



# PETITION FOR VARIANCE

(Please type or print)

ZBA Use Only

File # \_\_\_\_\_

Each application for variance submission shall be prepared in accordance with the provisions of Zoning Ordinance Section 9.2. The purpose of this document is to identify the submission requirements in checklist form, so as to help applicants better understand the process and guide them in the preparation of their application. The applicant should refer to the following resources for more in-depth descriptions of the Variance petition requirements:

*Zoning Ordinance*- [www.ci.chelsea.ma.us/Public\\_Documents/ChelseaMA\\_Planning/zoning\\_docs/zoneord](http://www.ci.chelsea.ma.us/Public_Documents/ChelseaMA_Planning/zoning_docs/zoneord)

*Chelsea Development Guide*- [www.ci.chelsea.ma.us/Public\\_Documents/ChelseaMA\\_Planning/publications](http://www.ci.chelsea.ma.us/Public_Documents/ChelseaMA_Planning/publications)

## 1. Site Information- *Maps available at Assessor's Office and <http://maps.chelseama.gov/>*

Property Address: \_\_\_\_\_

Assessor's Map: \_\_\_\_\_ & Lot: \_\_\_\_\_

Current Zoning District (Check One) 

- |  |   |
|--|---|
| <input type="checkbox"/> Residence 1       | <input type="checkbox"/> Industrial                 |
| <input type="checkbox"/> Residence 2       | <input type="checkbox"/> Waterfront                 |
| <input type="checkbox"/> Residence 3       | <input type="checkbox"/> Light Industrial           |
| <input type="checkbox"/> Retail Business   | <input type="checkbox"/> Light Industrial 2         |
| <input type="checkbox"/> Retail Business 2 | <input type="checkbox"/> Naval Hospital Commercial  |
| <input type="checkbox"/> Shopping Center   | <input type="checkbox"/> Naval Hospital Residential |
| <input type="checkbox"/> Business          |   |
| <input type="checkbox"/> Highway Business  |   |

## 2. General Information

Petitioner Name: \_\_\_\_\_

Petitioner Address: \_\_\_\_\_

Tel. #: Days ( ) \_\_\_\_\_ - \_\_\_\_\_ Evenings: ( ) \_\_\_\_\_ - \_\_\_\_\_  
Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Petitioner is:  Owner  Prospective Purchaser  Tenant  
 Licensee  Other (Describe) \_\_\_\_\_

Owner Name (if different): \_\_\_\_\_

Owner address: \_\_\_\_\_

Tel. #: Days ( ) \_\_\_\_\_ - \_\_\_\_\_ Evenings: ( ) \_\_\_\_\_ - \_\_\_\_\_  
Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Designee Name (if different from Petitioner): \_\_\_\_\_

Designee address: \_\_\_\_\_

Tel. #: Days ( ) \_\_\_\_\_ - \_\_\_\_\_ Evenings: ( ) \_\_\_\_\_ - \_\_\_\_\_  
Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_



# Dimensional Worksheet

Structure Dimensional Checklist To Be Completed By Applicant

<b>Applicant Name</b>	
<b>Applicant Address</b>	
<b>Parcel Address</b>	
<b>Zoning District</b>	

	Allowed/ Required	Existing	Proposed	Granted
<b>Lot Size</b>				
<b>Lot area/du</b>				
<b>Total Floor Area Ratio</b>				
<b>Total Gross Floor Area</b>				
<b>Total Dwelling Units</b>				
Rental/Ownership				
Affordable				
<b>Minimum Yard Setbacks</b>				
Front				
Side, Left				
Side, Right				
Rear				
<b>Total % Open Space</b>				
Open Space/du				
<b>Off Street Parking</b>				
Handicapped				
Loading Bays				
Bicycle Parking				
<b>Max Height</b>				



Available in the City  
of Chelsea Zoning  
Ordinance



Provided by the  
Applicant



Provided by the  
Applicant



To be filled in by the  
Board

# Special Permit / Major Site Plan / Variance Submission Requirements

The following list is intended to aid the applicant in gathering all required supporting materials for the special permit and site plan process. Applicants may request a waiver of specific elements of the submission requirements with a written letter addressed to the Zoning Board of Appeals. Incomplete applications will not be accepted and will be returned to the applicant. Applicants are invited to submit a pre-application sketch of the proposed project to the Department of Planning and Development and to schedule a comment session at a regular meeting of the ZBA. Plans shall be prepared by a registered engineer, registered land surveyor, architect or landscape architect, as appropriate. Double-sided copies of reports are permitted and encouraged when submitting drainage calculations, traffic reports, or engineering data.

