scale are shown.

**GENERAL INFORMATION**

Signage will not be approved as part of this submission. It requires a sign permit from the Codes Department. See Section 310-52.2 of the Zoning Ordinance.

Plans have been collated and properly folded.

Explanation for any item not checked in the Site Plan Waiver Checklist.  
(Attach separate sheet with explanation and comments) **Not Applicable**

**SIGNATURE**

I certify that the information provided above is true to the best of my knowledge.

Applicant (please print) Charles Allen

Applicant Signature [Signature]

Date: 2/12/15

# Maple Court

540 Kieff Drive  
Watertown, NY

SUBMISSIONS:  
FEBRUARY 10, 2015 | SITE PLAN WAIVER

**tat**  
the architectural team

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F 617.884.4329  
www.architecturalteam.com  
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Consultant:

Revision:

Architect of Record:

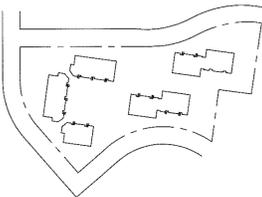


Drawn: AM

Checked: PRR

Scale: AS NOTED

Key Plan:



Project Name:

**Maple Court  
Apartments**

540 Kieff Drive  
Watertown, NY

Sheet Name:

COVER

Project Number:

12181

Issue Date:

February 6, 2015

Sheet Number:

**T0.01**

PROJECT INFORMATION:

**OWNER** EVERGREEN PARTNERS II, LLC  
10 PLAZA DRIVE, UNIT 201  
SCARBOROUGH, ME 04074  
PHONE #: 207.774.6989  
FAX #: 207.774.6998

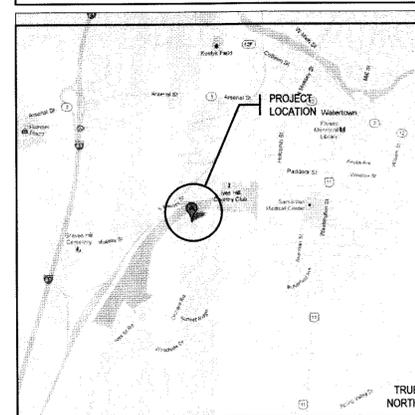
**ARCHITECT** THE ARCHITECTURAL TEAM, INC.  
50 COMMANDANT'S WAY AT ADMIRAL'S HILL  
CHELSEA, MA 02150  
PHONE #: 617.889.4402  
FAX #: 617.884.4329

**CONTRACTOR** LE CESSE CONSTRUCTION  
75 THRUWAY PARK DRIVE  
WEST HENRIETTA, NY 14586  
PHONE #: 505.334.4490  
FAX #:

**CIVIL ENGINEER** SGC ENGINEERING, LLC  
501 COUNTY ROAD  
WESTBROOK, ME 04092  
PHONE #: 207.347.8134  
FAX #:

**STRUCTURAL ENGINEER** VEITAS & VEITAS ENGINEERS  
639 GRANITE STREET, SUITE 101  
BRAintree, MA 02184  
PHONE #: 781.843.2863  
FAX #:

**MECHANICAL PLUMBING ELECTRICAL ENGINEER** MELLING ENGINEERING  
8824 GOTHER STONE COURT  
RALEIGH, NC 27615  
PHONE #: 919.810.3851  
FAX #: 617.884.4329

