

For City Clerk's use:

Case # 24-005

Date Stamp

CITY CLERK MELROSE-MA  
2024 MAR 6 AM 10:44

Fee \$ 250

MELROSE BOARD OF APPEALS  
Application Checklist

This application checklist must be completed, signed and submitted with all Zoning Board of Appeals Applications. All documents on the checklist and the collated sets of the required copies must be submitted to the City Clerk's Office and emailed to [appeals@cityofmelrose.org](mailto:appeals@cityofmelrose.org).

Applicant's Name: William C. Quintan

Project Address: 130 Penny Rd Melrose MA 02176

Original & 1 copy collated (additional copies may be requested if needed)

- 1. Application Checklist
- 2. Completed Application Form
- 3. Letter from the Building Commissioner
- 4. Advertising Fee Billing Authorization
- 5. Abutters List from Nearby City/Town if within 300 feet of the subject property
- 6. Application Filing Fee
- 7. Certified Plot Plan
- 8. Site Plan
- 9. Construction Plans, if applicable
- 10. Additional Information, if applicable

By signing below, I certify that I understand and agree to comply with the requirements outlined in the "General Requirements for Application to the Melrose Zoning Board of Appeals," and that the application submitted is complete as per those requirements.

Signature William C. Quintan Date 3/6/24

MELROSE BOARD OF APPEALS  
Application Form

INSTRUCTIONS: Please read the General Requirements for Application to the Melrose Zoning Board of Appeals (ZBA).

PROJECT ADDRESS & SITE INFORMATION

Address 130 Penny Rd.  
Assessor's Map & Parcel \_\_\_\_\_  
Zoning District SRA  
Deed recorded in Middlesex South Registry District Deeds: Book 13138 Page 334 or  
Certificate of Title: Number \_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_

APPLICANT

Name William C. Quinlan JR.  
Address 130 Penny Rd  
Telephone (617) 997-9950 or (617) 939-8765  
Email Odie 0324@gmail.com  
If applicant is not owner, check his/her interest in the premises:  
Prospective Purchaser  Lessee  Other (Explain) \_\_\_\_\_

OWNER (If joint ownership, name all parties)

Name William & Kathleen Quinlan  
Address 130 Penny Rd.  
Telephone (617) 997-9950 or (617) 997-1547  
Email Odie 0324@gmail.com

REPRESENTATIVE

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email \_\_\_\_\_

APPLICATION IS HEREBY MADE

- (A)  For a Variance from requirements in the following sections of the Zoning Ordinance:  
Chapter 235, Sections -18 and -19
- (B)  For a Special Permit referenced in the following sections of the Zoning Ordinance:  
Chapter 235, Sections \_\_\_\_\_
- (C)  As a party aggrieved, for review of a decision made by the Building Commissioner or other authority. The decision, stating the grounds thereof, must be attached.

**PROPOSAL INFORMATION**

Were the premises the subject of a previous application to the Board? No

If yes, give date of application and case number if available ~~4/13/24 or ASAP~~

Approximate date of construction of existing building 4/13/24 or ASAP

Zoning Data	Existing	Proposed
Use(s) of Property	Single family	Single family
Lot Area	8,862 sf	8,862 sf
Frontage/Lot Width	131.92 ft. (frontage) ft	same ft
Building Height - ft/#stories	89.24 ft. (width) ft / 2 stories	ft / 2 stories
Square Feet of Building	<del>400</del> 720 sf	<del>400</del> 720 sf
Dimensions of Addition or New Building	—	400 sf

Describe the proposed work and/or use including the reasons for the requested relief. Address the requirements for obtaining a Special Permit or a Variance as set forth in the General Requirements for Application to the ZBA. Attach additional sheets if necessary.

Expand on existing deck for swimming pool.

SIGNATURE Will [Signature] DATE 3/6/24

APPLICATION FEE:  
 \$350.00 1-3 Family Residence  
 \$500.00 All Others  
 Non-Refundable FEE  
**MUST ACCOMPANY THIS APPLICATION**

MELROSE BOARD OF APPEALS  
Advertising Fee Billing Authorization

To: Melrose Free Press Observer  
48 Dunham Road  
Suite 3100  
Beverly, MA 01915  
Attn: Legal Advertising Department

I hereby authorize GateHouse New England to bill me directly for the legal notice to be published two times in the Melrose Free Press newspaper for a notice of Public Hearing with the Melrose ZBA. I understand the ZBA Staff will write and submit the advertisement, using the information contained on the application, and that the Melrose Free Press will bill me directly for the cost of the ad. I understand that it is my responsibility to contact the Melrose Free Press at (781) 433-7902 and pay for the notice no later than Friday at 5 PM the week before the advertisement is scheduled to be published.

Errors and omissions in the application material are the responsibility of the applicant and could result in additional advertisement costs to the applicant.

Please note: An application cannot be scheduled for public hearing without advertisement. If the Melrose Free Press is unable to publish the advertisement due to non-payment by the applicant or other reasons related to actions or inactions by the applicant, the hearing date may be revoked and the City of Melrose may no longer be able to accommodate a hearing within 65 days of the filing date.

Signed: William C. Quinlan

Print Name: William C. Quinlan JR.

Address: 130 Penny Rd  
Melrose MA 02176

Home Phone: (617) 997-1547

Work Phone: (617) 997-9950

**Notice to Applicant:**

The cost of the advertisement is based on the length of the ad and varies with each application. If you have concerns about this cost, please call the Melrose Free Press and inquire about their rates prior to submitting your application to the ZBA.