



CITY OF MELROSE

PLANNING BOARD

City Hall, 562 Main Street
Melrose, Massachusetts 02176

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Application Guidelines Special Permit for Affordable Housing Incentive Program

Applicability: Applicants of development proposals that include 8 or more units of housing and are seeking a Special Permit in order to utilize one or both of the affordable housing incentives must complete this application form. The incentives are for increasing the residential unit density and decreasing the parking requirement. Proposals that are not seeking the incentives must still comply with the affordable housing requirements in the Melrose Zoning Ordinance (MZO) Section 235.73.1.

Development proposals that include 5 to 7 units of housing do not have the ability to apply for Special Permits for these incentives. Applicants of these smaller projects have the option of providing one affordable unit on-site or making a monetary contribution to the Melrose Affordable Housing Trust in lieu of providing the unit on-site. If the Applicant finds that a parking reduction is warranted because the development will provide an affordable unit or due to other circumstances, there are parking reduction provisions available through MZO Section 235-40, which would require completion of the applicable application form.

Relationship to Site Plan Review: All development proposals that seek 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 incentives. 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 two copies of the application materials for the Affordable Housing Incentive Program Special Permit along with the application materials for Site Plan Review to the City Clerk to be time stamped and filed. One (1) copy of the application materials will be filed with the City Clerk and one (1) copy will be stored in the OPCD. The applicant shall also submit an electronic version of the application materials to the OPCD.

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 with the Planning Board. A hearing date will be scheduled within 65 days of filing the application. The OPCD will notify abutters of the public hearing pursuant to the regulations of Chapter 40A, section 11 of the Massachusetts General Laws.

Decision: The decision of the Planning Board will be made within 90 days after the close 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 Special Permit the following must be submitted:

- ☐ The application form (2 copies)
- ☐ For the parking incentive: a report with evidence that supports the reduced parking requirements (2 copies)

CITY OF MELROSE-- PLANNING BOARD
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: _____
EMAIL: _____

APPLICANT'S REPRESENTATIVE (If applicable):

NAME: _____
ADDRESS: _____
PHONE: _____
EMAIL: _____

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

NAME: _____
ADDRESS: _____
PHONE: _____
EMAIL: _____

INCENTIVE(S) REQUESTED:

- ☐ Additional residential units
☐ Parking requirement reduction

PROJECT DESCRIPTION: Briefly describe the project including the number of residential units proposed, number of affordable units, and/or number of required and proposed parking spaces.

Signature of Applicant: _____ Date: _____