



**Comprehensive Permit  
Site Approval Application  
Rental**

[www.masshousing.com](http://www.masshousing.com) | [www.masshousingrental.com](http://www.masshousingrental.com)



## Comprehensive Permit Site Approval Application/Rental

Attached is the Massachusetts Housing Finance Agency (“MassHousing”) application form for Project Eligibility/Site Approval (“Site Approval”) under the state’s comprehensive permit statute (M.G.L. c. 40B, Sections 20-23 enacted as Chapter 774 of the Acts of 1969) known as “Chapter 40B”. Developers seeking a comprehensive permit to construct affordable housing under Chapter 40B and intending to use a MassHousing financing program or financing through the New England Fund (“NEF”) program must receive Site Approval from MassHousing. This approval (also referred to as “project eligibility approval”) is a required component of any comprehensive permit application to be submitted to the local Zoning Board of Appeals of the municipality in which the development is to be located .

As part of its review of your application, MassHousing will conduct an inspection of the site and will solicit comments from the relevant municipality. MassHousing will consider any relevant concerns that the municipality might have about the proposed project or the developer. The applicant is encouraged, therefore, to make contact with the municipality prior to submitting the Site Approval application in order to ensure that the applicant understands any concerns that the municipality may be likely to raise regarding the proposed development.

In order for a project to receive Site Approval, MassHousing must determine that (i) the applicant has sufficient legal control of the site, (ii) the applicant is a public agency, non-profit organization or limited dividend organization, and (iii) the applicant and the project are generally eligible under the requirements of the MassHousing program selected by the applicant, subject to final eligibility review and approval. Furthermore, MassHousing must determine that the site of the proposed project is generally appropriate for residential development (taking into consideration municipal actions previously taken to meet affordable housing needs ) and that the conceptual project design is generally appropriate for the site. In order for MassHousing to be able to make these findings (required by 760 CMR 56.04 (4)), it is important that you answer all questions in the application and include all required attachments.

**Please note that MassHousing requires that all applicants meet with a member of our Planning and Programs Department staff before submitting their application. Applications for any projects that have not been the subject of a required pre-application meeting will not be accepted or processed.**

Upon completion of its analysis, MassHousing will either issue a Site Approval Letter that approves , conditionally approves or denies the application. If the application is approved, the applicant should apply to the Zoning Board of Appeals within two years from the date of the Site Approval Letter (unless MassHousing extends such term in writing).

Please note that Site Approval from MassHousing does not constitute a loan commitment by MassHousing or any other financing program. All potential MassHousing financing is subject to further review and underwriting by MassHousing’s Rental Lending Department.

Please be sure you have familiarized yourself with all of the applicable requirements set forth in the Chapter 40B regulations and guidelines, which can be found at

<https://www.mass.gov/doc/760-cmr-56-comprehensive-permit-low-or-moderate-income-housing/download>  
[www.mass.gov/hed/docs/dhcd/legal/comprehensivepermitguidelines.pdf](https://www.mass.gov/hed/docs/dhcd/legal/comprehensivepermitguidelines.pdf).

Instructions for completing the Site Approval Application are included in the application form which is attached . The completed application form and all additional documentation should be sent, after your pre-application meeting has been held, to:

**Manager of Planning Programs  
One Beacon Street, Boston, MA 02108**

We look forward to working with you on your proposed development. Please contact Jessica Malcolm at 617-854-1201 or [jmalcolm@masshousing.com](mailto:jmalcolm@masshousing.com) to discuss scheduling your pre-application meeting or if there is any assistance that we can provide in the meantime to make your application process a smooth and efficient one .

### **Our Commitment to You**

MassHousing recognizes that applicants seek some measure of predictability regarding the timeframe for our processing of their applications. Our staff will endeavor to adhere to the following schedule for reviewing applications for site approval :

Within one week of receipt of your application (provided that you have attended a required pre-application meeting) a member of our staff will notify you of any of the items listed on the checklist at the end of the application form that were missing from your application package. Please note that our acknowledgement of receipt of an item does not indicate that any substantive review has yet taken place.

**If your application package is missing any of the items indicated on the checklist by an asterisk, we will not be able to continue processing your application until such items are received.**

If we have received the information which is crucial to the commencement of our review process, we will proceed to (i) give the municipality a period of thirty (30) days in which to submit comments relating to your proposal, (ii) schedule and conduct a site visit, and (iii) solicit bids for and commission and review an "as is" appraisal of your site.

If during our review of your application package we determine that additional information or clarification is needed, we will notify you as soon as possible. Depending on when we receive such additional information, this may affect the amount of time required for MassHousing to complete the site approval process.

Assuming that your application package was complete and that you respond in a timely manner to requests for additional information or clarification, we would expect to issue or deny your site approval within 90 days of our receipt of your application package.



