



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Department of Planning and Development
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Barney Heath
Director

ZONING REVIEW APPLICATION

DATE : _____

PROJECT ADDRESS: _____

PROJECT INFORMATION

CURRENT USE: _____

PROPOSED USE: _____

PROJECT DESCRIPTION (Briefly describe the project below):

SITE INFORMATION

DESCRIBE THE CURRENT AND PAST USES, SITE, AND/OR STRUCTURE INFORMATION AS IT RELATES TO THIS APPLICATION:

IF KNOWN, ANY PRIOR SPECIAL PERMITS, VARIANCES, EASEMENTS, AND/OR SPECIAL RESTRICTIONS?

PROJECT PLANS SHOULD INCLUDE THE FOLLOWING SITE INFORMATION IN CURRENT AND PROPOSED CONDITIONS:

REQUIRED SUBMITTAL CHECKLIST (CHECK ALL BEING SUBMITTED)					
<input type="checkbox"/>	Lot Size	<input type="checkbox"/>	Front Setback	<input type="checkbox"/>	Lot Coverage
<input type="checkbox"/>	Lot Frontage	<input type="checkbox"/>	Side Setbacks	<input type="checkbox"/>	Open Space
<input type="checkbox"/>	Building Height	<input type="checkbox"/>	Rear Setback	<input type="checkbox"/>	Floor Area Ratio
<input type="checkbox"/>	Lot Area Per Unit	<input type="checkbox"/>	Number of Stories	<input type="checkbox"/>	Parking

(All plans **MUST** be signed, stamped, dated, drawn to scale, and clearly labeled. An inaccurate or incomplete application will **NOT** be accepted. As necessary, the additional information may be requested. Please review the reverse of this form for additional information.)

NOTE: This Application MUST be accompanied by a General Permit Application.

ZONING REVIEW APPLICATION INSTRUCTIONS

DEVELOPMENT REVIEW TEAM MEETING: A Development Review Team (DRT) meeting is required prior to submitting any land use permitting or review application. During a DRT, City staff from several departments meet with prospective applicants to evaluate new 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 step and handouts further explaining the review and approval process. **Inaccurate information or incomplete applications may delay the review of your project.**

APPLICATION SUBMISSION REQUIREMENTS: An application for zoning review will not be accepted by the Planning Department or Inspectional Services Department until it is determined to be complete. The items needed for a complete application are:

FORMS: A completed General Permit Application form Zoning Review Application. The signature of the Owner of the property (or the Owner's legal representative) and the Applicant/Agent is **mandatory** on the General Permit Application. Please provide current contact information on the General Application form to ensure City staff is able to contact the appropriate people regarding the project. On the Zoning Review Application, be sure to fill in all possible fields with accurate information to describe the project.

FEES: There is no fee for this type of land use application.

SUBMITTALS: Each zoning review application shall be accompanied by one copy of the following items:

1. Site Plan, As-Built Survey, Plot Plan
2. Structural Drawings (floor plans and elevations)
3. Supplemental worksheets:
 - a. Average Grade Plane Worksheet
 - b. Floor Area Ratio Worksheet
4. As necessary, copies of prior special permit, administrative site plan reviews or variance approvals
5. Other documents necessary to explain project.

All plans should be submitted on 11" x 17" paper, unless otherwise requested or necessary

DOCUMENT FORMAT: All information submitted as part of an application shall be submitted in the following formats:

1. One (1) electronic copy submitted on a CD in .pdf or another format approved by the City Staff
2. One (1) hard copy of the complete application packet, including completed forms.

APPLICATION REVIEW PROCESS: The Chief Zoning Code Official (CZCO) will review the proposal for compliance with the Newton Zoning Ordinance and will prepare a written report. Provided that all necessary information is provided by the applicant to describe the project, the CZCO will complete this review within 45 days. When the review is done, you'll be informed of the next step in the permitting process.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.



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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.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.