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Barney S. Heath
Director

ZONING REVIEW MEMORANDUM

Date: September 2, 2020

To: John Lojek, Commissioner of Inspectional Services

From: Jane Santosuosso, Chief Zoning Code Official
Neil Cronin, Chief Planner for Current Planning

Cc: Zaili Chen, Applicant
Barney S. Heath, Director of Planning and Development
Jonah Temple, Assistant City Solicitor

RE: **Request to further extend a nonconforming 3.5 story dwelling and to further extend nonconforming FAR**

Applicant: Zaili Chen	
Site: 727 Centre Street	SBL: 13016 0008
Zoning: SR2	Lot Area: 12,880 square feet
Current use: Single-family dwelling	Proposed use: No change

BACKGROUND:

The property at 727 Centre Street consists of a 12,880 square foot lot improved with a single-family residence constructed in 1925. Due to the average grade, the structure is nonconforming with 3.5 stories. The petitioners propose to construct additions to the nonconforming third story within the footprint of the structure. The proposed additions require a special permit to further extend the nonconforming third story and to exceed allowable FAR_[NC1].

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

- Zoning Review Application, prepared by Zaili Chen, Applicant dated 2/4/2020
- FAR Worksheet, signed and stamped by Bryan Parmenter, surveyor, submitted 2/4/2020, revised 8/20/2020
- Plot Plan of Land, signed and stamped by Bryan Parmenter, surveyor, dated 1/15/2020, revised 8/20/2020
- Architectural plans and elevations, prepared by Up Design & Build, LLC, dated 1/22/2020

ADMINISTRATIVE DETERMINATIONS:

1. The petitioner proposes to construct additions to the nonconforming third story, adding 622 square feet to the dwelling. The proposed additions increase the nonconforming FAR from .45 to .50, where the maximum of .35 is allowed by sections 3.1.3 and 3.1.9. A special permit to further extend the nonconforming FAR is required per sections 3.1.3, 3.1.9 and 7.8.2.C.2.
2. Due to the average grade of the property, the basement is considered the first story. As such, the dwelling is nonconforming with 3.5 stories, where 2.5 is the maximum allowed per section 3.1.3. The additions are proposed to the third story, thereby increasing the nonconforming third story, requiring a special permit per section 7.8.2.C.2[NC2].

SR3 Zone	Required	Existing	Proposed
Lot Size	10,000 square feet	12,880 square feet	No change
Frontage	80 feet	75 feet	No change
Setbacks			
• Front (Centre St)	25 feet	44.7 feet	No change
• Front (Cabot St)	25 feet	26.7 feet	No change
• Side	7.5 feet	8.4 feet	No change
• Rear	15 feet	47.6 feet	No change
Max Number of Stories	2.5	3.5	No change
Max Height	36 feet	37.5 feet	No change
FAR	.35	.45	.50
Max Lot Coverage	30%	17%	17%
Min. Open Space	50%	66%	66%

1. See “Zoning Relief Summary” below:

Zoning Relief Required		
<i>Ordinance</i>		<i>Action Required</i>
§3.1.3 §3.1.9 §7.8.2.C.2	Request to further extend nonconforming FAR	S.P. per §7.3.3
§3.1.3 §7.8.2.C.2	Request to further extend a nonconforming 3.5 story structure	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