# Application for Chapter 40B Project Eligibility / Site Approval

## for MassHousing-Financed and New England Fund ("NEF") Rental Projects

### Section 1: GENERAL INFORMATION

**Name of Proposed Project:** Essex  
**Municipality:** Melrose **County:** Middlesex  
**Address of Site:** 164 Essex St  
**Cross Street:**  
**Zip Code:** 02176  
**Tax Parcel I.D. Number(s):** C8-0-4

**Name of Proposed Development Entity** Cedar Park Development LLC

*(typically a single purpose entity):*

**Entity Type:** Limited Dividend Organization

*\* If the Proposed Development Entity is a Non-Profit, please contact MassHousing regarding additional documentation that must be submitted.*

**Has this entity already been formed?** No **State Formed:** Massachusetts

**Name of Applicant:** Cedar Park Development LLC

*(typically the Proposed Development Entity or its controlling entity or individual)*

**Applicant's Web Address:**

Does the applicant have a related party relationship with any other member of the development team? Yes

**If yes, please explain:**

Spouse of Primary Contact for Developer

#### Primary Contact Information:

**Contact Name:** Laura Szekely

**Relationship to Applicant:**

**Company Name:** Cedar Park Development LLC

**Address:** 142 Haggetts Pond Road

**Municipality:** Andover

**State:** Massachusetts

**Zip:** 01810

**Phone:**

**Cell Phone:** 978-423-3194

**Email:** laura@szecon.com

#### Secondary Contact Information:

**Contact Name:** Jesse Schomer

**Relationship to Applicant:**

**Company Name:** Regnante Sterio LLP

Attorney

**Address:** 401 Edgewater Place Suite 630

**Municipality:** Wakefield

**State:** Massachusetts

**Zip:** 01880

**Phone:** 781-246-2525

**Cell Phone:**

**Email:** jschomer@regnante.com

**Additional Contact Information:**

**Contact Name:** Sean Szekely

**Relationship to Applicant:**

**Company Name:** Cedar Park Development LLC

**Address:** 142 Haggetts Pond Road

**Municipality:** Andover

**State:** Massachusetts

**Zip:** 01810

**Phone:**

**Cell Phone:** 978-423-3193

**Email:** sean@szecon.com

**Anticipated Construction Financing:** NEF

**Name of Lender (if not MassHousing financed):** The Savings Bank

**Anticipated Permanent Financing:** NEF

**Other Lenders:** The Savings Bank

***Please note: under the NEF Program, a minimum of 25% of the Permanent financing must be obtained from an NEF Lender and remain in place for 5 years***

**Age Restriction:** None

**Brief Project Description:**

The proposed project is a 76-unit multifamily mixed income rental development. The units will be located in one new 4 story elevator building (4 studio unit, 50 1-bedroom units, 14 2-bedroom units, and 8 3-bedroom unit) with parking under and behind the building. Nineteen of the proposed units (25%) will be affordable to households earning at or below 80% of AMI. In-building amenities will include garage parking for vehicles and bicycles, mail room, lobby, and common exterior terrace space on the top floor of the building. Outdoor amenities will include tables, a fire pit/grill area, and a dog walk area. The site is located within walking distance of an MBTA commuter rail Haverhill Line stop (630 ft away) and two MBTA bus stops (137 and 131) (0.3 miles away) as well as all Melrose downtown amenities. The address has a walk score of 93, which is characterized as a "walker's paradise."

The site is located inside the Melrose Rail Corridor Overlay District (RCOD) and the Extensive Business District (BB-1). The Melrose RCOD was created to support and encourage affordable housing in the area most accessible to the three commuter rail stops in Melrose. The BB-1 zone allows multifamily buildings by special permit.

As the project was developed the applicants met with and exchanged email with City of Melrose officials on numerous occasions regarding the specifics of the potential project. As a result of feedback from the city, changes have been incorporated into the design. Examples of these changes are creating outdoor public spaces such as the semi-public landscaped space and the benches along the front of the property. These changes are also in line with city guidelines for other development projects currently in process.

## Application for Chapter 40B Project Eligibility / Site Approval

### for MassHousing-Financed and New England Fund (“NEF”) Rental Projects

#### Section 2: EXISTING CONDITIONS / SITE INFORMATION

*In order to issue Site Approval, MassHousing must find (as required by 760 CMR 56.04 (4)) that the site is generally appropriate for residential development.*

#### Buildable Area Calculations (Acres)

<b>Total Site Area:</b>	<b>0.74</b>
Wetland Area (per MA DEP):	0.00
Flood Hazard Area (per FEMA):	0.00
Endangered Species Habitat (per MESA):	0.00
Conservation / Article 97 Land:	0.00
Protected Agricultural Land (i.e. EO 193):	0.00
Other Non-Buildable:	<b>0.00</b>
<b>Total Non-Buildable Area:</b>	<b>0.00</b>
<b>Total Buildable Area:</b>	<b>0.74</b>

#### Current use of the site and prior use if known:

The project site currently serves as an overflow parking lot for Melrose Wakefield Hospital.

Is the site located entirely within one municipality? Yes

If not, in what other municipality is the site located?

How much land is in each municipality?

#### Additional Site Addresses:

#### Current zoning classification and principal permitted uses:

BB-1 Business, RCOD Railroad Corridor Overlay Dist

## Previous Development Efforts

Please list any previous applications pertaining to construction on or development of the site, including (i) type of application (comprehensive permit, subdivision, special permit, etc.); (ii) application filing date; (iii) date of denial, approval or withdrawal. Also indicate the current Applicant's role, if any, in the previous applications.

*Note that, pursuant to 760 CMR 56.03 (1), a decision of a Zoning Board of Appeals to deny a Comprehensive Permit, or (if the Statutory Minima defined at 760 CMR 56.03 (3) (b or c) have been satisfied) grant a Comprehensive Permit with conditions, shall be upheld if a related application has previously been received, as set forth in 760 CMR 56.03 (7).*

There have been no previous efforts to develop the land.

