

**COMPREHENSIVE PERMIT  
APPLICATION FORM**

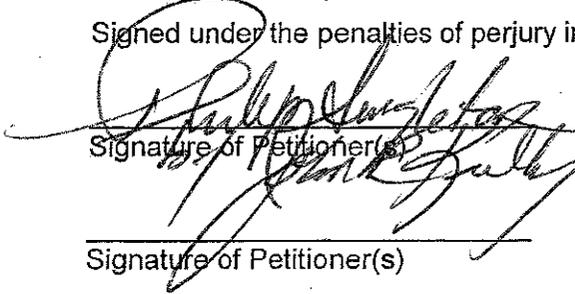
Refer to the "Rules and Regulations for Comprehensive Permits" available from the office of the Board of Appeals for detailed permit filing requirements. Contact the Building Department at 264-9632 with any questions. Incomplete applications may be denied.

(Please type or print your application)

1. Street Address of Site 6 Post Office Square, Acton, MA  
 Name of Proposed Development Post Office Crossing
2. Applicant's Name Philip S. Singleton  
 Address 40 Lowell Street, Peabody, MA 01960  
 Telephone 978-531-7900 Fax 978-531-2479 e-mail Keiltylaw@verizon.net
3. Record Owner Name Mark Brooks, Trustee  
 Address: 200 Baker Avenue, Suite 303, Concord, MA  
 Telephone 978-369-4884
4. Zoning District(s) of Parcel(s) LI-1  
 Town Atlas Map(s)/ Parcel Number(s) E-4 59-1
- 5 a) Total development site area 3.59 a) Number of dwelling units 12  
 c) Number of affordable units 3 d) Number of units accessible/  
 e) Total open space area 0 a) adaptable for persons w/ disabilities 0  
 g) Total length of road(s) public 0 ft private 450+/- ft  
 i) Method of wastewater disposal Septic System

The undersigned hereby apply to the Planning Board for a Comprehensive Permit under M.G.L. c. 40B, §§ 20-23. The undersigned hereby certify that the information on this application and plans submitted herewith are correct, and that, to the best of his/her knowledge, the application complies with all applicable provisions of Law and Regulations.

Signed under the penalties of perjury in accordance with M.G.L. c. 268, § 1A

  
 Signature of Petitioner(s)

Nov 5<sup>th</sup>  
 October \_\_, 2013

Date

Signature of Petitioner(s)

October \_\_, 2013

Date

**RECORD OWNER'S KNOWLEDGE AND CONSENT**

I hereby assert that I have knowledge of and give my consent to the application presented above.

\_\_\_\_\_  
 Signature of Record Owner(s)

October \_\_, 2013

Date

\_\_\_\_\_  
 Signature of Record Owner(s)

October \_\_, 2013

Date

**COMPREHENSIVE PERMIT  
PUBLIC HEARING NOTICE**

In accordance with the provisions of M.G.L. c. 40B, §§ 20-23, the Acton Board of Appeals will hold a public hearing on \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ P.M., in Room \_\_\_\_\_ of the Acton Town Hall, 472 Main St., Acton, MA on the application of \_\_\_\_\_ for approval of a Comprehensive Permit on a parcel located at \_\_\_\_\_ and shown on Town Atlas Map \_\_\_\_\_, parcel \_\_\_\_\_. The applicant proposes a development of \_\_\_\_\_ dwelling units, \_\_\_\_\_ of them qualifying as affordable.

(above for newspaper legal advertisement only)

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(above and below notices to parties in interest)

The Board of Appeals may grant Comprehensive Permits under the provisions of M.G.L. c. 40B, §§ 20-23A. A copy of the application is also available for review at the office of the Board of Appeals Town Hall between 8:00 AM and 5:00 PM, Monday through Friday.

At the hearing, the applicant or his/her representative will present the application and reason(s) why the permit should be granted. When the applicant or his/her representative has concluded, the Chairman of the Board will allow Board members to speak to the matter under consideration or to ask questions. Subsequently, the Chairman will give the public the same opportunity to speak to the matter under consideration or to ask questions.

The Chairman will not allow any member of the public to interrupt anyone else while they are speaking. Each person wishing to speak at the hearing should be as brief as possible and should wait his/her turn. Each person speaking should avoid repeating the comments of those who preceded him or her. Each person speaking should state his or her name and address before speaking.

