



# CITY OF SOMERVILLE

## Office of Strategic Planning & Community Development

### DEVELOPMENT REVIEW • PRE-SUBMITTAL MEETING REQUEST FORM

Pre-submittal meetings are required prior to application for board review per Article 15 of the Somerville Zoning Ordinance.

## Applicant Information

### Applicant Name

Please enter the name of the individual or corporation proposing development.

### Applicant Address

Please enter the mailing address for the individual or corporation proposing development, using the following format: 00 Street Name, City, State, Zip Code

### Owner Name

Please enter the name of the individual or corporation who owns the property where development is proposed.

### Owner Address

Please enter the mailing address for the individual or corporation who owns the property where development is proposed, using the following format: 00 Street Name, City, State, Zip Code

### Primary Point of Contact

Please provide a single primary point of contact email for all correspondence (additional contacts can be identified below).

### Additional Contact Emails

Please enter any additional email addresses. It would be helpful to include the legal agent, design team members, and any other representatives who should receive permitting updates. Separate each email address with a comma.

## Proposal Information

### Street Address for the Proposed Development

Please enter the official street address(es) of the proposed development.

### Application Type

Please identify the type of application for the proposed development using the drop-down menu below.

### Related Case Tracking Number(s)

Identify any master plan special permit, hardship variance, or demolition review related to this proposal by entering the case number(s) below, if applicable.

### Zoning District

Please select the zoning district for the proposed development from the menu below. For a map of zoning districts, go to <https://tinyurl.com/2ztpawvb>

### Overlay District

Is the development proposal subject to an overlay district? Please select all that apply. For a map of zoning districts, go to <https://tinyurl.com/2ztpawvb>

Affordable housing

Master plan development

Small business

I do not know

Flood plain

### Features

Does the proposed development site have any of the following features? Please select all that apply.

1/4 mile walkshed to transit

Pedestrian street

1/2 mile walkshed to transit

I do not know

### Proposed Development Activity

Please select the proposed development activity or activities. Please refer to the definition in Article 2 of the Somerville Zoning Ordinance and select all the apply.

Land platting

Developing an accessory building

Developing or modifying a civic space

Developing storefronts or rooftop mechanical screening

Developing or modifying a thoroughfare

Establishing, changing, or expanding a use

Developing a principal building

**Development Activity Narrative**

Please briefly describe the development activity.



# CITY OF SOMERVILLE

## Office of Strategic Planning & Community Development

### DEVELOPMENT REVIEW • PROPERTY OWNER AUTHORIZATION

Property Address:		
Zoning District:	Ward:	MBL:
Applicant:		
Address:		
Phone:	Email:	
Property Owner:		
Address:		
Phone:	Email:	
Agent:		
Phone:	Email:	

As the **Applicant**, I make the following representations:

1. I understand that an application for development review is not complete until all necessary information has been submitted and all fees have been paid
2. I understand that an incomplete application will not be reviewed, will not be publicly noticed, and will not be scheduled for a public hearing, as applicable.
3. I certify that the information supplied on and with this form is accurate to the best of my knowledge.
4. I certify that the agent listed on this application form is authorized to represent me before City staff and review boards as it relates to the development of this property.

Signature:

As the **Owner**, I make the following representations:

1. I certify that I am the owner of the property identified on this property owner authorization form.
2. I certify that the applicant named on this application form is authorized to apply for development review for the property identified and for the purposes indicated by the submitted documentation.
3. I certify that the agent listed on this application form is authorized to represent me before City staff and review boards as it relates to the development of this property.
4. I permit City staff to conduct site visits on my property.
5. If the ownership of this property changes before the development review is completed, I will provide updated information and new copies of this form.

Signature: