



CITY OF SOMERVILLE, MASSACHUSETTS
MAYOR'S OFFICE OF STRATEGIC PLANNING & COMMUNITY DEVELOPMENT
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Case #: ZBA # 2013-42
Site: 47 Hunting Street
Date of Decision: March 19, 2014
Decision: Petition Approved with Conditions
Date Filed with City Clerk: March 21, 2014

ZBA DECISION

Applicant Name:	James J. McSweeney
Applicant Address:	5 Cross Street, Stow, MA 01775
Property Owner Name:	FUD, LLC
Property Owner Address:	5 Cross Street, Stow, MA 01775
Agent Name:	Nicholas A. Iannuzzi, Jr., Esq., Orsi, Arone, Rothenberg, Iannuzzi & Turner, LLP
Agent Address:	160 Gould Street, Suite C320, Needham, MA 02494

Legal Notice: Applicant, James J. McSweeney, and Owner, FUD, LLC, seek a Special Permit with Site Plan Review to establish 7 units residential unit under SZO §7.11.1.c, Special Permit to substantially demolish and construct a nonconforming structure under § 4.4.1 and Variance under §8.5 for lot area per dwelling unit and number of stories.*

<u>Zoning District/Ward:</u>	BA zone/Ward 2
<u>Zoning Approval Sought:</u>	§7.11.1.c, §4.4.1 & §8.5
<u>Date of Application:</u>	July 11, 2013
<u>Date(s) of Public Hearing:</u>	10/2, 10/16, 11/6, 11/20, 12/11/13, 1/8, 1/22, 2/5, 2/19, 3/5 & 3/19/14
<u>Date of Decision:</u>	March 19, 2014
<u>Vote:</u>	5-0

* The final plan includes 6 residential units in a four story building. No Variances are required.



Appeal #ZBA 2013-42 was opened before the Zoning Board of Appeals at Somerville City Hall on October 2, 2013. Notice of the Public Hearing was given to persons affected and was published and posted, all as required by M.G.L. c. 40A, sec. 11 and the Somerville Zoning Ordinance. After three hearings of deliberation, the Zoning Board of Appeals took a vote.

DESCRIPTION:

The proposal is to demolish the structure and build a four-story residential building totaling 8102 square feet. The building will include 6 two-bedrooms. All of the units have a private deck.

The first floor of the building will be small at 541 square feet. This floor will provide an entry way, two stairwells and an elevator to get to the second and upper floors where the living area is located. The first floor appears larger because there are exterior walls along Hunting Street and South Street to conceal the parking behind them. Portions of the parking spaces extend beyond the end of the wall. There will be 13 at grade parking spaces and bike racks that should fit eight bicycles.

There will be a landscaped area in the rear yard and a narrow landscape strip around the parking lot and spaces at the southern side of the property. All seven of the parking spaces that project out from under the building will be made of pervious pavers so that this area could be used as a patio if the parking spaces are not utilized.

The base of the building will be brick with “windows” made of metal frames and metal lattice to screen the parking behind them. The fenestration pattern will match that on floors two through four. This middle portion of the building will be cementitious clapboard. The railings on the balconies will be stainless steel aircraft wire. The top of the building will have a cornice and a decorative railing for the roof deck.

There is a location for trash receptacles and a transformer on the northwest corner of the site.

Individual condenser units for each unit will be located on the roof. The sidewalk along the property will be reconstructed.

FINDINGS FOR SPECIAL PERMIT WITH SITE PLAN REVIEW (SZO §7.11.1.C):

In order to grant a special permit with site plan review, the SPGA must make certain findings and determinations as outlined in §5.2.5 of the SZO. This section of the report goes through §5.2.5 in detail.

1. Information Supplied: The Board finds that the information provided by the Applicant conforms to the requirements of §5.2.3 of the SZO and allows for a comprehensive analysis of the project.

2. Compliance with Standards: The Applicant must comply “with such criteria or standards as may be set forth in this Ordinance which refer to the granting of the requested special permit with site plan review.”

In considering a Special Permit with Site Plan Review under §7.11.1.c of the SZO, the Applicant complies with the criteria for granting a special permit with site plan review. Six units on the site would not be detrimental to the area and the Applicant applied for all applicable special permits to build the proposed structure.

The building is consistent with the Specific District Standards and Guidelines. On-site parking is in the rear of the lot mostly behind the building. The way that the site was configured there is vehicular access along both the major and minor street instead of only the minor street as is encouraged in the standard.

The building is designed as an urban building that meets the sidewalk. The landscaping for this site is not along the primary edge but in the rear yard where it is consolidated so that it could be more usable than if it was spread around.



3. Purpose of District: The Applicant has to ensure that the project "is consistent with the intent of the specific zoning district as specified in Article 6".

The proposal is fairly consistent with the purpose of the district which is, "To establish and preserve business areas bordering main thoroughfares that are attractive to a wide range of uses, including retail business and services, housing, government, professional and medical offices, and places of amusement. While it is anticipated that most users will arrive by motor vehicle, it is intended that the area should be safe for and conducive to pedestrian traffic."

4. Site and Area Compatibility: The Applicant has to ensure that the project "(i)s designed in a manner that is compatible with the existing natural features of the site and is compatible with the characteristics of the surrounding area, and that the scale, massing and detailing of the buildings are compatible with those prevalent in the surrounding area".

The residential neighborhood has an eclectic mix of building types and styles. The commercial buildings in Boynton Yards are typically low scale, concrete masonry unit structures. A building on this site has a contemporary aesthetic that will complement the area. The front door of the building could be enhanced to be more welcoming in appearance. A condition of approval will be to add detailing around the front door with DRC review and Planning Staff approval. The use of the property is consistent with the residential neighborhood although it will be a more intense use with six units. The parcel is on the edge of the Transit Oriented District that allows for much higher intensity of development than the BA district

5. Functional Design: The project must meet "accepted standards and criteria for the functional design of facilities, structures, and site construction."

The site meets the accepted standards for a functional design. The new structure will sit right up against Hunting and South Streets establishing the streetwall in the area and promoting a more pedestrian friendly streetscape than the existing condition with two large voids on either side of the house that are filled large swaths of parking. Vehicular access to and from the property will occur through the same curb cuts as it does today. The parking areas have sufficient space for vehicles to maneuver and exit the site in a forward direction. The Applicant will need to confirm with the City Engineer that the drainage system is acceptable, as conditioned. The building is designed to give each unit ample private outdoor space on porches and roof decks.

6. Impact on Public Systems: The project will "not create adverse impacts on the public services and facilities serving the development, such as the sanitary sewer system, the storm drainage system, the public water supply, the recreational system, the street system for vehicular traffic, and the sidewalks and footpaths for pedestrian traffic."

The approval of the Special Permit with Site Plan Review shall be contingent upon the City Engineer's determination that no adverse impacts on public systems will result from the development. The sidewalk along the entire project site will become safer and more pedestrian friendly because the sidewalks will be reconstructed and the building will create a more interesting block than what exists today. The small City owned parcel between the applicant's property and South Street will continue to be used by vehicles to access the site. The land will be improved as a sidewalk to make it more usable to the public. The future street plan that is currently being studied as part of an infrastructure plan for Boynton Yards may require utilizing this land for a right of way. Access to the site would still be maintained with the reconfiguration of South Street. The project will add five bedrooms beyond the baseline today with the existing house. The Applicant stated that based on 310CMR15 this will be an increase in 770 gallons per day (this figure has been reduced by the reduction of one residential unit) of demand on municipal water and sewer services; however, they are anticipating the demand to be about half of the estimated flow.

7. Environmental Impacts: "The proposed use, structure or activity will not constitute an adverse impact on the surrounding area resulting from: 1) excessive noise, level of illumination, glare, dust, smoke, or vibration which are higher than levels now experienced from uses permitted in the surrounding area; 2) emission of noxious or hazardous materials or substances; 3) pollution of water ways or ground water; or 4) transmission of signals that interfere with radio or television reception."



Due to the residential nature of the proposed structure no environmental impacts are foreseen as a direct result of this development. The development will have to comply with the City's stormwater and sewer management policy to ensure that the proposal will not adversely impact the environment.

8. Consistency with Purposes: "Is consistent with: 1) the purposes of this Ordinance, particularly those set forth in Article 1 and Article 5; and 2) the purposes, provisions, and specific objectives applicable to the requested special permit with site plan review which may be set forth elsewhere in this Ordinance, such as, but not limited to, those at the beginning of the various sections."

The proposal is consistent with the general purposes of the Ordinance as set forth under §1.2, which includes, but is not limited to promoting "the health, safety, and welfare of the inhabitants of the City of Somerville; to provide for and maintain the uniquely integrated structure of uses in the City; and to encourage the most appropriate use of land throughout the City.

