

For City Clerk's use:

Case #

Date Stamp

Fee \$

**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: Douglas White


Project Address: 39<sup>U</sup> Ridgewood Lane Melrose, MA

**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

\$ 350.00

*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 

Date 3-11-2024

**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 59 Ridgewood Lane Melrose, MA  
Assessor's Map & Parcel H9 - Parcel 16  
Zoning District SR-B  
Deed recorded in Middlesex South Registry District Deeds: Book 56745 Page 269 or  
Certificate of Title: Number \_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_

**APPLICANT**

Name Douglas White  
Address 92 Swan St Everett, MA 02149  
Telephone 617-797-4336  
Email Allweather1960@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 Neil R. Burke  
Address 59 Ridgewood Ln Melrose MA - 02175  
Telephone 957-363-0111  
Email Burken@comcast.net

**REPRESENTATIVE**

Name Doug White  
Address 92 Swan St Everett MA 02149  
Telephone 617-797-4336  
Email Allweather1960@gmail.com

**APPLICATION IS HEREBY MADE**

- (A)  For a Variance from requirements in the following sections of the Zoning Ordinance:  
Chapter 235, Sections \_\_\_\_\_
- (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 \_\_\_\_\_

Approximate date of construction of existing building June 11, 2024

Zoning Data	Existing	Proposed
Use(s) of Property	Living	Side Shed
Lot Area	7,996 sf	0 sf
Frontage/Lot Width	80.00 ft	0 ft
Building Height - ft/#stories	28 ft / 2 stories	0 ft / 0 stories
Square Feet of Building	2,827 sf	0 sf
Dimensions of Addition or New Building	—	10ft x 8ft

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.

we are proposing to add a small 10ft x 8ft shed 4ft off the back right hand corner of the house from street view. The will only be one level used to store lawn care products along with pool care products. The shed will be proposed to be built 2ft off property line of Lot. 53 Ridgewood Ln Brian F. & Lisa A. Skinner

SIGNATURE [Signature]

DATE 3-11-2024

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  
Beverley, 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: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

**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.