



PETITION FOR SPECIAL PERMIT AND/ OR MAJOR SITE PLAN REVIEW

(Please type or print)

ZBA Use Only

File # _____

Each application for Special Permit and Major Site Plan submission shall be prepared in accordance with the provisions of Zoning Ordinance Section 34-214 and 34-215. 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 Special Permit and Major Site Plan requirements:

Zoning Ordinance- <http://library.municode.com/index.aspx?clientId=14939>

Chelsea Development Guide - www.ci.chelsea.ma.us/Public_Documents/ChelseaMA_Planning/publications

Site Information -Maps available at Assessor's Office
and GIS maps are found at:
<http://maps.chelseama.gov/>

Property Address: _____

Assessor's Map: _____ & Lot: _____

Suffolk Registry of Deeds: Book # _____ Page # _____

Certificate Number (if registered) _____

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 | |

Overlay Districts (If Applicable): _____

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: _____

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 permit process. Please consult with the Department of Planning & Development to determine if fewer paper copies can be submitted for your project, particularly if you are submitting an application for both a Special Permit and Major Site Plan Approval or submitting electronic documents. An application for a special permit shall be in substantial conformance with Section 34-215 of the Zoning Ordinance. Specifically, Section 34-215(e) specifies the plan requirements for Major Site Plans. 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 & Development or to schedule a comment period 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 encouraged for large documents, including drainage calculations, traffic reports, or engineering data.

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

Special Permit Submission Requirements

Submitted and stamped at the
City Clerk's Office:

Seventeen petition sets

*(including three 24" x 36" plans
and fourteen 11" x 17" plans)*

- City Clerk (original copy)
- Zoning Board of Appeals
- Planning Board

Five of these sets are delivered to:

- Inspector of Buildings (1)
- Department of Public Works (1)
- Fire Department (1)
- Conservation Commission (1)
- Board of Health (1)

*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" plan and fifteen (15) copies of plans. (Section 34-214(c)(3))

Major Site Plan Submission Requirements

Submitted and stamped at the
City Clerk's Office:

Seventeen petition sets

*(including four 24" x 36" plans
and fourteen 11" x 17" plans)*

- City Clerk (original copy)
- Planning Board

Six petition sets are delivered to:

- City Council (1)
- Inspector of Buildings (1)
- Department of Public Works (1)
- Fire Department (1)
- Conservation Commission (1)
- Board of Health (1)

Variance Submission Requirements

Submitted and stamped at the
City Clerk's Office:

Seven petition sets

*(including two 24" x 36" plans
and five 11" x 17" plans)*

- City Clerk (original copy)
- Zoning Board of Appeals

Waiving of Requirements

A letter requesting a waiver of requirements for Major Site Plans should accompany an application that does not include all checklist items in Section 34-215 (e). This waiver letter should also explain the reasons for the Planning Board to grant a waiver. In addition, the Zoning Board of Appeals and Planning Board reserve the right to require the additional information, including plans, as allowed in the Zoning Ordinance.

Complete sets of plans, applications, narratives, and photos will help avoid delays.

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

Dimensional Worksheet

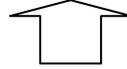
Structure Dimensional Checklist To Be Completed By Applicant

Petitioner Name	
Parcel Address	
Zoning District	
Lot Area	
Total Building Gross Floor Area	

	Allowed/ Required	Existing	Proposed
Minimum Lot Area (sf)			
Lot Area/Dwelling Unit			
Maximum Floor Area Ratio			
Minimum Frontage (ft)			
Total Dwelling Units			
Rental/Ownership			
Affordable			
Density			
Minimum Yard Setbacks			
Front			
Side, Left			
Side, Right			
Rear			
Maximum % Lot Coverage			
Minimum Open Space/Family			
Total Off-Street Parking Spaces			
Total Loading Areas			
Maximum Height/Stories			



Available in the City
of Chelsea Zoning
Ordinance



Provided by the
Applicant



Provided by the
Applicant



Checklist of Petition Requirements

	Special Permit	Variance	Major Site Plan
Copies of the denial letter from the Zoning Enforcement Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photographs of the proposed site (Black & White copies for petition sets are sufficient)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submittal Fees (Fees vary and may be paid by personal check, treasurer's check or money order)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development Impact Statement (DIS)*	At discretion of ZBA*		<input type="checkbox"/>
Plans			
Locus plan or certified plot plan 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"/>
Site layout plan , 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"/>
Architectural plan , 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"/>
Topography and drainage plan* , which shall contain the existing and proposed final topography at two-foot intervals and plans for handling stormwater drainage (including drainage calculations if necessary), and all wetlands including floodplain areas.	At discretion of ZBA*		<input type="checkbox"/>
Utility plan* , 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"/>
Landscaping plan* , 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: Certification is required that the proposal is in conformance with the provisions of the Americans with Disabilities Act and the Massachusetts Architectural Barriers Board.

Note 2: This list should be considered a summary of the requirements for Petition sets. The applicant should refer to the Chelsea Zoning Ordinance for a full description of the required contents as well as the 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 & Development at (617) 466-4180.

