



# City of Newton, Massachusetts

Department of Planning and Development

1000 Commonwealth Avenue, Newton, Massachusetts 02459

Telephone (617) 796-1120  
Telefax (617) 796-1086  
www.newtonma.gov

Ruthanne Fuller  
Mayor

## GENERAL PERMIT APPLICATION

Barney Heath  
Director

PROJECT #: \_\_\_\_\_ ZONING DISTRICT: MR-1/BU-2 DATE RECEIVED: \_\_\_\_\_

PROJECT DESCRIPTION: The applicant proposes to rezone 11 Florence Street to the BU-2 zoning district and construct an elderly housing with services facility upon the parcel. 318 Boylston Street would serve (as it does now) as a parking lot for ancillary parking.

### PROPERTY LOCATION INFORMATION

STREET ADDRESS: 11 Florence Street/318 Boylston Street CITY/ZIP: Newton, MA 02459

LEGAL DESCRIPTION (SECTION, BLOCK, LOT): 82 4 47 and 82 4 49

### PROPERTY OWNER INFORMATION

NAME: Seltzer's Garden City, Inc./Seltzers Realty LLC PHONE: N/A ALT.PHONE: \_\_\_\_\_

MAILING ADDRESS: 1 Kendall Drive, Westborough, MA 01581 E-MAIL ADDRESS: N/A

### PROPERTY OWNER CONSENT

I am (we are) the owner(s) of the property subject to this application and I (we) consent as follows:

1. This application for a land use permit or administrative approval for development on my (our) property is made with my permission
2. I (we) grant permission for officials and employees of the City of Newton to access my property for the purposes of this application.

X *Stephen J. Buchbinder* July 30, 2021  
 Seltzer's Garden City, Inc.  
 By Stephen J. Buchbinder, its attorney, duly authorized

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 Seltzers Realty, LLC  
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NOTICE: The City of Newton staff may need access to the subject property during regular business hours and will attempt to contact the applicant/agent prior to any visit. Further, members of a regulatory authority of the city may visit the property as well.

### APPLICANT/AGENT INFORMATION

NAME: Stephen J. Buchbinder, Schlesinger and Buchbinder, LLP

BUSINESS PHONE: 617-965-3500 CELL PHONE: 617-538-7392

MAILING ADDRESS: 1200 Walnut Street, Newton, MA 02461-1267 E-MAIL ADDRESS: sjbuchbinder@sab-law.com

X *Stephen J. Buchbinder* July 30, 2021  
 (Application/Agent Signature)

NOTICE: The applicant/agent is the primary contact and may be any individual representing the establishment or property owner. The applicant/agent must also be legally authorized to make decisions on behalf of the Property Owner(s) in regards to the application.

### OFFICE USE ONLY BELOW THIS LINE

#### CHECK APPROPRIATE PERMIT OR REVIEW PROCESS (CHECK ALL BEING SUBMITTED)

<input type="checkbox"/>	Zoning Review Application	<input type="checkbox"/>	Comprehensive Permit
<input type="checkbox"/>	Administrative Site Plan Review	<input type="checkbox"/>	Variance Application
<input type="checkbox"/>	Sign Permit	<input type="checkbox"/>	Historic Preservation Review
<input type="checkbox"/>	Special Permit/Site Plan Approval	<input type="checkbox"/>	Conservation Commission Review
<input type="checkbox"/>	Fence Appeal	<input type="checkbox"/>	Other, describe

PERMIT INTAKE INITIALS  
AND DATE STAMP

Comments: \_\_\_\_\_

# GENERAL PERMIT APPLICATION INSTRUCTIONS

## LAND USE PERMITTING CHECKLIST (City staff, check all that apply)

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In most instances, any development or land disturbance activity within the City of Newton will require some type of review and approval from the Planning Department and one of the City's regulatory authorities. In all cases, this General Permit Application must accompany all land use permitting applications. A checklist of permit forms, by regulatory authority, is provided below:

### Administrative

- Administrative Site Plan
- Review of Accessory Apartment
- Wireless Facility

### Land Use Committee

- Amendment to Special Permit/Site Plan
- Extension of Nonconforming Use or Building
- Site Plan Only
- Special Permit/Site Plan

### Conservation Commission

- Request for Determination of Applicability
- Notice of Intent
- Abbreviated Notice of Resource Area Delineation

### Urban Design Commission

- Fence Appeal
- Sign Permit

### Historic Commission(s)

- Demolition Delay
- Historic District
- Landmark/Preservation Restriction

### Zoning Board of Appeals

- Appeals of the ISD Commissioner
- Comprehensive Permit
- Variance Application

**NOTE:** The Planning Department has many handouts that provide useful information regarding each of the permitting processes above. Petitioners should also be aware that approvals from other City or State agencies may be necessary as well.

## APPLICATION COMPONENTS

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For each permit application, the submission of inaccurate information or an incomplete application may delay the review and approval process for said permit. The items needed for a complete application will vary by permitting process, but generally include:

**FORMS:** A completed General Application and the project-specific permit application form. The signature of the Property Owner (or the Owner's legal representative) and the Applicant/Agent are **mandatory** on the General Permit Application.

**FEES:** To process any land use permit application, it must be submitted with the appropriate fee. The permit fee will vary by permitting process. All fees are subject to change, please contact the Department of Planning to verify the current fee.

**SUBMITTALS:** Each permit should also be accompanied by the necessary supporting documentation. The items needed to explain a project may vary, please refer to the permit application for the typical documents submitted for each permit application or contact a city planner. All applications should be submitted in hard and digital formats.

## SUBMITTING THE APPLICATION

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Bring the complete application to the Planning Department (at Inspectional Services customer service counter), on the second floor of City Hall at 1000 Commonwealth Avenue. A planner will review the application, answer any questions you may have and explain the next step of the permitting process.

If you have questions about an application or application process, please call the Department of Planning at (617) 796-1120 or visit the Planning Department, Monday-Friday: 8:30 a.m. to 5:00 p.m., and Tuesday 8:30 a.m. to 8:00 p.m.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**