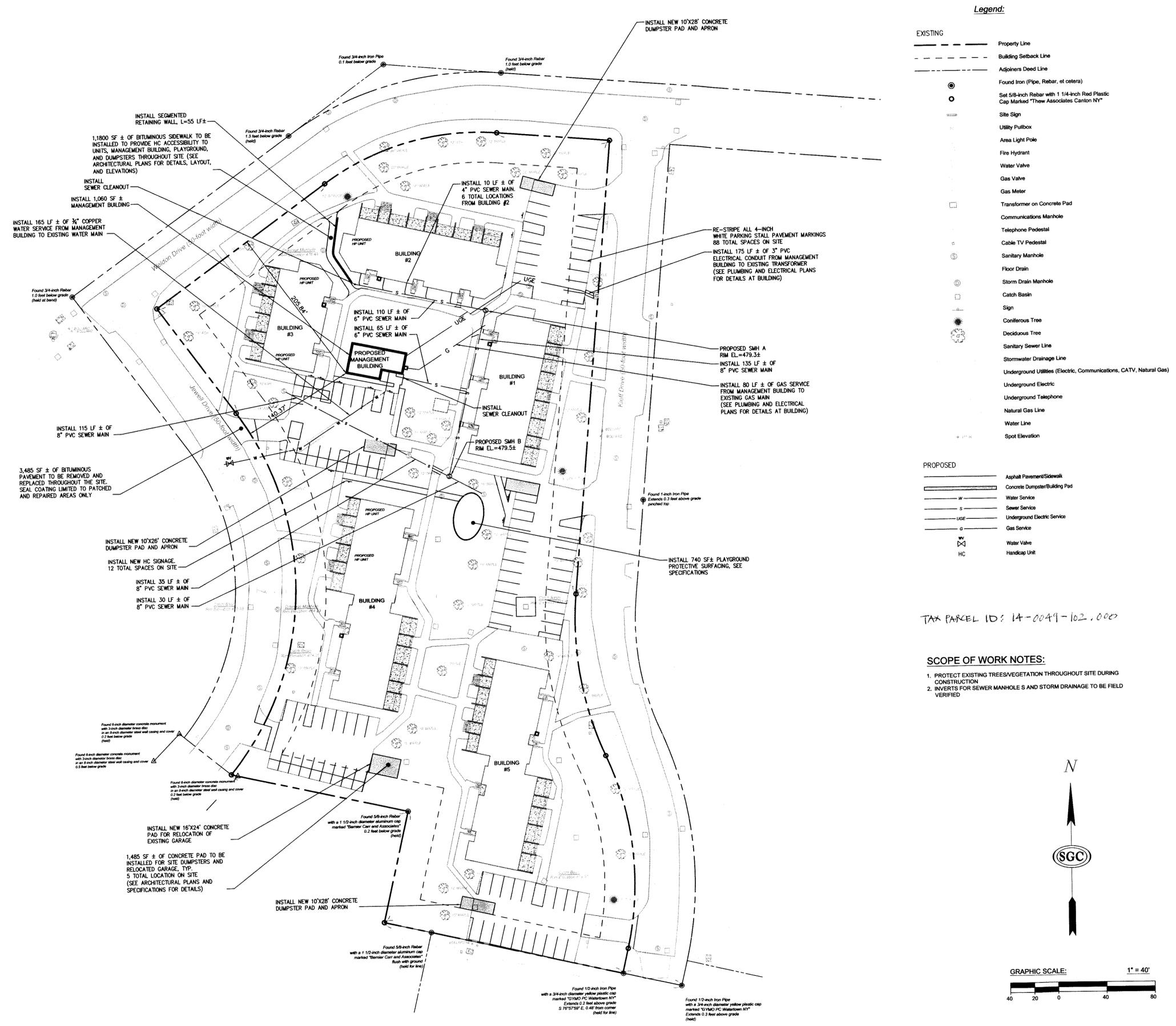


LIST OF DRAWINGS:

DWG #	DRAWING TITLE	ISSUE DATES	
		FEBRUARY 10, 2015 SITE PLAN WAIVER	
<b>TITLE SHEETS</b>			
T0.01	COVER		
<b>CIVIL DRAWINGS</b>			
C1.0	EXISTING CONDITIONS DEMOLITION & REMOVALS PLAN		
C2.0	SITE LAYOUT & UTILITIES PLAN		
C3.0	GRADING & DRAINAGE PLAN		
C4.0	GENERAL NOTES		
C5.0	DETAILS		
<b>ARCHITECTURAL DRAWINGS</b>			
A2.06	MANAGEMENT BUILDING FLOOR PLAN		
A4.06	MANAGEMENT BUILDING ELEVATIONS		



