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Barney S. Heath
Director

ZONING REVIEW MEMORANDUM

Date: January 23, 2017

To: John Lojek, Commissioner of Inspectional Services

From: Jane Santosuosso, Chief Zoning Code Official
Alexandra Ananth, Chief Planner for Current Planning

Cc: D&S Remodeling Inc, applicant
Terrence P. Morris, attorney
Barney S. Heath, Director of Planning and Development
Ouida Young, Associate City Solicitor

RE: Request to extend an existing nonconforming two-family use

Applicant: D&S Remodeling Inc	
Site: 85 Fuller Terrace	SBL: 34016 0039
Zoning: SR-3	Lot Area: 10,097 square feet
Current use: Two-family dwelling	Proposed use: No change

BACKGROUND:

The property at 85 Fuller Terrace consists of a 10,097 square foot lot improved with a nonconforming two-family residence constructed circa 1890. The structure was originally built as a single residence and received a building permit in 1962 to convert to a two-family. The applicants propose to convert the existing structure to a single dwelling unit and construct a 1,840 square foot addition of a second dwelling unit containing a two-car garage.

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

- Zoning Review Application, prepared by Terry Morris, attorney, submitted 12/13/2016
- Zoning Plan, prepared VTP Associates Inc, dated 11/21/2016, revised 11/29/2016
- Architectural plans and elevations, prepared by Sami E. Kassis, P.E., 12/5/2016
 - First floor plan
 - Second floor plan
 - Elevations

ADMINISTRATIVE DETERMINATIONS:

1. The 1890 structure is a legal nonconforming two-family dwelling in a Single Residence 3 zoning district per Section 3.4.1. The applicants propose to convert the existing structure into a single dwelling unit and construct an addition consisting of two garage bays and a second dwelling unit. To extend the structure requires a special permit pursuant to Section 7.8.2.C.2 to extend the nonconforming two-family use.

SR3 Zone	Required	Existing	Proposed
Lot Size	7,000 square feet	10,095 square feet	No change
Frontage	70 feet	75 feet	No change
Setbacks			
• Front	25 feet	42.2 feet	25.2 feet
• Side	7.5 feet	12.6 feet	No change
• Rear	15 feet	16.7 feet	15.2 feet
Building Height	36	30.59 feet	32.14 feet
Max Number of Stories	2.5	2.5	No change
FAR	.41	.28	.39
Max Lot Coverage	30%	11.3%	26%
Min. Open Space	50%	74.2%	62%

See “Zoning Relief Summary” below:

Zoning Relief Required		
<i>Ordinance</i>		<i>Action Required</i>
§3.4.1 §7.8.2.C.2	Request to extend the existing nonconforming two-family use	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