To the best of your knowledge, has this site ever been rejected for project eligibility/site approval by another subsidizing agency or authority?            No

If Rejected, Please Explain:

Existing Utilities and Infrastructure	Yes/No	Description
Wastewater- private wastewater treatment	No	
Wastewater - public sewer	Yes	
Storm Sewer	Yes	
Water-public water	Yes	
Water-private well	No	
Natural Gas	Yes	
Electricity	Yes	
Roadway Access to Site	Yes	
Sidewalk Access to Site	Yes	
Other	No	

## Describe Surrounding Land Uses:

The site is abutted by an assisted living facility, a multi-unit condo building, single and two family homes, and the MBTA railroad tracks.

Surrounding Land Use/Amenities	Distance from Site	Available by Public Transportation?
Shopping Facilities	0.20	Yes
Schools	0.60	Yes
Government Offices	0.30	Yes
Multi-Family Housing	0.05	Yes
Public Safety Facilities	0.30	Yes

<b>Office/Industrial Uses</b>	0.30	Yes
<b>Conservation Land</b>	0.20	Yes
<b>Recreational Facilities</b>	0.20	Yes
<b>Houses of Worship</b>	0.20	Yes
<b>Other</b>	0.00	N/A

**Public transportation near the Site, including type of transportation and distance from site:**

The Melrose Cedar Park MBTA Commuter Rail Station on the Haverhill Line is a 3 minute walk (630 ft) from the site. The site is also a 5 minute walk (0.3 mile) from the Main@Essex stop of the 131 and 137 buses. These bus lines connect to the Oak Grove MBTA station 1.5 miles away on the Orange Line.

**Site Characteristics and Development Constraints**

Are there any easements, rights of way or other restrictions of record affecting the development of the site ?	No
Is there any evidence of hazardous, flammable or explosive material on the site?	No
Is the site, or any portion thereof, located within a designated flood hazard area?	No
Does the site include areas designated by Natural Heritage as endangered species habitat?	No
Are there documented state-designated wetlands on the site?	No
Are there documented vernal pools on the site?	No
Is the site within a local or state Historic District or listed on the National Register or Historic Places?	No
Has the site or any building(s) on the site been designated as a local, state or national landmark?	No
Are there existing buildings and structures on site?	No
Does the site include documented archeological resources?	No
Does the site include any known significant areas of ledge or steep slopes?	No



## Application for Chapter 40B Project Eligibility / Site Approval

### for MassHousing-Financed and New England Fund (“NEF”) Rental Projects

#### Section 3: PROJECT INFORMATION

In order to issue Site Approval, MassHousing must find (as required by 760 CMR 56.04 (4)) that the proposed project appears generally eligible under the requirements of the housing subsidy program and that the conceptual project design is generally appropriate for the site.

**Construction Type:** New Construction

<b>Total Dwelling Units:</b>	76	<b>Total Number of Affordable Units:</b>	18
<b>Number of Market Units:</b>	58	<b>Number of AMI 50% Affordable Units:</b>	0
		<b>Number of AMI 80% Affordable Units:</b>	18

#### Unit Information:

Unit Type	Bedrooms	Baths	# Of Units	Unit Sq. Ft.	Rent	Utilities
Market	Studio	1 Bath	3	546	\$2,600	\$0
Market	1 Bedroom	1 Bath	37	769	\$2,900	\$0
Market	2 Bedroom	1.5 Baths	12	1,127	\$3,350	\$0
Market	3 Bedroom	2 Baths	6	1,337	\$3,900	\$0
Affordable Unit - Below 80%	1 Bedroom	1 Bath	12	769	\$2,221	\$228
Affordable Unit - Below 80%	2 Bedroom	1.5 Baths	3	1,127	\$2,666	\$292
Affordable Unit - Below 80%	3 Bedroom	2 Baths	2	1,337	\$3,080	\$352
Affordable Unit - Below 80%	Studio	1 Bath	1	546	\$2,073	\$169

#### Utility Allowance Assumptions *(utilities to be paid by tenants):*

Utility allowances were taken from the US Department of Housing and Urban Development Allowances for Tenant-Furnished Utilities and Other Services for the Metro Boston Housing Partnership dated 12/1/2022. It was assumed that Heating, Cooking, and Water Heating would be fueled by electric and Other Electric and Refrigerator allowances were also included.

**Percentage of Units with 3 or More Bedrooms:** 10.53

\* Note that the January 17, 2014 Interagency Agreement Regarding Housing Opportunities for Families with Children requires that at least 10% of the units in the Project must have three (3) or more bedrooms. Evidence of compliance with this requirement must be provided at Final Approval.

<b>Handicapped Accessible Units - Total:</b>	4	<b>Market Rate:</b>	3	<b>Affordable:</b>	1
<b>Gross Density (units per acre):</b>	102.7027	<b>Net Density (units per buildableacre):</b>	102.7027		

#### Building Information:

Building Type	Building Style	Construction Type	Stories	Height	GFA	Number Bldg
Residential	Multi-family	Construction	5	60	90,471	1

Will all features and amenities available to market unit residents also be available to affordable unit residents?

