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Barney S. Heath
Director

ZONING REVIEW MEMORANDUM

Date: January 3, 2019

To: John Lojek, Commissioner of Inspectional Services

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

Cc: Hilary Grove, Applicant
Alex Knox, Architect
Barney S. Heath, Director of Planning and Development
Jonah Temple, City Solicitor

RE: Request to further increase nonconforming FAR

Applicant: Hilary Grove	
Site: 85 Gate House Road	SBL: 63027 0016
Zoning: SR1	Lot Area: 22,153 square feet
Current use: Single-family dwelling	Proposed use: No change

BACKGROUND:

The property at 85 Gate House Road consists of a 22,152 square foot lot improved with a single-family residence constructed in 1926. The petitioners propose to construct five dormers in an existing octagonal-shaped room within existing attic space built as an addition to the original dwelling in 1996. The proposed changes will further increase the nonconforming FAR, requiring a special permit.

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

- Zoning Review Application, prepared by Alex Knox, architect, dated 4/24/2018
- FAR Worksheet, submitted 4/24/2018
- Plot Plan, signed and stamped by James J. Abely, surveyor, undated
- Architectural Plans, prepared by Alex Knox, architect, dated 2/16/2018
- Building Elevation Exhibit Plan, prepared by Hancock Survey Associates, Inc, dated 12/19/2018

ADMINISTRATIVE DETERMINATIONS:

1. The applicants’ existing FAR is .36, where .29 (.27 plus .02 bonus) is the maximum allowed. The proposed addition of five dormers adds 32 square feet to the dwelling, resulting in an FAR of .37. A special permit pursuant to Sections 3.1.9 and 7.8.2.C.2 is required to further increase the already nonconforming FAR.
2. Special Permit #418-98 was granted in 1999 to allow alteration of the grade of land by more than three feet, per former section 30-5(b)(4). This provision is no longer in the Ordinance, and therefore no longer applies. To the extent necessary, Special Permit #418-98 may be abandoned.

SR1 Zone	Required	Existing	Proposed
Lot Size	15,000 square feet	22,152 square feet	No change
Frontage	80 feet	177 feet	No change
Setbacks			
• Front	25 feet	26.2 feet	No change
• Side	7.5 feet	17.1 feet	No change
• Rear	15 feet	65.3 feet	No change
Height	36 feet	42 feet	No change
Max Number of Stories	2.5	2.5	No change
FAR	.27	.36	.37

1. See “Zoning Relief Summary” below:

Zoning Relief Required		
<i>Ordinance</i>		<i>Action Required</i>
§3.1.9, §7.8.2.C.2	Request to further increase nonconforming 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