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Barney S. Heath
Director

ZONING REVIEW MEMORANDUM

Date: April 27, 2017

To: John Lojek, Commissioner of Inspectional Services

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

Cc: Susan Sangiolo, Landscape Architect
Barney S. Heath, Director of Planning and Development
Ouida Young, Associate City Solicitor

RE: Request to allow one parking stall within five feet of the street

Applicant: Caroline Genco	
Site: 54 Lakewood Road	SBL: 52018 0002
Zoning: SR2	Lot Area: 4,145 square feet
Current use: Single-family dwelling	Proposed use: No change

BACKGROUND:

The property at 54 Lakewood Road is located in the SR2 district and is improved with a single-family dwelling constructed circa 1911. The 4,145 square foot lot has only 45 feet of frontage, narrowing at the back to about 30 feet. The applicant currently parks at the rear of the property at an angle, gaining access by a driveway right of way over the abutting property. The applicant is seeking a special permit to allow for the creation of one cobblestone parking stall in front of the dwelling, located within five feet of the street. Pursuant to Section 5.1.7.A, a special permit is required to have parking within five feet of the street.

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

- Zoning Review Application, prepared by Susan Sangiolo, Landscape Architect, dated 4/26/2017
- Mortgage Inspection Plan, signed and stamped by James Abely, surveyor, dated 6/4/1990
- Site Plan, signed and stamped by Frank Iebba, surveyor, dated 4/3/2017
- Existing and Proposed Conditions Plan, signed and stamped by Susan Sangiolo, Landscape Architect, dated 4/25/2017
- Proposed Conditions Rendering

ADMINISTRATIVE DETERMINATIONS:

1. Section 5.7.1.A allows one parking stall within the front setback, and two within the side, but prohibits parking within five feet of the street without a special permit. The lot has 45 feet of frontage, and gains access to the rear of the property over an easement on the abutting property. The lot narrows as it goes back from the street, to 28 feet wide at the back lot line. The existing single family dwelling is set back 23.2 feet from the street and is approximately 30 feet wide, leaving about five feet on either side, neither of which is wide enough to allow passage of a vehicle to a potential parking area behind the house. The applicant requests a special permit to allow for a parking stall in front of the dwelling within five feet of the street, per Section 5.7.1.A.

1. See “Zoning Relief Summary” below:

Zoning Relief Required		
Ordinance		Action Required
§5.1.7.A	To allow parking within five feet of a street	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 (Twelve 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