Any party may appear in person, by agent, or by attorney at any hearing. When all of the facts have been presented and all persons wishing to speak on the petition have been heard, the Chairman will close the hearing. No evidence shall be received by the Board after the hearing closes, unless the BOARD has specifically voted to reopen the public hearing for receipt of such information.



Town of Acton  
 472 Main Street  
 Acton, MA 01720  
 Telephone (978) 929-6621  
 Fax (978) 929-6340

Brian McMullen  
 Principal Assessor

Locus:  
 Parcel: 6 Post Office Square  
 E4-59-1

Location	Parcel ID	Owner	Co-Owner	Mailing Address	City/State/Zip
533 MAIN ST	E4-59	AET CORPORATION		533 MAIN ST	ACTON, MA 01720
549 MAIN ST	E4-47	CONANT BREWSTER		562 MAIN STREET	ACTON, MA 01720
7 POST OFFICE SQ	E4-67-2	FDI POSTAL PROPERTIES II		PO BOX 859	MOUNT AIRY, MD 21771
10 POST OFFICE SQ	F4-2	LIQUID METRONICS INC		8 POST OFFICE SQUARE	ACTON, MA 01720
22 GRASSHOPPER LN	F4-11	GERHART W REID	GERHART LOUISE C	22 GRASSHOPPER LN	ACTON, MA 01720
8 POST OFFICE SQ BEHIND	E4-47-1	WATER SUPPLY DISTRICT OF ACTON		PO BOX 853	ACTON, MA 01720
531 MAIN ST	E4-67	GOSSELS WERNER F ET UX TRUSTEE	LAINIE REALTY TRUST	17 BENNETT ROAD	WAYLAND, MA 01778
8 POST OFFICE SQ	E4-59-2	LIQUID METRONICS INC		8 POST OFFICE SQUARE	ACTON, MA 01720

Abutters and owners of land directly opposite on any public or private street or way and abutters to the abutters within three hundred feet of the property line all as they appear on the most recent applicable tax list.

HEARING NOTICES FOR ALL SPECIAL PERMITS MUST BE SENT TO THE  
 PLANNING BOARD, TOWN HALL IN THE FOLLOWING TOWNS:

Boxborough, MA 01729 Maynard, MA 01754 Concord, MA 01742 Littleton, MA 01460  
 Carlisle, MA 01741 Stow, MA 01775 Westford, MA 01886 Sudbury, MA 01776

21-Oct-13

Brian McMullen  
 Assessor  
 Acton Assessors Office

## COMPREHENSIVE PERMIT DEVELOPMENT IMPACT REPORT

The Development Impact Report (DIR) is intended to assist the Board of Appeals in its evaluation of the proposed development in the context of existing conditions and planning efforts by the Town.

The DIR seeks to summarize the broad range of issues generally associated with development plans in a form and in a language that is understandable to a layperson. It assesses development impacts that could possibly be avoided or mitigated if recognized early in the development process. Other portions of the DIR request information which will assist the Town in planning ahead to provide adequate services in the future. The Board of Appeals hopes that the DIR, early consultations with the Town staff, and the applicant's continuing cooperation throughout the development review process, will foster an atmosphere, in which a development of excellent quality and design will emerge that helps meet housing needs and is sensitive to Acton's natural and historic heritage and other community concerns.

The DIR shall be filed with a comprehensive permit application. However, it is recommended that it be given to Town staff already at the preliminary review stage, even if portions are incomplete at that time. The DIR shall clearly and methodically assess the relationship of the proposed development to the natural, physical, and social environment. In preparing the DIR, professionals of the respective fields should be consulted as necessary.

**COMPREHENSIVE PERMIT  
DEVELOPMENT IMPACT REPORT**

(Please type or print information in blanks below)

1. Name of Proposed Subdivision Post Office Crossing
2. Location 6 Post Office Square, Acton, MA
3. Name of Applicant(s) Philip S. Singleton
4. Brief Description of the Proposed Project \_\_\_\_\_
5. Name of individual preparing this DIR John R. Keilty, Esquire  
 Address 40 Lowell Street, Peabody, MA 01960  
 Business Phone 978-531-7900 Fax 978-531-2479 E-mail Keiltylaw@verizon.net  
 Professional Credentials BA, JD 31 years

**A. Site Description**

7. Present permitted and actual land uses by percentage of the site.

<i>Uses</i>	<i>Percentage</i>
Industrial	0
Commercial	0
Residential	0
Forest	75%
Agricultural	0
Other (specify)	25

