



# CITY OF MELROSE

## PLANNING BOARD

City Hall, 562 Main Street  
Melrose, Massachusetts 02176  
Telephone - (781) 979-4190  
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### **Application Guidelines**

### **Special Permit for Density Incentives in the BA-1 & BA-2 Districts**

**Applicability:** Applicants of development proposals in the BA-1 and BA-2 Districts that seek to increase the density allowed in their projects that provide community benefits or amenities beyond what is otherwise required in the Ordinance.

**Relationship to Site Plan Review:** All development proposals that seek an Incentive Zoning Special Permit 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 Incentive Zoning Special Permit. Application materials and guidelines are available at the City Clerk's office and the Office of Planning and Community Development (OPCD). A joint public hearing will be held by the Planning Board.

**Filing the Application with the City Clerk:** The applicant shall submit two copies of the application materials for the Incentive Zoning Special Permit 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. 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 sixty-five (65) days of filing with the City Clerk.

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

#### **FEES:**

An administrative fee is required with every Incentive Zoning Special Permit Application. The fee is \$500.00. The administrative fee for Site Plan Review is also required. The applicant is responsible for paying for the legal notice in the Melrose Free Press notifying the public of the public hearing. Reasonable technical fees may be required on a case-by-case basis when the size or complexity of a proposal warrants an independent review.

#### **APPLICATION MATERIALS:**

To file an application for the Incentive Zoning Special Permit, the following must be submitted:

- ☐ The Application Form including the "Checklist of Incentive Zoning Special Permit Application Materials" (2 copies)
- ☐ All items described on the "Checklist of Incentive Zoning Special Permit Application Materials" (2 copies)

**CITY OF MELROSE**  
**Application Form for the Incentive Zoning Special Permit**

**INSTRUCTIONS:** Applications must be typed or printed. Refer to the Application Guidelines for a complete description of the Incentive Zoning Special Permit filing 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:**

- ☐ Building height may be increased up to 65 feet and five (5) stories (only in BA-2 District)
- ☐ Floor area ratio may be increased to a maximum of 3.5
- ☐ Open space requirement may be satisfied by instead providing areas for roof decks, balconies, green roofs, and/or plazas

**COMMUNITY BENEFITS AND/OR AMENITIES PROPOSED:**

**Required benefits:**

- Payment to Streetscape Improvement Fund  
(\$1,100 x \_\_\_\_\_ dwelling units) + (\$1 x \_\_\_\_\_ gross square feet for all other uses) = \$ \_\_\_\_\_
- Package of green building and sustainable design practices and/or certification by a recognized green building program

**Additionally, other options to be provided individually or in combination:**

- ☐ Enhanced green infrastructure and stormwater mitigation measures
- ☐ Bicycle and pedestrian infrastructure and/or enhanced transportation demand management techniques
- ☐ Parking within or under the building
- ☐ Increased open space and/or tree planting

☐ Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

<b>CITY OF MELROSE</b>	
<b>Checklist of Incentive Zoning Special Permit Application Materials</b>	
The following is the list of required materials for an Incentive Zoning Special Permit. These materials are in addition to those required for Site Plan Review. Please see application guidelines for additional information.	Provide a checkmark to indicate that these materials have been included with the application.
EXECUTIVE SUMMARY generally describing the nature of the project, how it fulfills the purpose of this section, and how it meets the requirements for issuance of an Incentive Zoning Special Permit.	
FINANCIAL ANALYSIS comparing the financial and intrinsic value of the community benefits and/or amenities offered in relation to the financial value of the development incentives.	
GREEN BUILDING REPORT describing the package of green building and sustainable design practices to be provided. The report must include documentation showing how the project goes beyond the performance standards required in the Stretch Energy Code. Proof of certification by a recognized green building program is encouraged and may be provided in lieu of the Green Building Report.	
NARRATIVE OF ADDITIONAL BENEFITS describing additional community benefits associated with the development project that will be provided individually or in combination.	
SITE PLAN (information may appear on separate drawings at a scale of no less than 1 inch equals 40 feet) showing locations of proposed green building features along with other additional community benefits to be provided.	
FLOOR/ROOF PLANS showing locations of proposed green building features along with other additional community benefits to be provided.	

Note: The Planning Board may request additional information to allow fair and full consideration of the special permit request.