

## **GUIDE TO SUBMITTING AN AMENDMENT TO THE SOMERVILLE ZONING ORDINANCE**

Pursuant to Section 3.3.1 of the Somerville Zoning Ordinance, “A proposed amendment to this Ordinance, or change, addition, or repeal thereof, shall be initiated by the Board of Aldermen or individual member thereof, the Mayor, the Board of Appeals, by an individual owning land to be affected by any change or adoption, by request of ten (10) registered voters in the City of Somerville, or by the Planning Board, to the Board of Aldermen.”

To submit the amendment, fill in the Proposed Ordinance form as follows:

1. Provide a brief description of the purpose of the amendment (for example, “Rezoning certain parcels of land on Main Street,” “Changing the definition of Dwelling Unit”).
2. Insert the date of the amendment. This should be the date the amendment is signed by the petitioner(s) and submitted to the City Clerk.
3. Note the section of the zoning ordinance being amended, and clearly state the amendment (for example, “At Section 3.3.3, delete the last sentence and insert the following text: . . .”). Attach additional sheets if necessary. If the amendment alters the zoning map, attach a copy of the map with the changes clearly noted on the copy. Provide the addresses as well as the Map, Block and Lot numbers for all parcels to be affected by the map change. Contact the Planning Department, 93 Highland Avenue, 617 625-6600 x2500 for a zoning map and details of Map, Block and Lot numbers.
4. Provide the name, address and signature of the individual owning land to be affected by adoption of the amendment, or the names, addresses and signatures of ten registered voters. Attach additional sheets if necessary.
5. Submit the amendment to the City Clerk’s Office, 93 Highland Avenue, 617 625-6600 x4100. The City Clerk will forward it to the Board of Aldermen for consideration. The Board usually meets on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month. The Board will refer the amendment to the Planning Board and to its own Committee on Legislative Matters for review. After both the Planning Board and the Committee on Legislative Matters have held public hearings, the Board of Aldermen may reject, adopt, or amend and adopt any proposed Ordinance. The Mayor then has up to ten days to approve or veto the Board’s action.

Sections 3.3 through 3.3.6 of the Zoning Ordinance contain further information about the procedural details of any proposed amendment to the Zoning Ordinance.

**CITY OF SOMERVILLE  
IN THE BOARD OF ALDERMEN  
PROPOSED ORDINANCE**

AN AMENDMENT TO THE ZONING ORDINANCE FOR THE PURPOSE OF:

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DATE: \_\_\_\_\_

Be it ordained by the Board of Aldermen, in session assembled, as follows:

Submitted by:

Approved by the Board of Aldermen:

\_\_\_\_\_  
President