8. Total acreage on the site: 3.59 acres.

<b>Approximate Acreage</b>	<b>At Present</b>	<b>After Completion</b>
Meadow or Brushland (non agriculture)	25%	0
Forested	75	0
Agricultural (includes orchards, cropland, pasture)	0	0
Wetland	0	0
Water Surface Area	0	0
Flood Plain	0	0
Unvegetated (rock, earth, or fill)	0	0
Roads, buildings and other impervious surfaces	0	60%
Other (indicate type)	0	0

9. List the zoning districts in which the site is located and indicate the percentage of the site in each district. *Note: include overlay zoning districts.*

<b>District</b>	<b>Percentage</b>
Industrial LI - 1	100%

10. Predominant soil type(s) on the site: Sandy Loams

Soil drainage (Use the US Soil Conservation Service's definition)

<b>Soil Type</b>	<b>% of the Site</b>
Well drained	10
Moderately well drained	60
Poorly drained	30

11. Are there bedrock outcroppings on the site?  yes  no

12. Approximate percentage of proposed site with slopes between:

<b>Slope</b>	<b>% of the Site</b>
0 - 10%	80
10 - 15%	10
Greater than 15%	10%

13. In which of the Groundwater Protection Districts is the site located? How close is the site to a public well? Zone(s) 2-4 Proximity to a public well: \_\_\_\_\_ feet

14. Does the project site contain any species of plant or animal life that is identified as rare or endangered? (Consult with the Massachusetts National Heritage Program and the Acton Natural Resources Director).  yes  no

If yes, specify: \_\_\_\_\_

15. Are there any unusual or unique features on the site such as trees larger than 30 inches D.B.H., bogs, kettle ponds, eskers, drumlins, quarries, distinctive rock formation or granite bridges?  yes  no

If yes, specify: \_\_\_\_\_

16. Are there any established footpaths running through the site or railroad right of ways?  yes  no If yes, specify: \_\_\_\_\_

17. Is the site presently used by the community or neighborhood as an open space or recreation area?  yes  no

Is the site adjacent to conservation land or a recreation area?  yes  no

If yes, specify: \_\_\_\_\_  
\_\_\_\_\_

18. Does the site include scenic views or will the proposed development cause any scenic vistas to be obstructed from view?  yes  no

If yes, specify: \_\_\_\_\_  
\_\_\_\_\_

19. Are there wetlands, lakes, ponds, streams, or rivers within or contiguous to the site?  yes  no

If yes, specify: \_\_\_\_\_  
\_\_\_\_\_

20. Is there any farmland or forestland on the site protected under Chapter 61A or 61B of the Massachusetts General Laws?  yes  no

If yes, specify: \_\_\_\_\_  
\_\_\_\_\_

21. Has the site ever been used for the disposal of hazardous waste?  yes  no

Has a 21E Study been conducted for the site?  yes  no

If yes, specify results: \_\_\_\_\_  
\_\_\_\_\_

22. Will the proposed activity require use and/or storage of hazardous materials, or generation of hazardous waste?  yes  no

If yes, specify \_\_\_\_\_  
\_\_\_\_\_

23. Does the project contain any buildings or sites of historic or archaeological significance? (Consult with the Acton Historic Commission or the Action Historical Society.)

yes  no

If yes, please describe \_\_\_\_\_  
\_\_\_\_\_

24. Is the project contiguous to or does it contain a building in a local historic district or national register district?  yes  no

25. Is the project contiguous to any section of the Isaac Davis Trail?

yes  no If yes, please describe \_\_\_\_\_  
\_\_\_\_\_

**B. Circulation System**

26. What is the average weekday traffic and peak hour traffic volumes generated by the proposed development?

Average weekday traffic		120 VPD
Average peak hour volumes	weekday morning	
Average peak hour volumes	weekday evening	
Average peak hour volumes	Saturday	

27. Existing street(s) providing access to proposed subdivision:

Name Post Office Square Town Classification \_\_\_\_\_

28. Existing intersection(s): list intersections located within 1000 feet of any access to the proposed development.

Intersection of Main Street with Post Office Square

29. Location of existing sidewalks within 1000 feet of the proposed site.

Main Street

30. Location of proposed sidewalks and their connection to existing sidewalks:

Sidewalk located on westerly side of Post Office Square roadway

31. Are there parcels of undeveloped land adjacent to the proposed site? X yes \_\_\_ no

Will access to these undeveloped parcels be provided within the proposed site?

