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**Barney S. Heath**  
Director

## ZONING REVIEW MEMORANDUM

Date: March 8, 2021

To: John Lojek, Commissioner of Inspectional Services

From: Jane Santosuosso, Chief Zoning Code Official  
Neil Cronin, Chief Planner for Current Planning

Cc: Hollis Realty LLC, Applicant  
Laurance Lee, Attorney  
Barney S. Heath, Director of Planning and Development  
Jonah Temple, Assistant City Solicitor

RE: **Request to amend Special Permit #368-20 relative to FAR**

Applicant: Hollis Realty LLC	
Site: 14 Hollis Street	SBL: 72006 0021
Zoning: MR1	Lot Area: 9,811 square feet
Current use: Two-family dwelling	Proposed use: No change

### BACKGROUND:

The property at 14 Hollis Street consists of a 9,811 square foot lot improved with a two-family dwelling and detached garage constructed in 1908. The petitioners received Special Permit #368-20 to exceed the maximum allowable FAR and alter the nonconforming height in 2020. Upon filing for the building permit, it was determined that the FAR calculation did not include atria space. The petitioner seeks to amend the special permit to allow for greater FAR than was permitted.

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

- Zoning Review Application, prepared Laurance Lee, architect, submitted 3/3/2021
- Existing Condition Plan of Land, signed and stamped by Verne T. Porter, surveyor, dated 5/26/2020
- Proposed Condition Plan of Land, signed and stamped by Verne T. Porter, surveyor, dated 5/26/2020
- FAR worksheet, signed and stamped by John Winslow, architect, submitted 3/1/2021

**ADMINISTRATIVE DETERMINATIONS:**

1. The petitioner was granted a special permit to allow an FAR of .55, where .48 is the maximum allowed. It was subsequently determined that the FAR calculation did not include atria space, adding 356 square feet and increasing the FAR to .59. The petitioner seeks to amend Special Permit #368-20 to allow for an FAR of .59

<b>MR1 Zone</b>	<b>Required</b>	<b>Existing</b>	<b>Proposed</b>
Lot Size	7,000 square feet	9,811 square feet	No change
Frontage	70 feet	<b>67 feet</b>	<b>No change</b>
Setbacks - Principal			
• Front	11.5 feet	<b>11 feet</b>	<b>No change</b>
• Side	7.5 feet	<b>6.6 feet</b>	<b>No change</b>
• Side	7.5 feet	23.5 feet	No change
• Rear	15 feet	60.5 feet	45.3 feet
Setbacks – Accessory			
• Front	11.5 feet	81.8 feet	101 feet
• Side	5 feet	±15 feet	7 feet
• Rear	5 feet	34 feet	11.9 feet
Height			
• Principal	36 feet	<b>36.98 feet</b>	<b>No change</b>
• Accessory	22 feet	NA	18.98 feet
Stories	2.5	2.5	No change
FAR	.48	.45	.59
Max Lot Coverage	30%	16.35%	27.56%
Min. Open Space	50%	68.65%	50.14%

1. See “Zoning Relief Summary” below:

<b>Zoning Relief Required</b>		
<i>Ordinance</i>		<i>Action Required</i>
	Request to amend Special Permit #368-20 to allow an FAR of .59	

### **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