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Barney S. Heath
Director

ZONING REVIEW MEMORANDUM

Date: June 27, 2018

To: John Lojek, Commissioner of Inspectional Services

From: Jane Santosuosso, Chief Zoning Code Official
Jennifer Caira, Chief Planner for Current Planning

Cc: Darby and Randi Leigh, Applicants
Shannon Finley, Architect
Barney S. Heath, Director of Planning and Development
Ouida Young, Acting City Solicitor

RE: Request to exceed FAR

Applicant: Darby and Randi Leigh	
Site: 47 Rokeby Road	SBL: 55038 0029
Zoning: SR2	Lot Area: 9,280 square feet
Current use: Single-family dwelling	Proposed use: No change

BACKGROUND:

The property at 47 Rokeby Road consists of a 9,280 square foot lot improved with a single-family residence built in 1928. The property slopes downward from the street to the rear of the property, with the back corner of the lot in the flood zone. The petitioners propose to construct a single-story two-car garage at the front of house, as well as a new front entry vestibule. The additions and will increase the FAR beyond that which is allowed by right, requiring a special permit.

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

- Zoning Review Application, prepared Shannon Finley, architect, dated 6/22/2018
- FAR Worksheets, submitted 6/26/2018
- Proposed Plot Plan, prepared by Peter Nolan & Associates, surveyor, dated 6/4/2018
- Architectural plans and elevations, prepared by Shannon Finley, architect, dated 4/14/2018, revised 6/25/2018

ADMINISTRATIVE DETERMINATIONS:

1. The petitioners propose to construct a 550 square foot two-car garage and a 104 square foot entry vestibule at the front of the existing single-family dwelling. As part of this project, the applicants intend to regrade portions of the site, reducing the amount of basement exposed and thus counting toward FAR. The proposed additions and site alterations increase the FAR from .39 to .41, where .39 is the maximum allowed by sections 3.1.3 and 3.1.9. A special permit is required for the proposed additions and alterations.

SR2 Zone	Required	Existing	Proposed
Lot Size	10,000 square feet	9,280 square feet	No change
Frontage	80 feet	80 feet	No change
Setbacks <ul style="list-style-type: none"> • Front • Side • Rear 	25 feet 7.5 feet 15 feet	34 feet 21.6 feet 26.3 feet	25.4 feet 8.4 feet No change
Max Number of Stories	2.5	2.5	No change
Height	36 feet	31.7 feet	No change
FAR	.39	.39	.41
Max Lot Coverage	30%	Not provided	20.7%
Min. Open Space	50%	Not provided	68.9%

1. See “Zoning Relief Summary” below:

Zoning Relief Required		
<i>Ordinance</i>		<i>Action Required</i>
§3.1.3 §3.1.9	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