\_\_\_ yes X no

If yes, please describe \_\_\_\_\_

If no, please explain why \_\_\_\_\_

**C. Utilities and Municipal Services**

32. What is the total number of bedrooms proposed? 36

33. If the development has a nonresidential component, what will be its use and size (s.f.)?

Not Applicable

34. Storm Drainage

a. Describe type, location, and surface water body receiving current surface water of the site:

Portion of site drains over land to low area where gravel may have been removed.

b. Describe the proposed drainage system and how it will alter existing drainage patterns:

Subsurface stormwater management system to eventual outlet to low lying area

c. Will a NPDS Permit be required? X yes \_\_\_ no

35. Estimate the fire department response time to the site (consult with Fire Dept.) \_\_\_\_\_

36. Schools (if residential)

a. Projected number of new school age children: 24

b. Distance to nearest school: \_\_\_\_\_

**E. Measures to Mitigate Impacts**

Attach brief descriptions of the measures that will be taken to:

37. Prevent surface water contamination.

38. Prevent groundwater contamination.

39. Maximize groundwater recharge.

40. Prevent erosion and sedimentation.

41. Maintain slope stability.

42. Design the project to conserve energy.

43. Preserve wildlife habitat.

44. Preserve wetlands.

45. Ensure compatibility with the surrounding land uses.

46. Control peak runoff from the site so that the post-development rate of runoff will be no greater than the predevelopment rate of runoff for the 10-year storm event.

47. Preserve historically significant structure and features on the site.

48. To mitigate the impact of the traffic generated by the development.

Please use layman's terms where possible while still being accurate and comprehensive. Where appropriate, graphics shall be used. List sources of data, reference materials, and methodology used to determine all conclusions. Use additional sheets as necessary. See Stormwater Management Report accompanying this petition.

COMPREHENSIVE PERMIT  
DESIGNER'S CERTIFICATE

I hereby certify that the accompanying plan entitled Post Office Crossing  
dated October 22, 2012

is correct, stating that the perimeter traverse of the subdivision before adjustment was closed to  
an accuracy of a ratio "error of closure" not to exceed 1:15,000\*; that it is a subdivision of 3.59  
acres conveyed by NSTAR Electric Company to  
Mark Brooks Trustee of 6 Post Office Square Realty Trust by a deed, dated  
August 1, 2007 and recorded in Middlesex County Registry of Deeds, South District,  
Book 49888, Page 235.

Other sources of information used in the preparation of the plan are:

1. Other deeds and plans, as follows Plan 15931 Pg 567
2. Oral information furnished by None
3. Other None

Furthermore, I certify that this survey was made on the ground in accordance with the "Procedural  
and Technical Standards for the Practice of Land Surveying", Section 250 CMR\*\* 5.0 between  
2/6/12 and 2/7/12  
(date) (date)

(Seal of Surveyor)

Signed



10/21/13

Registered Land Surveyor

Date

Address 104 Lowell Street Peabody, MA 01960

Registration No. 31317

\* As described in the "1989 Manual of Instructions for the Survey of Lands and Preparation of Plans"  
published by the Land Court of the Commonwealth of Massachusetts, as most recently amended.

\*\* Code of Massachusetts Regulations

**COMPREHENSIVE PERMIT  
DEVELOPMENT SCHEDULE**

	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Total
Projected completion date:						Dec, 2014
Number of affordable units:	3					3
Number of market units:	9					9
Subtotal by phase:						

For the last development phase, or if only one development phase is proposed, suggest below a building permit schedule by which affordable units will be completed. Generally, the Board will allow a staggered completion of market rate and affordable units but requires the completion of all affordable units before the issuance of the last building permit(s) in the project.

One (1) affordable unit shall be delivered with each three (3) market rate units.

