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Barney S. Heath
Director

ZONING REVIEW MEMORANDUM

Date: April 4, 2022

To: John Lojek, Commissioner of Inspectional Services

From: Jane Santosuosso, Chief Zoning Code Official

Cc: Terrence P. Morris, Attorney
99-101 Crafts St LLC
Barney S. Heath, Director of Planning and Development
Jonah Temple, Assistant City Solicitor

RE: **Request to exceed FAR**

Applicant: 99-101 Crafts St LLC	
Site: 99-101 Crafts Street	SBL: 14017 0024
Zoning: MR2	Lot Area: 8,737 square feet
Current use: Two-family dwelling	Proposed use: No change

BACKGROUND:

The property at 99-101 Crafts Street consists of an 8,737 square foot lot improved with a two-family dwelling constructed circa 1880. A building permit was issued in 2021 to allow for conversion of the existing dwelling into a single unit and construction of a rear addition of a second unit. A portion of the original house was to be demolished as part of this building permit. The petitioner seeks to maintain the original structure in its entirety, exceeding the maximum FAR, requiring a special permit.

The following review is based on plans and materials submitted to date as noted below.

- Zoning Review Application, prepared Terence P. Morris, attorney, submitted 2/22/2022
- Proposed Plot Plan, prepared by Peter Nolan & Associates, surveyor, dated 11/19/2021
- FAR calculations, submitted 2/22/2022

ADMINISTRATIVE DETERMINATIONS:

#257-22

1. The petitioners propose to maintain 243 square feet of living space in the original structure that was intended to be demolished. Maintaining the square footage increases the permitted FAR from .53 to .58, where .53 is the maximum allowed per sections 3.2.3 and 3.2.11, requiring a special permit.

1. See “Zoning Relief Summary” below:

Zoning Relief Required		
<i>Ordinance</i>		<i>Action Required</i>
§3.2.3 §3.2.11	Request to exceed FAR	S.P. per §7.3.3

Next Steps

Please contact a Planner by calling 617.796.1120 to obtain a copy of the Special Permit Application. If there have been any changes made to the plans since receipt of your Zoning Review Memorandum you must inform the Zoning Code Official to ensure additional relief is not required. You will need an appointment with a Planner to file your Special Permit Application. **Incomplete applications will not be accepted.**

The following must be included when filing a Special Permit Application:

2. Two (2) copies of the completed Special Permit Application (signed by property owner)
3. Filing Fee (see Special Permit Application)
4. Two (2) copies of the Zoning Review Memorandum
5. Plans (Thirteen sets signed and stamped by a design professional). Each set shall contain:
 - Site Plans showing existing and proposed conditions (including topography as applicable)
 - Architectural plans showing existing and proposed conditions (including façade materials)
 - Landscape plan (as applicable)
6. One (1) Floor Area Ratio (FAR) Worksheet, (signed and stamped by a design professional)
7. One (1) copy of any previous special permits or variances on the property (as applicable)
8. One (1) copy of any other review/sign-off (Historic, Conservation, Tree Removal, etc. as applicable)
9. Two (2) electronic copies of the application with all above attachments (USB or CD)

Copies of all plans shall either be 8.5 x 11 or 11 x 17, except as requested by staff

Special Permit Sign (\$20 fee)

Incomplete applications will delay the intake and review of your project.

Depending on the complexity of the project additional information may be requested to facilitate a full review of the application.

Has the proposed project been presented to and discussed with abutting property owners? Y/N