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Barney S. Heath
Director

ZONING REVIEW MEMORANDUM

Date: March 5, 2018

To: John Lojek, Commissioner of Inspectional Services

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

Cc: Peter Sachs, Architect
Philip Krapchev and Kimberly Clark, Applicants
Barney S. Heath, Director of Planning and Development
Ouida Young, Associate City Solicitor

RE: Request to further increase nonconforming FAR

Applicant: Philip Krapchev and Kimberly Clark	
Site: 64 Green Park	SBL: 73008 0017
Zoning: SR2	Lot Area: 12,100 square feet
Current use: Single-family dwelling	Proposed use: No change

BACKGROUND:

The property at 64 Green Park consists of a 12,100 square foot lot improved with a single-family residence constructed in 1947. The property is sloped downwards from front to back, exposing enough of the basement level to render it the first story. As such, the entire basement level counts toward FAR. The petitioners propose to remove an existing enclosed porch at the basement and first levels, and construct a two-story addition to the side of the dwelling, adding to the first and second levels (basement and first floor), which 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 Peter Sachs, Architect, dated 1/19/2018
- FAR Worksheet, submitted 1/19/2018
- Topographic Site Plan – Existing Conditions, prepared by VTP, surveyors, dated 12/14/2017
- Topographic Site Plan – Proposed Conditions, prepared by VTP, surveyors, dated 12/14/2017
- Architectural Plans, prepared by Peter Sachs, architect, dated 1/8/2018

ADMINISTRATIVE DETERMINATIONS:

1. The applicants’ existing FAR is .51, where .36 is the maximum allowed. The proposed addition adds 242 square feet to the dwelling, resulting in an FAR of .53. A special permit pursuant to Sections 3.1.9 and 7.8.2.C.2 is required to further increase the already nonconforming FAR.

SR2 Zone	Required	Existing	Proposed
Lot Size	10,000 square feet	12,100 square feet	No change
Frontage	80 feet	90 feet	No change
Setbacks			
• Front	25 feet	35.3 feet	29.6 feet
• Side	7.5 feet	8.2 feet	8.1 feet
• Rear	15 feet	24 feet	No change
Max Number of Stories	2.5	3.5	No change
FAR	.36	.51	.53
Max Lot Coverage	30%	20%	21.2%
Min. Open Space	50%	69%	67.5%

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