**COMPREHENSIVE PERMIT  
UNIT COMPOSITION SCHEDULE**

Type of unit		Number of units	Number of baths/unit	Gross Sq. Ft./unit	Unit sales price or monthly rent	Homeowner's association/condominium fee
1-bedroom	Affordable					
	Market rate					
2-bedrooms	Affordable					
	Market rate					
3-bedrooms	Affordable	3	2.5	2200 2400	\$205,000.00	200
	Market rate	9	2.5	2400	\$574,900.00	70
4-bedrooms	Affordable					
	Market rate					
5 or more bedrooms	Affordable					
	Market rate					
<b>Totals</b>						

**COMPREHENSIVE PERMIT  
DEVELOPMENT PRO FORMA**

If the project is for new construction of ownership units, complete this development pro forma. For other types of project, such as rental units or rehab-projects use pro formas approved or suggested by the Massachusetts Department of Housing and Community Development.

<u>A. Costs:</u>	<u>Total Costs</u>	<u>Per Unit</u>
<b>(a) Site Acquisition:</b>	\$ 645,000	\$ 53,750
<i>Hard Costs</i>		
(b) Site Preparation	\$ 525,000	\$ 43,750
(c) Landscaping	\$ 59,850	\$ 4,988
(d) Residential Construction	\$ 2,744,360	\$ 228,697
(e) Subtotal Hard costs (b+c+d)	\$ 3,275,210	\$ 277,435
(f) Contingency	\$ 163,760	\$ 13,871.50
<b>(g) Total Hard Costs (e+f):</b>	\$ 584,850	\$ 48,738
<i>Soft Costs</i>		
(h) Permit/Surveys	\$ 47,700	\$ 3,975
(i) Architectural	\$ 36,000	\$ 3,000
(j) Engineering	\$ 45,000	\$ 3,750
(k) Legal	\$ 39,000	\$ 3,250
(l) Insurance	\$ 30,000	\$ 2,500
(m) Security	\$	\$
(n) Developer's Fee	\$	\$
(o) Construction Manager	\$	\$
(p) Property Manager	\$	\$
(q) Construction Interest	\$	\$
(r) Financing/Application Fees	\$ 140,846	\$ 11,737
(s) Utilities	\$	\$
(t) Maintenance (unsold units)	\$	\$
(u) Accounting	\$ 10,000	\$ 833
(v) Marketing	\$ 278,795	\$ 23,233
(w) Subtotal Soft Costs (add h - v)	\$	\$
(x) Contingency	\$	\$
<b>(y) Total Soft Costs (w+x):</b>	\$	\$
<b>(z) Total Development Costs (a+g+y):</b>	\$	\$

## X. PROJECT FEASIBILITY

The section is for developers of home ownership projects.

### Ownership Pro Forma

## PRELIMINARY CONSTRUCTION BUDGET POST OFFICE CROSSING

DEVELOPMENT ITEM	TOTAL COST	COST PER UNIT	Cost PER S.F.	% OF TDC
<b>(a) SITE ACQUISITION VALUE</b>	645,000	53,750	22.33	13.15%
<b>Hard Cost</b>				
Site Prep	525,000	43,750	18.17	10.71%
Landscaping	59,850	4,988	2.07	1.22%
<b>(b) Total Hard Cost</b>	584,850	48,738	20.25	11.93%
<b>CONSTRUCTION COST</b>				
Concrete	164,662	13,722	5.70	3.36%
Masonry	27,444	2,287	0.95	0.56%
Metals	n/a			
Carpentry	823,308	68,609	28.50	16.79%
Roofing & Insulation	301,880	25,157	10.45	6.16%
Doors & Windows	192,105	16,009	6.65	3.92%
Interior Finishes	548,872	45,739	19.00	11.19%
Cabinets & appliances	192,105	16,009	6.65	3.92%
Plumbing & HVAC	329,323	27,444	11.40	6.72%
Electrical	137,218	11,435	4.75	2.80%
Water Connection Fees	27,444	2,287	0.95	0.56%
<b>(c) Sub Total Construction Cost</b>	2,744,360	228,697	95.00	55.97%
Contingency 5%	137,218	11,435	4.75	2.80%
<b>(d) Total Construction Cost</b>	2,881,578	240,132	99.75	58.77%
		0		
<b>(e) Total Cost (a+b+d)</b>	4,111,428	342,619	142.32	83.85%
<b>SOFT COST</b>				
Building Permits	47,700	3,975	1.65	0.97%
Architectural	36,000	3,000	1.25	0.73%
Engineering	45,000	3,750	1.56	0.92%
Legal	39,000	3,250	1.35	0.80%
Real Estate Taxes	45,000	3,750	1.56	0.92%
Insurance	30,000	2,500	1.04	0.61%
Recording Fees	26,398	2,200	0.91	0.54%
Developers Overhead	48,000	4,000	1.66	0.98%
Financing Cost	140,846	11,737	4.88	2.87%

