

**Open Space Residential Design Site Plan Ordinance (OSRD)**  
**Section 300-54 of the Beverly Zoning Ordinance**  
**Summary of Planning Board Review Steps<sup>1</sup>**

**Step 1. Initial Review**

- 2 or more Concept Plans are submitted to the Planning Board showing alternative development configurations. A concept plan shows the general features of the site and the possible location of structures and ways.
- 1 Yield Plan is submitted which identifies the basic maximum number of lots or units that could be placed upon the tract under a conventional subdivision or development plan. The number of lots or development units in an OSRD approved plan cannot exceed the basic maximum number identified in the Yield Plan.
- During this stage, the Planning Board approves a Yield Plan and selects a Preferred Plan.
- Peer Review: The Planning Board may engage technical experts to review the plans at the expense of the applicant.
- Public Participation:
  - Written Notice: During the Initial Review Stage, the Planning Board will send written notice, at least 7 days in advance of the meeting, to each abutter and abutter of an abutter of the tract. The meeting notice will also be published in the Salem News at least 7 days<sup>2</sup> in advance of the meeting.
  - Public Input: The Ordinance provides several opportunities for the public to provide comment during the Initial Review stage of an OSRD review as follows:
    - a. A required public comment period is held prior to the selection of a Preferred Plan. The public can speak during this period and/or submit comments in writing.
    - b. A required public hearing is held prior to approval of the Yield Plan. The public can speak during this period and/or submit comments in writing. The Yield Plan public hearing and the Preferred Plan comment period may occur concurrently or separately.
    - c. The applicant is encouraged to meet with abutters and neighbors PRIOR TO SUBMITTING A PREFERRED PLAN to discuss the applicant's intentions and possible alternative configurations.

## **Step 2. OSRD Site Plan Approval Process**

- One OSRD Site Plan is submitted, reviewed and acted upon, which is a fully engineered plan that incorporates the features and complies with the conditions of the approved Preferred Plan and in addition shall include stormwater management including Best Management Practices, wastewater management, utilities and all other information as required by subdivision ordinances, rules and regulations.
  
- Public Participation:
  - Written Notice: At least 7 days<sup>2</sup> prior to the date of the public hearing, the Planning Board shall advertise the public hearing in the Salem News and shall send written notice by mail to all abutters
  
  - Public Input: A required public hearing is held within 90 days of receipt of the application and prior to approval of the OSRD Site plan. The public can speak during this period and/or submit comments in writing.

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<sup>1</sup> This document is for summary purposes only and does not include the entirety of the OSRD Ordinance or its Rules and Regulations. In the event of inconsistencies between this summary and the text of the aforementioned documents, the text shall be controlling. Please contact the Planning Department at [pkennedy@beverlyma.gov](mailto:pkennedy@beverlyma.gov) or 978-921-6000 x2343 to obtain copies of these documents.

<sup>2</sup> A Public Hearing is scheduled depending upon the type of OSRD development plan submitted to the Planning Board. If the plan constitutes a subdivision application, the public hearing is noticed in the Salem News once in each of the 2 successive weeks before the meeting. If the plan does not constitute a subdivision, the public is notified as described in the main body of text.