Yes

If not, explain the differences:

**Parking**

**Total Parking Spaces Provided:** 55

**Ratio of Parking Spaces to Housing Units:** 0.72

**Lot Coverage**

**Buildings:** 72%

**Parking and Paved Areas:** 15%

**Usable Open Space:** 9%

**Unusable Open Space:** 4%

**Lot Coverage:** 88%

Does project fit definition of "Large Project" (as defined in 760 CMR 56.03 (6))?

No

**Application for Chapter 40B Project Eligibility / Site Approval**  
**for MassHousing-Financed and New England Fund (“NEF”) Rental Projects**

**Section 4: SITE CONTROL**

**Grantor/Seller:** LG Realty, LLC

**Grantee/Buyer:** Szecon Development, Inc

**Grantee/Buyer Type:** Other

**If Other, Explain:** President and Treasurer of Szecon Development, Inc is Developer and applicant Sean Szekely

**Are the Parties Related?** No

**For Deeds or Ground Leases:**

**Date(s) of Deed(s) or Ground Leases(s):**

**Purchase Price:** \$0

**For Purchase and Sales Agreements or Option Agreements:**

**Date of Agreement:** 05/10/2023

**Expiration Date:** 01/15/2025

**Date of Extension** *(if extension granted):*

**New Expiration Date** *(if extension granted):*

**Purchase Price:** \$3,000,000

**Will any easements or rights of way over other properties be required in order to develop the site as proposed?:** No

**If Yes, Current Status of Easement:** Under Purchase and Sale Agreement

**Date(s) of Easements(s):**

**For Easements:**

**Date of Agreement:**

**Purchase Price:** \$0

**For Easement Purchase and Sales Agreements or Easement Option Agreements:**

**Expiration Date:**

**Date of Extension** *(if extension granted):*

**New Expiration Date** *(if extension granted):*

**Purchase Price:** \$0

## Application for Chapter 40B Project Eligibility / Site Approval

### for MassHousing-Financed and New England Fund (“NEF”) Rental Projects

#### Section 5: FINANCIAL INFORMATION

In order to issue Site Approval, MassHousing must find (as required by 760 CMR 56.04 (4)) that an initial pro forma has been reviewed and that the Proposed Project appears financially feasible and consistent with the Chapter 40B Guidelines, and that the Proposed Project is fundable under the applicable program.

#### Initial Capital Budget

##### Sources

Description	Source	Budgeted
Private Equity	Owner's Cash Equity	\$6,298,649
Private Equity	Tax Credit Equity	\$0
Private Equity	Developer Fee Contributed or Loaned	\$0
Private Equity	Developer Overhead Contributed or Loaned	\$2,476,365
Other Private Equity		\$0
Public/Soft Debt		\$0
Subordinate Debt		\$0
Permanent Debt	The Savings Bank	\$18,400,000
Permanent Debt		\$0
Construction Debt	<i>for informational purposes only, not included in Sources T</i>	\$0
Additional Source		\$0
Additional Source		\$0
<b>Total Sources</b>		<b>\$27,175,014</b>

#### Pre-Permit Land Value

Item	Budgeted
As-Is Market Value*:	\$0
Reasonable Carrying Costs:	\$250,000
<b>Total Pre-Permit Land Value:</b>	<b>\$250,000</b>

\* As-Is market value to be determined by a MassHousing commissioned appraisal

**Uses (Costs)**

Item	Budgeted
<b>Acquisition Cost (Actual):</b>	
Actual Acquisition Cost: Land	\$3,300,000
Actual Acquisition Cost: Buildings	\$0
Reasonable Carrying Costs	\$250,000
<b>Subtotal - Acquisition Costs</b>	<b>\$3,550,000</b>
<b>Construction Costs-Building Structural Costs (Hard Costs):</b>	
Building Structure Costs	\$18,094,200
Hard Cost Contingency	\$904,710
<b>Subtotal - Building Structural Costs (Hard Costs)</b>	<b>\$18,998,910</b>
<b>Construction Costs-Site Work (Hard Costs):</b>	
Earth Work	\$150,000
Utilities: On-Site	\$50,000
Utilities: Off-Site	\$0
Roads and Walks	\$20,000
Site Improvement	\$0
Lawns and Plantings	\$20,000
Geotechnical Condition	\$0
Environmental Remediation	\$500,000
Demolition	\$0
Unusual Site Conditions/Other Site Work	\$0
<b>Subtotal - Site Work (Hard Costs)</b>	<b>\$740,000</b>
<b>Construction Costs-General Conditions, Builders Overhead and Profit (Hard Costs):</b>	
General Conditions	\$0
Builder's Overhead	\$75,000
Builder's Profit	\$0
<b>Subtotal - General Conditions, Builder's Overhead &amp; Profit</b>	<b>\$75,000</b>
<b>General Development Costs (Soft Costs):</b>	
Appraisal and Marketing Study <i>(not 40B "As Is" Appraisal)</i>	\$7,500
Marketing and Initial Rent Up <i>(include model units if any)</i>	\$0
Real Estate Taxes <i>(during construction)</i>	\$20,000
Utility Usage <i>(during construction)</i>	\$10,000
Insurance <i>(during construction)</i>	\$40,000
Security <i>(during construction)</i>	\$5,000
Inspecting Engineer <i>(during construction)</i>	\$0
Construction Loan Interest	\$500,000
Fees to Construction Lender:     The Savings Bank	\$160,000
Fees to Permanent Lender:	\$0
Fees to Other Lenders:	\$0