Appraisal Fees	7,500	625	0.26	0.15%
Accounting Fees	10,000	833	0.35	0.20%
Marketing - Brokerage - Lottery	278,795	23,233	9.65	5.69%
<b>(e) Sub Total Soft Cost</b>	<b>754,239</b>	<b>62,853</b>	<b>26.11</b>	<b>15.38%</b>
Contingency 5%	37,712	3,143	1.31	0.77%
<b>(e) Total Soft Cost</b>	<b>791,951</b>	<b>65,996</b>	<b>27.41</b>	<b>16.15%</b>
<b>(f) DEVELOPMENT COSTS (d+e)</b>	<b>4,903,379</b>	<b>408,615</b>	<b>169.74</b>	<b>100.00%</b>

## PROFIT ANALYSIS

### SOURCES

Affordable Homes	615,000	205,000
Market Rate Homes	5,174,100	574,900
Public Grants	0	
<b>(A) TOTAL SOURCES</b>	<b>5,789,100</b>	<b>482,425</b>

### USES

Land	645,000
Hard Cost	722,068
Soft Cost	791,951
Construction Cost	2,744,360
<b>(B) Total Development Cost</b>	<b>4,903,379</b>

### PROFIT

<b>(C) Total Profit (A-B)</b>	<b>\$885,721</b>
<b>(D) Percentage Profit (C/B)</b>	<b>18.06%</b>

### COST ANALYSIS

Development Cost Per Square Foot (not inc land)	4,258,379
Total Gross Building Square Footage	28,888
Residential Construction Cost Per Square Foot	99.75
Total Development Cost per Square Foot (not inc land)	152.72
Total Development Cost per Square Foot (inc land)	147.41
Sales per Square Foot	200.40



Commonwealth of Massachusetts  
DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT

Deval L. Patrick, Governor ♦ Aaron Gomstein, Undersecretary

August 16, 2013

Philip Singleton  
Post Office Square Acton LLC  
121 Loring Avenue  
Salem, Massachusetts 01970

Janet K. Adachi, Chair  
Board of Selectman  
Town of Acton  
472 Main Street  
Acton, Massachusetts 01720

RE: Post Office Crossing, Acton, Massachusetts  
Determination of Project Eligibility under the Local Initiative Program (LIP)

Dear Mr. Singleton and Ms. Adachi:

I am pleased to inform you that your application for project eligibility under the Local Initiative Program (LIP) for the proposed Post Office Crossing project has been approved. This approval is based on your application that sets forth a plan for the development of twelve (12) homeownership units. The proposed sales prices of the LIP units are generally consistent with the standards for affordable housing to be included in a community's Chapter 40B affordable housing stock.

As part of the review process, Department of Housing and Community Development (DHCD) staff has performed an on-site inspection of the proposed project sites. DHCD has made the following findings:

1. The proposed project appears generally eligible under the requirements of the Local Initiative Program, subject to final program review and approval;
2. The site of the proposed project is generally appropriate for residential development;
3. The conceptual plan is generally appropriate for the site on which the project is located;
4. The proposed project appears financially feasible in the context of the Acton housing market;
5. The initial pro forma for the project appears financially feasible and consistent with cost examination and limitations on profits and distributions on the basis of estimated development costs;
6. The project sponsor and the development team meet the general eligibility standards of the Local Initiative Program;
7. The project sponsor has an executed Purchase and Sale agreement for the site.

Acton – Post Office Crossing

The proposed project must comply with all state and local codes not specifically exempted by a comprehensive permit.

*Please provide us with a copy of the comprehensive permit as soon as it is issued.* The DHCD legal office will review the comprehensive permit and other project documentation. Additional information may be requested as is deemed necessary. Following the issuance of the comprehensive permit, the specifics of this project must be formalized in a regulatory agreement signed by the municipality, the project developer, and DHCD prior to starting construction.

As stated in the application, the Post Office Crossing project will consist of twelve (12) units, three (3) of which will be eligible for inclusion in the town's subsidized housing inventory. The affordable units will be marketed, sold and rented to eligible households whose annual income may not exceed 80% of area median income, adjusted for household size, as determined by the U.S. Department of Housing and Urban Development.

