



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 January 1, 2017) payable to the **City of Chelsea**.
Advertising Fee: \$80.00 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 January 1, 2017) (Check payable to the **City of Chelsea**)
 Advertising Fee: **\$80.00** (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.