General Development Costs (Soft Costs) - continued

Item	Budgeted
Architecture / Engineering	\$100,000
Survey, Permits, etc.	\$100,000
Clerk of the Works	\$0
Construction Manager	\$0
Bond Premiums	\$0
Environmental Engineer	\$0
Legal	\$25,000
Title (including title insurance) and Recording	\$40,000
Accounting and Cost Certification (incl. 40B)	\$5,000
Relocation	\$0
40B Site Approval Processing Fee	\$7,959
40B Technical Assistance / Mediation Fee	\$6,300
40B Land Appraisal Cost (as-is value)	\$5,000
40B Final Approval Processing Fee	\$17,100
40B Subsidizing Agency Cost Certification Examination Fee	\$0
40B Monitoring Agent Fee	\$4,940
MIP	\$0
Credit Enhancement	\$0
Letter of Credit Fees	\$0
Tax Credit Allocation Fee	\$0
Other Financing Fees	\$0
Development Consultant	\$0
Other Consultant: lottery/advertising	\$15,000
Other Consultant: FF&E	\$50,000
Syndication Costs	\$0
Soft Cost Contingency	\$55,940
Other Development Costs:	\$0
<b>Subtotal - General Development Costs (Soft Costs)</b>	<b>\$1,174,739</b>
<b>Developer Fee and Overhead:</b>	
Developer Fee	\$2,476,365
Developer Overhead	\$0
<b>Subtotal Developer Fee and Overhead</b>	<b>\$2,476,365</b>
<b>Capitalized Reserves:</b>	
Development Reserves	\$0
Initial Rent Up Reserves	\$160,000
Operating Reserves	\$0
Net Worth Account	\$0
Other Capitalized Reserves	\$0

**Subtotal - Capitalized Reserves** **\$160,000**

**Summary of Subtotals**

<b>Item</b>	<b>Budgeted</b>
Acquisition Costs (Actual):	\$3,550,000
Building Structural Costs (Hard Costs)	\$18,998,910
Site Work (Hard Costs)	\$740,000
General Conditions, Builder's Overhead & Profit (Hard Costs)	\$75,000
Developer Fee and Overhead	\$2,476,365
General Development Costs (Soft Costs)	\$1,174,739
Capitalized Reserves	\$160,000
<b>Total Development Costs (TDC)</b>	<b>\$27,175,014</b>

**Summary**

<b>Total Sources</b>	<b>\$27,175,014</b>
<b>Total Uses (TDC)</b>	<b>\$27,175,014</b>

**Projected Developer Fee and Overhead\*:** \$2,476,365

**Maximum Allowable Developer Fee and Overhead:\*\*:** \$2,476,365

**Projected Developer Fee and Overhead Equals 100.00% of Maximum Allowable Fee and Overhead**

*\* Note in particular the provisions of Section IV.B.5.a of the Guidelines, which detail the tasks (i) for which a developer may or may not receive compensation beyond the Maximum Allowable Developer Fee and Overhead and (ii) the costs of which must, if the tasks were performed by third parties, be included within the Maximum Allowable Developer Fee and Overhead.*

*\*\* Please consult the most recent DHCD Qualified Allocation Plan (QAP) to determine how to calculate the maximum allowable developer fee and overhead. If you have any questions regarding this calculation, please contact MassHousing.*

**Initial Rental Operating Pro-Forma** (for year one of operations)

Item	Notes	Amount
<b>Permanent Debt Assumptions</b>		
Loan Amount	Lende	\$0
Annual Rate		0.06%
Term		360 Months
Amortization		360 Months
Lender Required Debt Service Coverage Ratio		1.20
Gross Rental Income		\$2,605,176
Other Income (utilities, parking)		\$104,100
Less Vacancy (Market Units): 5% (vacancy rate)		\$107,220
Less Vacancy (Affordable Units): 5% (vacancy rate)		\$21,896
Gross Effective Income		\$2,580,160
Less Operating Expenses		\$632,000
Net Operating Income		\$1,948,160
Less Permanent Loan Debt Service		\$1,323,808
Cash Flow		\$624,352
Debt Service Coverage		1.47

**Describe Other Income:**

Pet rent and parking

**Rental Operating Expense Assumption**

Item	Notes	Amount
Assumed Maximum Operating Expenses	Calculated based on Net Operating Income, Debt Service and required Debt Service Coverage listed above.	\$991,591
Assumed Maximum Operating Expense/Unit*	Number of Units: 76	\$13,047

\* MassHousing may request further detail regarding projected operating expenses if such expenses appear higher or lower than market comparables.



## Application for Chapter 40B Project Eligibility / Site Approval

### for MassHousing-Financed and New England Fund (“NEF”) Rental Projects

#### Section 6: APPLICANT QUALIFICATIONS, ENTITY INFORMATION, AND CERTIFICATION

In order to issue Site Approval MassHousing must find (as required by 760 CRM 56.04 (4)) that the applicant is either a non-profit public agency or would be eligible to apply as a Limited Dividend Organization and meets the general eligibility standards of the program.

