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Barney S. Heath
Director

ZONING REVIEW MEMORANDUM

Date: July 25, 2019

To: John Lojek, Commissioner of Inspectional Services

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

Cc: J. Peter Vanko, Architect
Nina B. Levin, Applicant
Barney S. Heath, Director of Planning and Development
Jonah Temple, Assistant City Solicitor

RE: **Request to exceed FAR**

Applicant: Nina B. Levin	
Site: 25-27 Oak Street	SBL: 51038 0024
Zoning: MR1	Lot Area: 9,240 square feet
Current use: Two-family dwelling	Proposed use: No change

BACKGROUND:

The property at 25-27 Oak Street consists of a 9,240 square foot lot improved with a two-family residence constructed circa 1910 accessed by a 12-foot wide right of way shared with two other properties. The petitioner proposes to construct an addition to one unit at the side of the existing structure, requiring a special permit to exceed the allowable FAR.

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

- Zoning Review Application, prepared J. Peter Vanko, architect, dated 5/9/2019
- FAR Worksheet, submitted 5/9/2019
- Plot Plan, signed and stamped by Kenneth B. Anderson, surveyor, dated 10/2/2017, revised 3/27/2019
- Architectural plans and elevations, signed and stamped by J. Peter Vanko, architect, dated 4/11/2019

ADMINISTRATIVE DETERMINATIONS:

1. The petitioner intends to construct a 2.5 story addition to the side of the existing two-family dwelling, adding living space to the unit at 27 Oak Street. The existing FAR is .40, where .49 is the maximum allowed. The proposed addition adds 1,298 square feet of living space to the dwelling structure, resulting in an FAR of .53. A special permit pursuant to Sections 3.2.3 and 3.2.11 is required to exceed FAR.
2. The petitioner intends to remove some bituminous concrete paving from the parking area, resulting in an increase in overall open space.

MR1 Zone	Required	Existing	Proposed
Lot Size	7,000 square feet	9,240 square feet	No change
Frontage	70 feet	105 feet*	No change
Setbacks <ul style="list-style-type: none"> • Front • Side • Rear 	25 feet 7.5 feet 15 feet	26.9 feet 19 feet 27.5 feet	26.7 feet No change 23.5 feet
Max Number of Stories	2.5	2.5	No change
Max Height	36 feet	31 feet	No change
FAR	.49	.40	.53
Max Lot Coverage	30%	17%	21%
Min. Open Space	50%	50.1%	50.3%

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