



City of Newton, Massachusetts
Department of Planning and Development
 1000 Commonwealth Avenue, Newton, Massachusetts 02459

Telephone
 (617) 796-1120
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 www.newtonma.gov

Ruthanne Fuller
 Mayor

ACCESSORY APARTMENT APPLICATION

Barney Heath
 Director

PROJECT #: _____ **DATE RECEIVED:** _____ **ZONING DISTRICT:** _____

PROJECT ADDRESS: _____

PROJECT INFORMATION

CURRENT USE(S): _____ **PROPOSED USE(S):** _____

IS THE APARTMENT (check all that apply):

NEW IN A DETACHED STRUCTURE EXISTING, DATE ESTABLISHED: _____

WHEN WAS THE PRINCIPAL DWELLING OR ADDITION, IN WHICH THE APARTMENT IS LOCATED, BUILT: _____

ARE EXTERIOR ALTERATIONS REQUIRED: NO IF YES, DESCRIBE BELOW:

APARTMENT SIZE: TOTAL AREA _____ SQUARE FEET

(Minimum of 250 square feet and a maximum of 1,000 square feet or 33% of the total building size in the dwelling, whichever is less. Except apartments in a legal nonconforming two-family dwelling or a detached structure, shall be a minimum 250 square feet and a maximum 1,200 square feet or 33% of the total building size, whichever is less. A habitable unit includes living, sleeping, cooking, and sanitation space.)

PARKING: EXISTING: _____ PROPOSED: _____

(Parking dimensions must be a minimum 9' x 19', and each space must be drawn to scale on the site plan.)

REVIEWS BY OTHER REGULATORY AUTHORITIES? NO IF YES, EXPLAIN THE STATUS BELOW:

SITE INFORMATION

ANY PRIOR PERMIT APPROVALS, EASEMENTS, AND/OR SPECIAL RESTRICTIONS? NO IF YES, DESCRIBE BELOW:

THE INFORMATIONAL ITEMS BELOW SHOULD BE PROVIDED IN CURRENT AND PROPOSED CONDITIONS ON THE SUBMITTED ARCHITECTURAL OR CIVIL PLANS, OR BE PART OF A PROJECT NARRATIVE:

Evidence of Ownership and Residence	Utility Connections/Details	Parking and Circulation
Means of Egress	Landscaping/Screening	Site Encumbrances
Siting of Structures and Site Improvements	Facade Elevations and Floor Plans	Delineation of Wetlands or Watercourses

(An application with incomplete or inaccurate information will **NOT** be accepted. As necessary, additional information may be requested. Please review the reverse of this form for additional information.)

NOTE: THIS APPLICATION MUST BE ACCOMPANIED BY A GENERAL APPLICATION FORM.

ACCESSORY APARTMENT APPLICATION INSTRUCTIONS

DEVELOPMENT REVIEW TEAM MEETING: A Development Review Team (DRT) meeting is required prior to submitting any variance application. During a DRT, City staff from several departments meet with prospective applicants to evaluate proposals. These meetings are held weekly on Wednesday mornings. Most people find these meetings to be an efficient way to learn about issues they may want to address early on to ensure a successful project. After the DRT meeting, you'll be given a checklist for the next steps and handouts further explaining the permitting process.

APPLICATION SUBMISSION REQUIREMENTS: An application for an accessory apartment will not be accepted by the Planning and Development Department (Department) until it is determined to be complete. Whether an accessory apartment proposal is reviewed in accordance with the by right or special permit permitting process is determined by the Commissioner of Inspectional Services (Commissioner). Inaccurate information or incomplete applications may delay the review of your proposal. The items needed for a complete application include:

FORMS: Completed General Application and Accessory Apartment Application forms. Signatures of the Owner of the property (or the Owner's legal representative) and Applicant/Agent are **mandatory** on the General Application. Please provide current contact information on the General Application to ensure City staff is able to contact the appropriate people regarding the application. On the Accessory Apartment Application, be sure to provide accurate information for all applicable fields with to describe the project. A Zoning Review Memorandum, generated by the Department will be necessary if a special permit is required.

FILING FEES: The fee for an Accessory Apartment Application is dependent on the type of review process. The fee schedule is as follows: Building Permit \$20.00 per \$1,000.00 of construction costs (rounded up to the nearest thousand) and Special Permit \$250.00. All fees must be made payable to the "City of Newton". All fees are subject to change.

PROJECT DESCRIPTION: A detailed account or narrative describing the project, which includes:

1. Evidence of ownership and residence;
2. Lot area and building size (gross square feet);
3. Architectural and Civil drawings showing existing and proposed conditions; and
4. If necessary, the Department may require information to confirm:
 - Convenience and safety of pedestrian and vehicular movements;
 - Adequacy of screening for parking areas and structures on the site;
 - Design and location of exterior landings and stairs; and
 - Disruption of historically significant structures and architectural elements.

SUBMITTALS: Each Accessory Apartment Application shall be accompanied by copies of the project filing materials identified on this form. Any plans that are submitted as part of an application should be signed, stamped, dated, drawn to scale, and printed on paper not exceeding 11" x 17", except as requested by the Department.

DOCUMENT FORMAT: Application shall be provided in the following formats:

1. One (1) electronic copy submitted on a CD in .pdf or another format approved by the Department; and
2. The required hard copies of the depends on the type of review process, and is as follows: one (1) for
 - One (1) copy for a Building Permit; and
 - Fifteen (15) copies for a Special Permit.