#### Development Team:

Company Name	Contact Name	Contact Role	Applicant	Dev Entity	Primary For Role
Cedar Park Development L	Laura Szekely	Owner	Yes	Yes	Yes
Cedar Park Development L	Sean Szekely	Developer	No	No	Yes
Regnante Sterio LLP	Jesse Schomer	Attorney	No	No	Yes
Williams & Sparages LLC	Richard Williams P.E.	Consultant - Architect and Enginee	No	No	No
O'Sullivan Architects	David O'Sullivan	Consultant - Architect and Enginee	No	No	No
Attorney James P Mitchell	James Mitchell	Attorney	No	No	No

#### Entities Responsible for Development Tasks:

Development Task	Developer / Applicant	Contact Name / Company
Architecture and Engineering	No	O'Sullivan Architects, David O'Sullivan
Architecture and Engineering	No	Williams & Sparages LLC, Richard Williams P.E.
Construction Management	No	Cedar Park Development LLC, Sean Szekely
Finance Package	No	Cedar Park Development LLC, Sean Szekely
Local Permitting	No	Attorney James P Mitchell, James Mitchell
Local Permitting	No	Regnante Sterio LLP, Jesse Schomer

#### Affiliated Entities:

Company Name	Individual Name	Affiliation	Relation
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**Previous Applications:**

<b>Project Name:</b>	<b>Filing Date:</b>
<b>Municipality:</b>	
<b>Subsidizing Agency:</b>	<b>Decision:</b>
<b>Type:</b>	<b>Other Reference:</b>

## Certification and Acknowledgement

I hereby certify on behalf of the Applicant, under pains and penalties of perjury, that the information provided above for each of the Applicant Entities is, to the best of my knowledge, true and complete; and that each of the following questions has been answered correctly to the best of my knowledge and belief:

*(Please attach a written explanation for all of the following questions that are answered with a "Yes". Explanations should be attached to this Section 6.)*

Question	Answer
Is there pending litigation with respect to any of the Applicant Entities ?	No
Are there any outstanding liens or judgments against any properties owned by any of the Applicant Entities ?	No
Have any of the Applicant Entities failed to comply with provisions of Massachusetts law related to taxes , reporting of employees and contractors, or withholding of child support?	No
Have any of the Applicant Entities ever been the subject of a felony indictment or conviction ?	No
During the last 10 years, have any of the Applicant Entities ever been party to a lawsuit involving fraud , gross negligence, misrepresentation, dishonesty, breach of fiduciary responsibility or bankruptcy?	No
Have any of the Applicant Entities failed to carry out obligations in connection with a Comprehensive Permit issued pursuant to M.G.L. c. 40B and any regulations or guidelines promulgated thereunder (whether or not MassHousing is or was the Subsidizing Agency/Project Administrator) including, but not limited to, completion of a cost examination and return of any excess profits or distributions?	No
Have any of the Applicant Entities ever been charged with a violation of state or federal fair housing requirements ?	No
Are any of the Applicant Entities not current on all existing obligations to the Commonwealth of Massachusetts , and any agency, authority or instrument thereof?	No

I further certify that the information set forth in this application (including attachments) is true, accurate and complete as of the date hereof to the best of my/our knowledge, information and belief. I further understand that MassHousing is relying on this information in processing the request for Site Approval in connection with the above-referenced project; and

I hereby acknowledge our commitment and obligation to comply with requirements for cost examination and limitations on profits and distributions, all as found at 760 CMR 56.04(8) and will be more particularly set forth in a Regulatory Agreement by and between the Applicant and MassHousing.

I hereby acknowledge that will be required to provide financial surety by means of bond, cash escrow and a surety escrow agreement or letter of credit with the agreement that it may be called upon or used in the event that the Developer fails either to (i) complete and submit the examined Cost Certification as required by 760 CMR 56.04(8) and the Regulatory Agreement, or (ii) pay over to the Subsidizing Agency or the Municipality any funds in excess of the limitations on profits and distributions from capital sources as required by 760 CMR 56.04(8) and as set forth in the Regulatory Agreement.

**Signature:** \_\_\_\_\_

**Name:** Sean Szekely

**Title:** Manager, Cedar Park Development, LLC

**Date:** 11/26/2023

## Application for Chapter 40B Project Eligibility / Site Approval

### for MassHousing-Financed and New England Fund (“NEF”) Rental Projects

#### Section 7: NOTIFICATION AND FEES

##### Notices

Event	Date
Date(s) of meetings, if any, with municipal officials prior to submission of application to MassHousing :	11/20/2023
Date of Pre-Application Meeting with MassHousing:	10/20/2023
Date copy of complete application sent to chief elected office of municipality :	01/09/2024
Date notice of application sent to DHCD:	11/01/2023

##### Fees

All fees that are payable to MassHousing should be sent via ACH/Wire Transfer. Please contact MassHousing for the ACH/Wire Transfer instructions.

Fees payable to the Massachusetts Housing Partnership should be sent directly to MHP with the [MHP Cover Letter](#)

Fee	Amount	Description
<b>MassHousing Application Processing Fee:</b>	<b>\$7,959</b>	<i>payable to MassHousing</i>
Chapter 40B Technical Assistance/Mediation Fee:	\$2,500	<i>(Limited Dividend Sponsor \$2,500, Non-Profit or Public Agency Sponsor \$1,000)</i>
Unit Fee:	\$3,800	<i>(\$50 per Unit)</i>
<b>Total TA/Mediation and Unit Fee:</b>	<b>\$6,300</b>	<i>(Payable to Massachusetts Housing Partnership)</i>

**Land Appraisal Cost:** You will be required to pay for an "as-is" market value appraisal of the Site to be commission by MassHousing. MassHousing will contact you once a quote has been received for the cost of the appraisal.

