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Barney S. Heath  
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## ZONING REVIEW MEMORANDUM

Date: January 28, 2019

To: John Lojek, Commissioner of Inspectional Services

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

Cc: Matthew Haag and Lauren Nichols, Applicants  
Jose A Guzman, Architect  
Barney S. Heath, Director of Planning and Development  
Jonah Temple, Assistant City Solicitor

RE: Request to exceed FAR

Applicant: Matthew Haag and Lauren Nichols	
Site: 370 Linwood Avenue	SBL: 21024 0005
Zoning: MR1	Lot Area: 7,219 square feet
Current use: Two-family dwelling	Proposed use: No change

### BACKGROUND:

The property at 370 Linwood Avenue consists of a 7,219 square foot lot improved with a two-family residence constructed in 1969 on an old lot. The petitioners propose to construct an attached two-car garage with a master bedroom above. The proposed addition requires 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 Jose Guzman, architect, dated 12/24/2018
- FAR Worksheet, submitted 12/24/2018
- Plan of Land, recorded 4/13/1888
- Plan of Land Existing Conditions, signed and stamped by Bruce Bradford, surveyor, dated 10/29/2018
- Plan of Land Proposed Conditions, signed and stamped by Bruce Bradford, surveyor, dated 10/30/2018
- Architectural Site Plan, signed and stamped by Jose A Guzman, architect, undated
- Architectural plans and elevations, prepared by Jose Guzman, architect, undated

**ADMINISTRATIVE DETERMINATIONS:**

1. The petitioner proposes to construct an addition consisting of a two-car attached garage with a master suite above, adding 1,424 square feet to the existing 3,139 square feet. The proposed addition increases the FAR from .43 to .63, which exceeds the maximum of .53 allowed by section 3.2.11, requiring a special permit.

<b>MR1 Zone</b>	<b>Required</b>	<b>Existing</b>	<b>Proposed</b>
Lot Size	7,000 square feet	7,219 square feet	No change
Frontage	70 feet	103 feet	No change
Setbacks			
• Front	25 feet	<b>18.9 feet</b>	<b>No change</b>
• Side	7.5 feet	24.2 feet	7.5 feet
• Rear	15 feet	17.9 feet	15 feet
Max Number of Stories	2.5	2.5	No change
Max Height	36 feet	27.3 feet	No change
FAR	.34	.34	<b>.36</b>
Max Lot Coverage	30%	18.2%	26.9%
Min. Open Space	50%	71%	63%

1. See “Zoning Relief Summary” below:

<b>Zoning Relief Required</b>		
<i>Ordinance</i>		<i>Action Required</i>
§3.2.3 §3.2.11	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