Monday, February 09, 2015 11:19:40 AM  
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**Legend:**

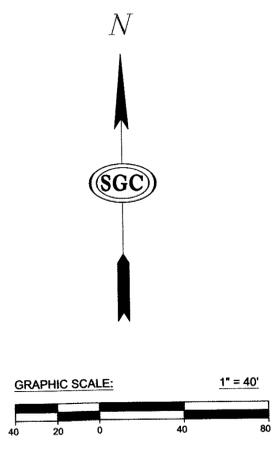
EXISTING	Property Line
Building Setback Line	Adjoiners Deed Line
Found Iron (Pipe, Rebar, et cetera)	Set 5/8-inch Rebar with 1 1/4-inch Red Plastic Cap Marked "The Associates Canton NY"
Site Sign	Utility Pullbox
Area Light Pole	Fire Hydrant
Water Valve	Gas Valve
Gas Meter	Transformer on Concrete Pad
Communications Manhole	Telephone Pedestal
Cable TV Pedestal	Sanitary Manhole
Floor Drain	Storm Drain Manhole
Catch Basin	Sign
Coniferous Tree	Deciduous Tree
Sanitary Sewer Line	Stormwater Drainage Line
Underground Utilities (Electric, Communications, CATV, Natural Gas)	Underground Electric
Underground Telephone	Natural Gas Line
Water Line	Spot Elevation

PROPOSED	Asphalt Pavement/Sidewalk
Concrete Dumpster/Building Pad	Water Service
Sewer Service	Underground Electric Service
Underground Electric Service	Gas Service
Water Valve	Handicap Unit

TAX PARCEL ID: 14-0049-102.000

- SCOPE OF WORK NOTES:**
1. PROTECT EXISTING TREES/VEGETATION THROUGHOUT SITE DURING CONSTRUCTION
  2. INVERTS FOR SEWER MANHOLE S AND STORM DRAINAGE TO BE FIELD VERIFIED



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 the architectural team

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 Chelsea MA 02150  
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Consultant:

**SGC ENGINEERING, LLC**  
 - Civil Design & Survey Engineering  
 - Environmental & Regulatory Permitting  
 - Electrical Power Systems Engineering

301 County Road  
 Watertown, MA 02150  
 Tel: 207-247-8100  
 Fax: 207-247-8101

40 Haverhill Street, Suite 2  
 Haverhill, MA 01830  
 Tel: 207-247-8100  
 Fax: 207-247-8101

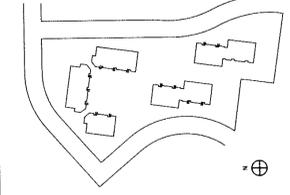
REVISION:


Engineer of Record:



**PROGRESS SET  
 NOT FOR CONSTRUCTION**

Drawn: TDD  
 Checked: TMH  
 Scale: AS NOTED  
 Key Plan:



Project Name:  
**Maple Court  
 Apartments**

540 Kieff Drive  
 Watertown, NY

Sheet Name:  
**Site Layout &  
 Utilities Plan**

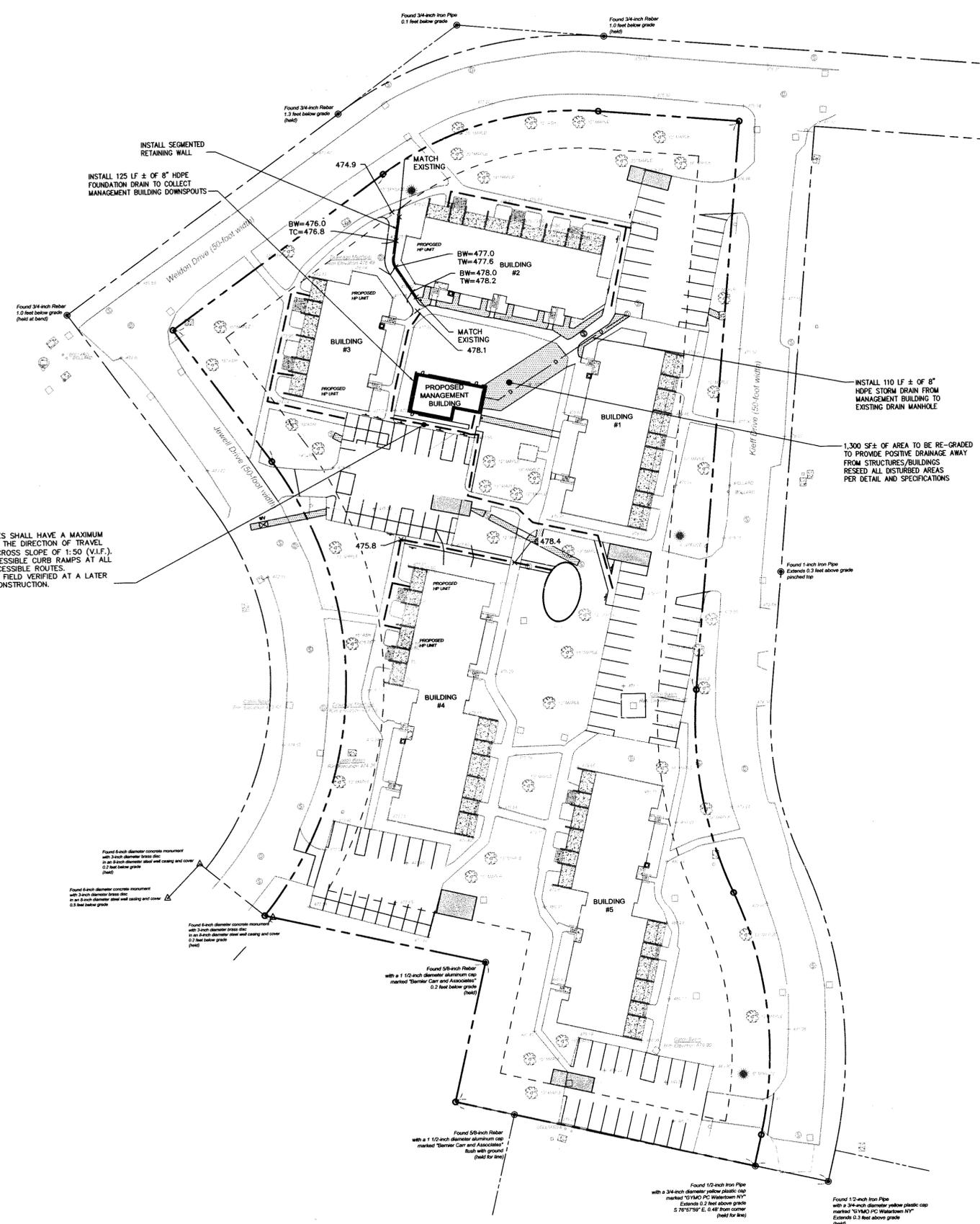
Project Number:  
 12181

Issue Date:  
 February 6, 2015

Sheet Number:  
**C2.0**

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ACCESSIBLE ROUTES SHALL HAVE A MAXIMUM SLOPE OF 1:20 IN THE DIRECTION OF TRAVEL AND A MAXIMUM CROSS SLOPE OF 1:50 (V.I.F.). PROVIDE NEW ACCESSIBLE CURB RAMPS AT ALL CURBS ALONG ACCESSIBLE ROUTES. ALL AREAS TO BE FIELD VERIFIED AT A LATER DATE PRIOR TO CONSTRUCTION.