## SUSTAINABLE DEVELOPMENT CRITERIA

MassHousing encourages housing development that is consistent with sustainable development designs and green building practices. Please provide information indicating that your development complies with either Method 1 or Method 2 of the Sustainable Development Principles

### Method 2 - Consistency with Sustainable Development Principals

Development meets a minimum of **five (5)** of the Commonwealth's *Sustainable Development Principles* as shown in the next section below.

If the development involves strong municipal support, the development need only meet four (4) of the Sustainable Development Principles. However, one (1) of the Principles met must be **Protect Land and Ecosystems**. Please check the applicable boxes within the "Optional - Demonstration of Municipal Support" section below, include an explanation in the box if necessary and provide attachments where applicable.

### Optional - Demonstration of Municipal Support

- |   |    |
|---|----|
| - Letter of Support from the Chief Elected Official of the municipality * | No |
| - Housing development involves municipal funding                          | No |
| - Housing development involves land owned or donated by the municipality  | No |

*\*Other acceptable evidence: Zoning variance issued by ZBA for project; Minutes from Board of Selectman meeting showing that project was discussed and approved, etc.*

Explanation (Required)

Please explain at the end of each category how the development follows the relevant *Sustainable Development Principle(s)* and explain how the development demonstrates each of the checked "X" statements listed under the *Sustainable Development Principle(s)*.

### (1) Concentrate Development and Mix Uses

Support the revitalization of city and town centers and neighborhoods by promoting development that is compact, conserves land, protects historic resources, and integrates uses. Encourage remediation and reuse of existing sites, structures, and infrastructure rather than new construction in undeveloped areas. Create pedestrian friendly districts and neighborhoods that mix commercial, civic, cultural, educational, and recreational activities with open spaces and homes.

- |   |     |
|---|-----|
| - Higher density than surrounding area                        | Yes |
| - Mixes uses or adds new uses to an existing neighborhood     | No  |
| - Includes multi-family housing                               | Yes |
| - Utilizes existing water/sewer infrastructure                | Yes |
| - Compact and/or clustered so as to preserve undeveloped land | Yes |
| - Reuse existing sites, structured, or infrastructure         | No  |
| - Pedestrian friendly   | Yes |
| - Other (discuss below  | Yes |

Explanation (Required)

The proposed project will make use of the existing water, sewer, and other utilities available on the street. According to the Massachusetts Transit Oriented Development Explorer (TODEX) the population density in the 0.5 mile radius around the Cedar Park Rail Station is 6.2 units per acre. This project has a considerably higher density. Many amenities and services are located

**(2) Advance Equity & Make Efficient Decisions**

Promote equitable sharing of the benefits and burdens of development. Provide technical and strategic support for inclusive community planning and decision making to ensure social, economic, and environmental justice. Ensure that the interests of future generations are not compromised by today’s decisions .

Promote development in accordance with smart growth and environmental stewardship.

- Concerted public participation effort (beyond the minimally required public hearings) No
- Streamlined permitting process, such as 40B or 40R Yes
- Universal Design and/or visitability Yes
- Creates affordable housing in middle to upper income area and/or meets regional need Yes
- Creates affordable housing in high poverty area No
- Promotes diversity and social equity and improves the neighborhood Yes
- Includes environmental cleanup and/or neighborhood improvement in an Environmental Justice Community No
- Other (discuss below) Yes

Explanation (Required)

The project will provide much needed affordable housing to the community . According to the Melrose First Strategic Plan published by the City of Melrose in 2017 an estimated 40% of renters are cost burdened and the data likely indicates that costs are so high in Melrose that the barrier to entry is so great that moving to Melrose in not even an available option for many households.

**(3) Protect Land and Ecosystems**

Protect and restore environmentally sensitive lands, natural resources, agricultural lands, critical habitats, wetlands and water resources, and cultural and historic landscapes. Increase the quantity, quality and accessibility of open spaces and recreational opportunities.

- Creation or preservation of open space or passive recreational facilities Yes
- Protection of sensitive land, including prime agricultural land, critical habitats, and wetlands No
- Enviromental remediation or clean up No
- Responds to state or federal mandate (e.g., clean drinking water, drainage, etc.) No
- Eliminates or reduces neighborhood blight No
- Addresses public health and safety risk No
- Cultural or Historic landscape/existing neighborhood enhancement No
- Other (discuss below) Yes

Explanation (Required)

It is widely recognized that automobile transportation and suburban sprawl are among the most environmentally impactful conditions in modern American urban development. Due to the close proximity of rapid transit and local amenities, this project will reduce reliance on automobile transit by residents. The project will provide outdoor open space and recreational opportunities for residents and include semi-public outdoor space for the neighborhood.

#### **(4) Use Natural Resources Wisely**

Construct and promote developments, buildings, and infrastructure that conserve natural resources by reducing waste and pollution through efficient use of land, energy, water and materials.

- Uses alternative technologies for water and/or wastewater treatment No
- Uses low impact development (LID) for other innovative techniques No
- Other (discuss below) Yes

Explanation (Required)

Energy Star or equivalent appliances will be included in all units and community space. The building will have low flow toilets and high efficiency heating systems.

