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**Barney S. Heath**  
Director

## ZONING REVIEW MEMORANDUM

Date: June 28, 2022

To: John Lojek, Commissioner of Inspectional Services

From: Jane Santosuosso, Chief Zoning Code Official  
Katie Whewell, Chief Planner for Current Planning

Cc: Rajeev Pattni, Applicant  
Barney S. Heath, Director of Planning and Development  
Jonah Temple, Deputy City Solicitor

**RE: Request to allow parking in the front setback**

Applicant: Rajeev Pattni	
Site: 344 Woodward Street	SBL: 54008 0024
Zoning: SR2	Lot Area: 8,000 square feet
Current use: Single-family dwelling	Proposed use: No change

### BACKGROUND:

The property at 344 Woodward Street consists of an 8,000 square foot lot improved with a single-family dwelling constructed in 2022 after the original dwelling was razed. The original circular driveway was replaced by two separate driveways accommodating four parking stalls within the front setback, requiring a special permit.

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

- Zoning Review Application, prepared Rajeev Pattni, applicant, dated 6/28/2022
- Certified Plot Plan, Existing Conditions, signed and stamped by Paul S. Campbell, engineer/surveyor, dated 9/30/2020, revised 4/29/2021, 6/16/2021
- Partial As-Built Plan, signed and stamped by Derek B. Redgate, engineer, dated 6/27/2022

**ADMINISTRATIVE DETERMINATIONS:**

1. The original circular driveway was removed during construction and replaced with two driveways on each end of the frontage, accommodating four vehicles. Per section 5.1.7.A only one parking stall may be located in the front setback for use in conjunction with a single-family dwelling. A special permit per section 5.1.13 is required to allow an additional three parking stalls in the front setback.

See "Zoning Relief Summary" below:

<b>Zoning Relief Required</b>		
<i>Ordinance</i>		<i>Action Required</i>
§5.1.7.A	Request to allow parking in the front setback	S.P. per §7.3.3
§5.1.13		

**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