



Application Guidelines Special Permit for Affordable Housing Incentive Program

Relationship to Site Plan Review: All development proposals which require a Special Permit under the Affordable Housing Incentive Program also require Site Plan approval. Applicants are encouraged to file an application for Site Plan Review at the same time that they file for the Affordable Housing Special Permit. Application materials and guidelines are available at the City Clerk's office and the Office of Planning and Community Development. A joint public hearing will be held by the Planning Board and only one administrative fee will apply. The administrative fee is described in the Site Plan Review application materials.

Filing the Application with the City Clerk: Submit 15 copies of the application materials for the Special Permit under the Affordable Housing Incentive Program along with the application materials for Site Plan Review to the City Clerk to be time stamped and filed. Copies of the application materials for the Affordable Housing Special Permit will be distributed to the Planning Board, the Office of Planning and Community Development, the Department of Inspectional Services, and the Zoning Board of Appeals.

Public Hearing: After the application has been filed with the City Clerk, the OPCD will notify the applicant as to the date of the public hearing. A joint public hearing will be held for the Site Plan Review and the Affordable Housing Special Permit. The OPCD will notify abutters of the public hearing pursuant to the regulations of Chapter 40A, section 11 of the Massachusetts General Laws. A hearing date with the Planning Board will be scheduled within 65 days of filing with the City Clerk.

Decision: The decision of the Planning Board will be made within 90 days after the date of the public hearing. Decisions made by the Planning Board are filed with the City Clerk within fourteen (14) days of the vote, and notice of the decision is mailed to the Petitioner and the abutters.

APPLICATION MATERIALS:

To file an application for Site Plan Review the following must be submitted:

- The application form (15 copies)
- Floor plan(s) of proposed building(s) (15 copies)

CITY OF MELROSE
Special Permit for Affordable Housing Incentive Program Application Form

INSTRUCTIONS: Applications must be typed or printed. Refer to the Application Guidelines for a complete description of the application requirements.

PROJECT ADDRESS AND SITE INFORMATION:

NUMBER & STREET: _____
 ASSESSOR'S MAP & PARCEL: _____ ZONING DISTRICT: _____

APPLICANT'S CONTACT INFORMATION:

NAME: _____
 ADDRESS: _____
 PHONE: _____
 FAX: _____

APPLICANT'S REPRESENTATIVE (If applicable):

NAME: _____
 ADDRESS: _____
 PHONE: _____
 FAX: _____

OWNER'S CONTACT INFORMATION (If different from Applicant):

NAME: _____
 ADDRESS: _____
 PHONE: _____
 FAX: _____

SIZE OF PROPOSED BUILDING:

SQUARE FEET _____ FRONTAGE _____
 HEIGHT (FEET) _____ # STORIES _____

PROJECT DESCRIPTION: (Briefly describe the proposed project, including the type of residential development (townhouse, multifamily, etc and whether they are rental, condo or ownership), the total number of residential units proposed, and any other relevant information).

Complete the chart below indicating the unit breakdown by bedroom count for the entire residential development.

Bedroom Configuration	# of Units	# of Bathroom	Livable Square Feet
Studio			
1 Bedroom			
2 Bedroom			
3 Bedroom			
Other			

Signature of Applicant: _____ Date: _____