#### **(5) Expand Housing Opportunities**

Support the construction and rehabilitation of homes to meet the needs of people of all abilities, income levels and household types. Build homes near jobs, transit, and where services are available. Foster the development of housing, particularly multifamily and single-family homes, in a way that is compatible with a community's character and vision and with providing new housing choices for people of all means.

- Includes rental units, including for low/mod households Yes
- Includes homeownership units, including for low/mod households No
- Includes housing options for special needs and disabled population Yes
- Expands the term of affordability No
- Homes are near jobs, transit and other services Yes
- Other (discuss below) Yes

Explanation (Required)

Units will comply with the Fair Housing Act, universal design and will be visitable. Five units will be handicap accessible. Twenty five percent of units will be income restricted to households earning at or below 80% of AMI. The project provides amenities that are appropriate for young professionals, families, seniors, and/or disabled people. The building is within walking distance to the MBTA Commuter Rail, bus service and local amenities and is in close proximity to the MBTA Orange line.

**(6) Provide Transportation Choice**

Maintain and expand transportation options that maximize mobility, reduce congestion, conserve fuel and improve air quality. Prioritize rail, bus, boat, rapid and surface transit, shared-vehicle and shared-ride services, bicycling and walking. Invest strategically in existing and new passenger and freight transportation infrastructure that supports sound economic development consistent with smart growth objectives.

- Walkable to public transportation Yes
- Reduces dependence on private automobiles (e.g., provides previously unavailable shared transportation, such as Zip Car or shuttle buses) Yes
- Increased bike and ped access Yes
- For rural areas, located in close proximity (i.e., approximately one mile) to a transportation corridor that provides access to employment centers, retail/commercial centers, civic or cultural destinations No
- Other (discuss below) Yes

**Explanation (Required)**

The Melrose Cedar Park Rail Station is a two minute walk away from the site and the Essex St stop of the 131 and 137 bus is a five minute walk away. The Oak Grove stop on the Orange line is 1.5 miles away by foot or bicycle and can also be accessed via the 131 or 137 buses. Essex Street has sidewalks on both sides of the street and a bicycle lane and is in close proximity to downtown Melrose which has bicycle lanes on many streets. Extensive bicycle storage is planned for the garage.

**(7) Increase Job and Business Opportunities**

Attract businesses and jobs to locations near housing, infrastructure, and transportation options. Promote economic development in industry clusters. Expand access to education, training and entrepreneurial opportunities. Support growth of local businesses, including sustainable natural resource-based businesses, such as agriculture, forestry, clean energy technology and fisheries.

- Permanent Jobs Yes
- Permanent jobs for low- or moderate- income persons No
- Jobs near housing, service or transit Yes
- Housing near an employment center Yes
- Expand access to education, training or entrepreneurial opportunities No
- Support local business Yes
- Support natural resource-based businesses (i.e., farming, forestry, or aquaculture) No
- Re-uses or recycles materials from a local or regional industry's waste stream No
- Support manufacture of resource-efficient materials, such as recycled or low-toxicity materials No
- Support businesses that utilize locally produced resources such as locally harvested wood or agricultural products No
- Other (discuss below) Yes

**Explanation (Required)**

The proposed project will support the service industries including, landscaping, plowing, elevator maintenance, and HVAC. The site will be professionally landscaped and plowed. The addition of 76 units to the neighborhood will contribute foot traffic to the nearby bustling center in downtown Melrose.



**(8) Promote Clean Energy**

Maximize energy efficiency and renewable energy opportunities. Support energy conservation strategies, local clean power generation, distributed generation technologies, and innovative industries. Reduce greenhouse gas emissions and consumption of fossil fuels.

- Energy Star or Equivalent\* Yes
- Uses renewable energy source, recycled and/or non-/low-toxic materials, exceeds the state energy code, is configured to optimize solar access, and/or otherwise results in was reduction and conservation of resources Yes
- Other (discuss below) Yes

\*All units are required by MassHousing to be Energy Star Efficient. Please include in your explanation a description of how the development will meet Energy Star criteria.

Explanation (Required)

Energy conservation measures will exceed the current stretch energy code. This is accomplished by incorporating interior and exterior LED lighting throughout, Energy Star appliances in each unit, efficient heat pump technology for heating and cooling as well as domestic hot water. Low flow toilets and Watersense fixtures will help reduce water/sewer bills. It is anticipated that the building will allow EV charging stations to be installed in the garage.

**(9) Plan Regionally**

Support the development and implementation of local and regional, state and interstate plans that have broad public support and are consistent with these principles. Foster development projects, land and water conservation, transportation and housing that have a regional or multi-community benefit. Consider the long term costs and benefits to the Commonwealth.

- Consistent with a municipally supported regional plan Yes
- Addresses barriers identified in a Regional Analysis of Impediments to Fair Housing Yes
- Measureable public benefit beyond the applicant community No
- Other (discuss below) Yes

Explanation (Required)

All 76 proposed units will be eligible to be counted on the city of Melrose's Subsidized Housing Inventory. This is in direct furtherance of the goals of the Metro Mayor's Coalition announced October 2, 2018. This development will serve the needs of young, old and the disabled populations. According to the 2012-2016 ACS, 38% of all households are rent burdened in Melrose and 16% are severely rent burdened.