The conditions that must be met prior to final DHCD approval include:

1. A final affirmative fair marketing and lottery plan with related forms shall be submitted that reflects LIP requirements including consistency with the *Comprehensive Permit Guidelines, Section III, Affirmative Fair Housing Marketing Plans*;
2. Any changes to the application it has just reviewed and approved, including but not limited to alternations in unit mix, sales price, rents, development team, unit design, site plan and financial pro forma reflecting land value, must be approved by DHCD;
3. The proposed project includes a Homeowner's Association whose fees are currently estimated at \$50/month. The developer shall submit to DHCD the final form and fees of the Homeowner's Association;
4. The project must be organized and operated so as not to violate the state anti-discrimination statute (M.G.L. c151B) or the Federal Fair Housing statute (42 U.S.C. s.3601 et seq.). No restriction on occupancy may be imposed on the affordable unit (other than those created by state or local health and safety laws regulating the number of occupants in dwelling units);
5. The Town shall submit to DHCD the finalized details of the comprehensive permit;

As the Post Office Crossing project nears completion of construction, DHCD staff may visit the site to ensure that the development meets program guidelines.

Page 3

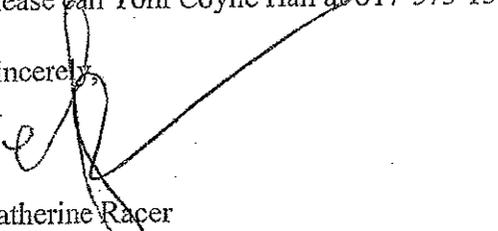
Acton – Post Office Crossing

When the units have received Certificates of Occupancy, the developer must submit to both DHCD and the Acton Board of Selectmen a project cost examination for the comprehensive permit project.

This letter shall expire two years from this date or on August 16, 2015 unless a comprehensive permit has been issued.

We congratulate the Town of Acton and the project sponsor on their efforts to work together to increase the Town's supply of affordable housing. If you have any questions as you proceed with the project, please call Toni Coyne Hall at 617-573-1351.

Sincerely,



Catherine Racer  
Associate Director

cc: Paul Cusson, Delphic Associates ✓  
Ron Bartl, Acton Planning and Development  
Steven Ledoux, Town Manager  
Nancy Tavernier, Acton Community Housing Corp  
Kenneth Kozik, Zoning Board of Appeals  
Office of the Chief Counsel, DHCD

Enc.

**RESPONSIBILITY FOR COST CERTIFICATION:**

By your signature below, Post Office Square Acton LLC, acknowledges and accepts this approval letter, including the obligation under law to provide the Department of Housing and Community Development and the Acton Board of Selectmen with a project cost examination.

Signature: \_\_\_\_\_

Name (print): \_\_\_\_\_

Date: \_\_\_\_\_

*Upon receipt, please make copy of this letter and return a signed copy to Division of Housing Development, Department of Housing and Community Development, 100 Cambridge Street, Boston, MA 02114 ATTN: Local Initiative Program*

Post Office Crossing, Acton, Massachusetts

**LOCAL INITIATIVE PROGRAM – COMPREHENSIVE PERMIT**

**Sponsor:**  
 Post Office Square Acton LLC  
 121 Loring Avenue, Suite 342  
 Salem, MA 01970

**Project Addresses:**  
 6 Post Office Square  
 Acton, MA 01720

This project will provide ownership and rental opportunities according to the following breakdown:

Type of Unit	# Units	# Bdrms	# Baths	Gross SF	Association Fee	Maximum Sale Price
<b>For Sale</b>						
Market Units	9	3	2.5	2200-2400	\$50	\$574,000
L.I.P. Units	3	3	2.5	2200-2400	\$50	\$191,200
<b>Total Units</b>	12					

**POST OFFICE CROSSING  
ACTON, MA**

**Zoning Characteristics**

<u>Item</u>	<u>Required</u>	<u>Provided</u>
Lot Area	80,000 sf	4,953 ± sf
Lot Frontage	200 feet	20.91 ± ft
Lot Width	50 feet	20 feet
Front Yard	50 feet	10 feet
Side Yard	30 feet	5 feet
Rear Yard	30 feet	10 feet
Open Space	35%	35 ± %
F.A.R.	.2	.6 ±
Height	40 feet	35 ± feet

**Roadway Waivers**

<u>Item</u>	<u>Required</u>	<u>Provided</u>
Centerline	800 feet	60 feet