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

City Hall, Room 101, 500 Broadway
 Chelsea, Massachusetts 02150
 Telephone (617) 466-4180
 Fax (617) 466-4195



Checklist of Plan Requirements & Written Summary

Topography and Drainage Plans

- Existing topography at 2' contour intervals
- Proposed topography at 2' contour intervals
- Plans for stormwater management
- Wetland resource area delineation

Utility Plans

- Sewer
- Water
- Refuse and storage of waste
- Hydrants and fire alarms

Architectural Plans

- Floor plans
- Elevations of proposed building(s)
- Color rendering of proposed building(s)

Landscaping Plans

- Limit of Work delineation
- Existing vegetation proposed to be saved and/or removed
- Screening
- Plant List (size and type of stock) with key to plan
- Erosion control measures

Written Summary

- Number of dwelling units
- Acreage in residential use
- Evidence of compliance with parking and off-street loading requirements
- Forms of ownership
- Maintenance provisions
- Identification of land that will be common or public
- Certification of Americans with Disabilities Act compliance
- Time required to complete project and phases (with site plans)
- Written estimate, showing cost of site improvements planned (with site plans)

Completeness of Plans

Complete and accurate sets of plans, applications, narratives, and photographs will help avoid delays.

The Petitioner should refer to the Zoning Ordinance (Sections 34-214 and 34-215) for a description of the required contents as well as the application distribution information. The Zoning Board of Appeals and Planning Board retain the right to require additional information as allowed in the Zoning Ordinance.

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

Waiver Request

In accordance with Section 34-215 (c)(1) of the Zoning Ordinance, a letter requesting a waiver of requirements for Major Site Plans should accompany a Petition that does not include required checklist items. This waiver letter should also explain the reasons for the Board to grant a waiver. The Planning Board always reserves the right to deny a waiver and require the additional information.



Fee Schedule

City of Chelsea Zoning Ordinance

In calculating the filing fee for an application before the Zoning Board of Appeals, the fee schedule below is used:

1. Special Permit application for parking relief for an existing one-or two-family dwelling:
\$150.00 payable to the City of Chelsea
\$60.00 payable to the Chelsea Record
2. Variance application for dimensional relief for an existing one-or two-family dwelling:
\$150.00 payable to the City of Chelsea
\$60.00 payable to the Chelsea Record
3. Special Permit application for construction of a new multi-family dwelling with greater than six units:
\$1,000.00 payable to the City of Chelsea
\$60.00 payable to the Chelsea Record
4. Special Permit application for Planned Development or Major Commercial Project:
\$1,000.00 payable to the City of Chelsea
\$60.00 payable to the Chelsea Record
5. Special Permit application for a commercial and/or industrial use where new construction of 8,000 or more g.s.f. is proposed, or there is a change in use or alteration of 8,000 g.s.f. or more in an existing building:
\$500.00 payable to the City of Chelsea
\$60.00 payable to the Chelsea Record
6. Other Special Permits:
For a Special Permit request that does not fall in one of the above categories in Item 1, 3, 4 or 5 above, the filing fee shall be \$350.00 payable to the City of Chelsea and \$60.00 payable to the Chelsea Record
7. Variance:
For a Variance application that does not fall into the category Item 2 above, the filing fee shall be \$350.00 payable to the City of Chelsea and \$60.00 payable to the Chelsea Record

In addition, the following fees shall apply:

8. Major Site Plan Review by the Planning Board where neither a Special Permit or Variance application is filed:
\$350.00 payable to the City of Chelsea
\$60.00 payable to the Chelsea Record
9. Major Modification to an Existing Special Permit:
\$350.00 payable to the City of Chelsea
\$60.00 payable to the Chelsea Record
10. Appeal:
\$350.00 payable to the City of Chelsea
\$60.00 payable to the Chelsea Record



City of Chelsea
ZONING BOARD OF APPEALS
Chelsea City Hall
500 Broadway, Room 101
Chelsea, Massachusetts 02150
Tel: (617) 466-4180 Fax: (617) 466-4195

John DePriest, AICP, Chairman
Janice Tatarka, Member
Arthur Arsenault, Member
Joseph Mahoney, Associate
Marilyn Vega-Torres, Associate

SPECIAL PERMIT

PETITION PROCEDURES

Special Permit Petitions shall be submitted to the City of Chelsea, City Clerk's Office, Room 209, 500 Broadway, Chelsea, MA. A complete Special Permit Petition includes the following:

- 1) The **Special Permit Petition**, completed and executed.
- 2) **Photographs** in sufficient quantity, quality and detail to indicate the environmental features of the site and any existing structures, adjacent or nearby open space, and adjacent structures and/or uses.
- 3) A **Denial Letter** from the Inspectional Service Department – Zoning Enforcement Officer to the Petitioner stating the reasons necessary for the issuance of a special permit.
- 4) A **Certified Site Plan (Site Layout Plan)**, drawn to scale, stamped by a registered engineer or land surveyor, meeting the requirements of Section 34-215(e)(1) of the Zoning Ordinance, unless such requirements are otherwise waived, shall be submitted. The Certified Site Plan shall also contain the plot plan information in Item 5 below.
- 5) If the Site Plan is not submitted or required, a **Certified Plot Plan** shall be submitted as follows:
 - a) The plan should be drawn to scale, stamped by a registered engineer or land surveyor, illustrating the special permit. The plan should show the closest points of existing structure(s) to the lot line and nearby structures on abutting lots. If you are petitioning the Board to convert the number or dwelling units at a property, **floor plans** must also be submitted. Floor plans should show location of windows and doors, as well as exterior stairs.
 - b) Identification of the lot or lots for which this application is submitted. Multiple lots assembled to form a building lot should be illustrated with hash lines between lots to indicate location of multiple lots.
 - c) Lot dimensions, i.e., lot frontage and lot area. Plans with existing/proposed buildings, or building additions, must also illustrate yard dimensions, i.e., front, side, and rear yard setbacks that are existing and proposed.
 - d) Calculations of existing and proposed percentage of lot coverage, useable open space, current and proposed building and/or structure height, and floor area ratio, to the extent applicable.
 - f) Location and dimensions of off-street parking spaces (see Section 34-106 of the Chelsea Zoning Ordinance for requirements).
 - g) Current zoning district of lot(s) as well as street address of lot(s).
 - h) All existing structures, stairs, decks, sheds, patios, chimney foundations, swimming pools, landscaping/open space, etc.
- 6) Depending on the complexity of your project, you may need to submit other plans with the Special Permit Petition (e.g., topography and drainage plans, utility plans, building elevations, landscaping plans, floor plans as noted in 5(a) above, etc.) in substantial conformance with the requirements of Section 34-215 of the Zoning Ordinance. Landscaping plans should include proposed improvements, including screening, buffers, type of plantings, and size and type of shrubs/trees, and erosion control measures, etc. The Board retains the right to require additional information as allowed in the Zoning Ordinance.

- 7) The required fees for submission of a special permit. (Fees maybe paid by personal check, treasurer's check or money order).
Application Fee: See **Fee Schedule** (effective December 1, 2013) payable to the **City of Chelsea**.
Advertising Fee: \$ **60.00** payable to **Chelsea Record**.
- 8) The Petition form with plans, photographs, and the Inspectional Services Department's denial letter, together with the appropriate fees to cover expenses of the hearing by the Board and advertising costs, must be filed in the **City Clerk's Office, City Hall, 500 Broadway, Room 209, Chelsea, MA 02150**. Office Hours: Monday, Wednesday and Thursday, 8:00 a.m. to 4:00 p.m.; Tuesday 8:00 a.m. to 7:00 p.m., and Friday 8:00 a.m. to 12:00 p.m.
- 9) The Zoning Board of Appeals Hearings are generally held on the **2nd Tuesday of the Month at 6:00 p.m.** in City Hall, 500 Broadway, Room 102, Chelsea. The Board will notify each Petitioner by mail of the scheduled hearing date. Petitioners with any questions may contact the Zoning Board Clerk Paulette Velastegui at (617) 466-4181.

CRITERIA FOR GRANTING OF SPECIAL PERMIT

NO SPECIAL PERMIT MAY AUTHORIZE A USE OR ACTIVITY NOT OTHERWISE PERMITTED IN THE DISTRICT IN WHICH THE LAND OR STRUCTURE IS LOCATED.

Special Permits shall be granted, by the Zoning Board of Appeals (or other designated Special Permit Granting Authority) unless otherwise specified herein, only upon its written determination that the benefit to the City of Chelsea and the neighborhood outweigh the adverse effects of the proposed use, taking into account the characteristics of the site and of the proposal in relation to that site, In addition to other specific factors that may be set forth in the zoning ordinance for a Special Permit, the determination shall include consideration of each of the following:

- A) Social, economic, or community needs which are served by the proposal;
- B) Traffic flow and safety, including parking and loading;
- C) Adequacy of utilities and other public services;
- D) Neighborhood character and social structures;
- E) Impacts on the natural environment, including drainage; and
- F) Potential fiscal impact, including impact on City services, tax base, and employment.

PETITION REQUIREMENTS CHECKLIST

- 1. Petition Application (**17 copies**) – Complete and Signed by Petitioner (and Property Owner, if different).
- 2. Photographs
- 3. Denial Letter of Building/Occupancy Permit
- 4. Certified Plot Plan and/or Site Layout Plan, with other plans in substantial conformance with Section 34-215
- 5. Application Fee: See **Fee Schedule** (effective December 1, 2013) (Check payable to the **City of Chelsea**)
 Advertising Fee: \$ **60.00** (Check payable to the **Chelsea Record**)
- 6. Other or waivers requested (explain):

Petitions for Special Permits will not be accepted by the City Clerk unless the Petitioner fulfills the Petition requirements of the Chelsea Zoning Board of Appeals.