*It is the applicant's responsibility to deliver all application and attachments as follows:*

<h3 style="text-align: center; margin: 0;">Major Site Plan Submission Requirements</h3> <div style="border: 1px dashed black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Submitted and stamped at the City Clerk's Office:</p> <p style="text-align: center;"><b>Seventeen petition sets</b> <i>(including three 24" x 36" plans and fourteen 11" x 17" plans)</i></p> <ul style="list-style-type: none"> <li>➤ City Clerk (original copy)</li> <li>➤ Zoning Board of Appeals (6)</li> <li>➤ Planning Board (10)</li> </ul> </div> <div style="border: 1px dashed black; padding: 5px;"> <p style="text-align: center;">Delivered by the applicant:</p> <p style="text-align: center;"><b>Five petition sets</b> <i>(including five 24" x 36" plans)</i></p> <ul style="list-style-type: none"> <li>➤ Building Commissioner (1)</li> <li>➤ Department of Public Works (1)</li> <li>➤ Fire Department (1)</li> <li>➤ Conservation Commission (1)</li> <li>➤ Board of Health (1)</li> </ul> </div>	<h3 style="text-align: center; margin: 0;">Variance Submission Requirements</h3> <div style="border: 1px dashed black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Submitted and stamped at the City Clerk's Office:</p> <p style="text-align: center;"><b>Seven petition sets</b> <i>(including two 24" x 36" plans and five 11" x 17" plans)</i></p> <ul style="list-style-type: none"> <li>➤ City Clerk (original copy)</li> <li>➤ Zoning Board of Appeals (6)</li> </ul> </div>
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<h3 style="text-align: center; margin: 0;">Special Permit Submission Requirements</h3> <div style="border: 1px dashed black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Submitted and stamped at the City Clerk's Office:</p> <p style="text-align: center;"><b>Seventeen petition sets</b> <i>(including three 24" x 36" plans and fourteen 11" x 17" plans)</i></p> <ul style="list-style-type: none"> <li>➤ City Clerk (original copy)</li> <li>➤ Zoning Board of Appeals (6)</li> <li>➤ Planning Board (10)</li> </ul> </div>	<div style="border: 1px dashed black; padding: 5px;"> <p style="text-align: center;">Delivered by the applicant:</p> <p style="text-align: center;"><b>Five petition sets</b> <i>(including five 24" x 36" plans)</i></p> <ul style="list-style-type: none"> <li>➤ Building Commissioner (1)</li> <li>➤ Department of Public Works (1)</li> <li>➤ Fire Department (1)</li> <li>➤ Conservation Commission (1)</li> <li>➤ Board of Health (1)</li> </ul> </div>	<p>*Special permit applications to reconstruct, extend, alter, a non-conforming single or two-family structure need to submit only one (1) original 11" x 17" plans and fifteen (15) copies of plans. (Section 9.3.3)</p>
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### Waiving of Requirements

A letter requesting a waiver of requirements should accompany any application that does not include all checklist items. This waiver letter should also explain the reasons for the board to grant a waiver. The board always reserves the right to deny a waiver and require the additional information. Complete sets of plans, applications, narratives, and pictures will help avoid delays.

The City Clerk will not accept any incomplete applications that do not contain the minimal submission requirements.



# Checklist of Petition Requirements

	Special Permit	Variance	Major Site Plan
<b>Copies of the denial letter from the Zoning Enforcement Officer</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Photographs of the proposed site</b> (Black & White copies for petition sets are sufficient)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Submittal Fees</b> (Fees vary and may be paid by personal check, treasurer's check or money order)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Development Impact Statement (DIS)</b>			<input type="checkbox"/>
<b>Plans</b>			
<b>Locus plan or certified plot plan</b> , at a scale of one (1) inch equals one hundred (100) feet, showing the entire project and its relation to existing areas, buildings and roads for a distance of one thousand (1,000) feet from the project boundaries or such other distance as may be approved or required by the planning board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site layout</b> , which shall contain the boundaries of the lot(s) in the proposed development, existing structures to be retained, proposed structures, drives, parking, fences, walls, walks, outdoor lighting, loading facilities, areas for snow storage after plowing, and all proposed recreational facilities and open space areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Architectural plan</b> , which shall include the ground floor plan and architectural elevations of all proposed buildings and a color rendering. (See Note 1 below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Topography and drainage plan</b> , which shall contain the existing and proposed final topography at two-foot intervals and plans for handling stormwater drainage, and all wetlands including floodplain areas. (See Note 2 below)			<input type="checkbox"/>
<b>Utility plan</b> , which shall include all facilities for refuse and sewage disposal or storage of all wastes, the location of all hydrants, fire alarm and firefighting facilities on and adjacent to the site.			<input type="checkbox"/>
<b>Landscaping plan</b> , showing the limits of work, existing tree lines, and all proposed landscape features and improvements including screening, planting areas with size and type of stock for each shrub or tree, and including proposed erosion control measures.			<input type="checkbox"/>

**Note 1:** All architectural plans Certification that the proposal is in conformance with the provisions of the Americans with Disabilities Act and the Massachusetts Architectural Barriers Board.

**Note 2:** Submit drainage calculations by a professional engineer that conform to subdivision regulations.

This list should be considered a summary of the requirements for petition sets. The applicant should refer to the City of Chelsea Zoning Ordinance for a full description of the required contents as well as the application for distribution information. The Zoning Board of Appeals and Planning Board retain the right to require additional information as allowed in the Zoning Ordinance. For assistance with project requirements and submission procedure, please call the Department of Planning and Development at (617) 889-8233.

**All Petition Sets Must be Submitted and Stamped by the City Clerk's Office**

City Hall, Room 209, 500 Broadway  
 Chelsea, Massachusetts 02150  
 Telephone (617) 889-8374  
 Fax (617) 889-8367