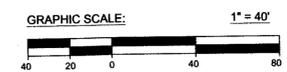


- Legend:**
- |                 |  |
|-----------------|--|
| <b>EXISTING</b> | Property Line  |
| ---             | Building Setback Line  |
| ---             | Adjoiners Deed Line  |
| ○               | Found Iron (Pipe, Rebar, et cetera)  |
| ○               | Set 5/8-inch Rebar with 1 1/4-inch Rod Plastic Cap Marked "The Associates Canton NY" |
| ○               | Site Sign  |
| ○               | Utility Pullbox  |
| ○               | Area Light Pole  |
| ○               | Fire Hydrant   |
| ○               | Water Valve  |
| ○               | Gas Valve  |
| ○               | Gas Meter  |
| ○               | Transformer on Concrete Pad  |
| ○               | Communications Manhole   |
| ○               | Telephone Pedestal   |
| ○               | Cable TV Pedestal  |
| ○               | Sanitary Manhole   |
| ○               | Floor Drain  |
| ○               | Storm Drain Manhole  |
| ○               | Catch Basin  |
| ○               | Sign   |
| ○               | Coniferous Tree  |
| ○               | Deciduous Tree   |
| ○               | Sanitary Sewer Line  |
| ○               | Stormwater Drainage Line   |
| ○               | Underground Utilities (Electric, Communications, CATV, Natural Gas)                  |
| ○               | Underground Electric   |
| ○               | Underground Telephone  |
| ○               | Natural Gas Line   |
| ○               | Water Line   |
| ○               | Spot Elevation   |
| <b>PROPOSED</b> | Asphalt Pavement/Sidewalk  |
| ---             | Concrete Dumpster/Building Pad   |
| ---             | Loam and Seed/Re-Grade   |
| D               | Storm Drain  |
| UD              | Underdrain/Foundation Drain  |
| ---             | HC Accessible Routes   |
| W               | Water Valve  |
| HC              | Handicap Unit  |

TAX PARCEL ID'S 14-0041-102,000

**SCOPE OF WORK NOTES:**

- ACCESSIBLE ROUTES SHALL HAVE A MAXIMUM SLOPE OF 1:20 IN THE DIRECTION OF TRAVEL AND A MAXIMUM CROSS SLOPE OF 1:50 (V.I.F.). PROVIDE NEW ACCESSIBLE CURB RAMPS AT ALL CURBS ALONG ACCESSIBLE ROUTES.
- PROTECT EXISTING TREES/VEGETATION THROUGHOUT SITE DURING CONSTRUCTION



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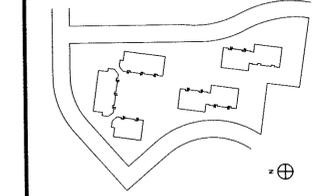
Consultant:  
  
**SGC ENGINEERING, LLC**  
 - Civil Design & Survey Engineering  
 - Environmental & Regulatory Permitting  
 - Electrical Power Systems Engineering  
 SERVING OUR CLIENTS IN THE U.S.A. & CANADA  
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 Fax: 315-787-1101  
 40 Haver Street, Suite 2  
 Haverhill, MA 01831  
 Tel: 301-571-0700  
 Fax: 301-571-8018

Revision:  
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 \_\_\_\_\_  
 \_\_\_\_\_  
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Engineer of Record:

**PROGRESS SET  
 NOT FOR CONSTRUCTION**

Drawn: TDD  
 Checked: TMH  
 Scale: AS NOTED  
 Key Plan:



Project Name:  
**Maple Court  
 Apartments**

540 Kieff Drive  
 Watertown, NY

Sheet Name:  
 Grading &  
 Drainage Plan

Project Number:  
 12181

Issue Date:  
 February 6, 2015

Sheet Number:  
**C3.0**