APPLICATION REVIEW PROCESS: The Department shall review the application for compliance with the applicable City ordinances. During this review, the Department will solicit comments from other City agencies. Depending on the review process, the following will occur:

1. *By Right:* The Department will administratively review the application during the Building Permit review process. The Department shall inform, in writing, the Commissioner whether the application complies with the applicable regulations of the City.
2. *Special Permit:* The application will be scheduled for a public hearing before the Land Use Committee (LUC) of the City Council. Once the LUC has completed its review a recommendation will be made and sent to the City Council for consideration. The City Council will then act upon the application within 90 days of the public hearing.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.



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Mayor

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GENERAL PERMIT APPLICATION

PROJECT #: _____ ZONING DISTRICT: _____ DATE RECEIVED: _____

PROJECT DESCRIPTION:

PROPERTY LOCATION INFORMATION

STREET ADDRESS: _____ CITY/ZIP: _____

LEGAL DESCRIPTION (SECTION, BLOCK, LOT): _____

PROPERTY OWNER INFORMATION

NAME: _____ PHONE: _____ ALT. PHONE: _____

MAILING ADDRESS: _____ E-MAIL ADDRESS: _____

PROPERTY OWNER CONSENT

I am (we are) the owner(s) of the property subject to this application and I (we) consent as follows:

- 1. This application for a land use permit or administrative approval for development on my (our) property is made with my permission.
- 2. I (we) grant permission for officials and employees of the City of Newton to access my property for the purposes of this application.

X _____ (Property Owner Signature) _____ (Date)

X _____ (Property Owner Signature) _____ (Date)

NOTICE: The City of Newton staff may need access to the subject property during regular business hours and will attempt to contact the applicant/agent prior to any visit. Further, members of a regulatory authority of the city may visit the property as well.

APPLICANT / AGENT INFORMATION

NAME: _____ PHONE: _____ ALT. PHONE: _____

MAILING ADDRESS: _____ E-MAIL ADDRESS: _____

X _____ (Applicant/Agent Signature) _____ (Date)

NOTICE: The applicant/agent is the primary contact and may be any individual representing the establishment or property owner. The applicant/agent must also be legally authorized to make decisions on behalf of the Property Owner(s) in regards to the application.

----- OFFICE USE ONLY BELOW THIS LINE -----

CHECK APPROPRIATE PERMIT OR REVIEW PROCESS (CHECK ALL BEING SUBMITTED)

<input type="checkbox"/>	Zoning Review Application	<input type="checkbox"/>	Comprehensive Permit
<input type="checkbox"/>	Administrative Site Plan Review	<input type="checkbox"/>	Variance Application
<input type="checkbox"/>	Sign Permit	<input type="checkbox"/>	Historic Preservation Review
<input type="checkbox"/>	Special Permit/Site Plan Approval	<input type="checkbox"/>	Conservation Commission Review
<input type="checkbox"/>	Fence Appeal	<input type="checkbox"/>	Other, describe _____

Comments: _____

PERMIT INTAKE INITIALS AND DATE STAMP

NOTE: This form MUST accompany all other Department of Planning and Development applications.

To Be Completed By Applicant

GENERAL PERMIT APPLICATION INSTRUCTIONS

LAND USE PERMITTING CHECKLIST (City staff, check all that apply)

In most instances, any development or land disturbance activity within the City of Newton will require some type of review and approval from the Planning Department and one of the City's regulatory authorities. In all cases, this General Permit Application must accompany all land use permitting applications. A checklist of permit forms, by regulatory authority, is provided below:

Administrative

- Administrative Site Plan
- Review of Accessory Apartment
- Wireless Facility

Conservation Commission

- Request for Determination of Applicability
- Notice of Intent
- Abbreviated Notice of Resource Area Delineation

Historic Commission(s)

- Demolition Delay
- Historic District
- Landmark/Preservation Restriction

Land Use Committee

- Amendment to Special Permit/Site Plan
- Extension of Nonconforming Use or Building
- Site Plan Only
- Special Permit/Site Plan

Urban Design Commission

- Fence Appeal
- Sign Permit

Zoning Board of Appeals

- Appeals of the ISD Commissioner
- Comprehensive Permit
- Variance Application

NOTE: The Planning Department has many handouts that provide useful information regarding each of the permitting processes above. Petitioners should also be aware that approvals from other City or State agencies may be necessary as well.

APPLICATION COMPONENTS

For each permit application, the submission of inaccurate information or an incomplete application may delay the review and approval process for said permit. The items needed for a complete application will vary by permitting process, but generally include:

FORMS: A completed General Application and the project-specific permit application form. The signature of the Property Owner (or the Owner's legal representative) and the Applicant/Agent are **mandatory** on the General Permit Application.

FEES: To process any land use permit application, it must be submitted with the appropriate fee. The permit fee will vary by permitting process. All fees are subject to change, please contact the Department of Planning to verify the current fee.

SUBMITTALS: Each permit should also be accompanied by the necessary supporting documentation. The items needed to explain a project may vary, please refer to the permit application for the typical documents submitted for each permit application or contact a city planner. All applications should be submitted in hard and digital formats.

SUBMITTING THE APPLICATION

Bring the complete application to the Planning Department (at Inspectional Services customer service counter), on the second floor of City Hall at 1000 Commonwealth Avenue. A planner will review the application, answer any questions you may have and explain the next step of the permitting process.

If you have questions about an application or application process, please call the Department of Planning at (617) 796-1120 or visit the Planning Department, Monday-Friday: 8:30 a.m. to 5:00 p.m., and Tuesday 8:30 a.m. to 8:00 p.m.

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