



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](http://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: _____

3. Type of Application (Check all that apply):

- Special Permit Site Plan Approval Planned Development
- Amend an Existing Board Order (provide previous Case Number and explain) _____

4. Written Project Summary- Describe the project and proposed work, existing and planned uses, structure(s) locations, square footage of building(s), units/number of bedrooms (if applicable), parking, setbacks, project schedule, hours of operation/number of employees (if applicable) and zoning relief necessary: (Use additional sheets as needed):

5. Type of Request (Check all that apply):

- Use Request by Special Permit Reconstruction/Extension/Alteration of Nonconforming Structure
- Change/Extension of Nonconforming Use Off-Street Parking Relief/Off-Street Loading Relief

6. Fee Schedule (Fees may be paid by personal check, treasurer’s check or money order)

Special Permit Application Fee: **See attached Fee Schedule (effective January 1, 2017)**
\$80.00 payable to the *Chelsea Record*

Site Plan Application Fee: **\$80.00** payable to the *Chelsea Record*

I/We hereby certify under the pains and penalties of perjury that the foregoing information contained in this petition are true and complete.

SIGNATURE OF PETITIONER

DATE

SIGNATURE OF PROPERTY OWNER

DATE

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED TO APPLICANT

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

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 34-214 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 to the Department of Planning & Development prior to filing with the City Clerk as follows:

Special Permit Submission Requirements

Submitted and stamped at the
City Clerk's Office:

Twenty petition sets

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

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

Five of these sets are delivered to:

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

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

- City Clerk (original copy)
- Planning Board

Six petition sets are delivered to:

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

Variance Submission Requirements

Submitted and stamped at the
City Clerk's Office:

Ten petition sets

*(including two 24" x 36" plans
and eight 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.