9. Preservation of Landform and Open Space: The Applicant has to ensure that "the existing land form is preserved in its natural state, insofar as practicable, by minimizing grading and the erosion or stripping of steep slopes, and by maintaining man-made features that enhance the land form, such as stone walls, with minimal alteration or disruption. In addition, all open spaces should be designed and planted to enhance the attractiveness of the neighborhood. Whenever possible, the development parcel should be laid out so that some of the landscaped areas are visible to the neighborhood."

The site does not have existing land forms in its natural state to preserve. The site is flat and covered by a house, asphalt and a mix of gravel and grass. The landscaping is not in a location that is most visible to the neighborhood; however, it is located in a consolidated location where it can be more useable.

10. Relation of Buildings to Environment: The Applicant must ensure that "buildings are: 1) located harmoniously with the land form, vegetation and other natural features of the site; 2) compatible in scale, design and use with those buildings and designs which are visually related to the development site; 3) effectively located for solar and wind orientation for energy conservation; and 4) advantageously located for views from the building while minimizing the intrusion on views from other buildings."

The building is situated on the site to provide an entrance on Hunting Street and fit the required parking onsite. The design of the building incorporates the residential feel of the neighborhood to the south and the future development of more intense development in Boynton Yards in the TOD-135 zoning district.

11. Stormwater Drainage: The Applicant must demonstrate that "special attention has been given to proper site surface drainage so that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Storm water shall be removed from all roofs, canopies, and powered area, and routed through a well-engineered system designed with appropriate storm water management techniques. Skimming devices, oil, and grease traps, and similar facilities at the collection or discharge points for paved surface runoff should be used, to retain oils, greases, and particles. Surface water on all paved areas shall be collected and/or routed so that it will not obstruct the flow of vehicular or pedestrian traffic and will not create puddles in the paved area. In larger developments, where practical, the routing of runoff through sheet flow, swales or other means increasing filtration and percolation is strongly encouraged, as is use of retention or detention ponds. In instances of below grade parking (such as garages) or low lying areas prone to flooding, installation of pumps or other devices to prevent backflow through drains or catch basins may be required."

While additional review is required of drainage plans, approval of the Special Permit with Site Plan Review will be conditional upon the City Engineer's approval of such plans and determination that no adverse impact will result to the drainage system from the project's design. A condition of approval is that the Applicant is required to demonstrate that the project meets the current City of Somerville stormwater policy and a drainage report must be submitted to the Engineering Department for review and approval. The development will use low impact design



techniques for stormwater management including enhanced landscaped areas, permeable pavers for parking, planting on roof decks, and underground chambers to infiltrate clean roof runoff in to the ground.

12. **Historic or Architectural Significance:** The project must be designed “with respect to Somerville’s heritage, any action detrimental to historic structures and their architectural elements shall be discouraged insofar as is practicable, whether those structures exist on the development parcel or on adjacent properties. If there is any removal, substantial alteration or other action detrimental to buildings of historic or architectural significance, these should be minimized and new uses or the erection of new buildings should be compatible with the buildings or places of historic or architectural significance on the development parcel or on adjacent properties.”

The demolition of the existing structure was reviewed by the Historic Preservation Commission. The HPC determined that the building is not preferably preserved and there is no time restriction on demolishing it.

13. **Enhancement of Appearance:** The Applicant must demonstrate that “the natural character and appearance of the City is enhanced. Awareness of the existence of a development, particularly a non residential development or a higher density residential development, should be minimized by screening views of the development from nearby streets, residential neighborhoods of City property by the effective use of existing land forms, or alteration thereto, such as berms, and by existing vegetation or supplemental planting.”

The overall appearance of the site will be improved by the redevelopment of it. The site is overgrown and not well maintained. The new structure will be made of high quality materials and although the parking will be on the first floor of the building, it will be screened by the first floor walls, garage doors and fencing.

14. **Lighting:** With respect to lighting, the Applicant must ensure that “all exterior spaces and interior public and semi-public spaces shall be adequately lit and designed as much as possible to allow for surveillance by neighbors and passersby.”

The lighting will be residential in nature and conditioned to not interfere with neighboring properties. The Board conditioned that to the extent possible, all exterior lighting must be confined to the subject property, cast light downward and must not intrude, interfere or spill onto neighboring properties.

15. **Emergency Access:** The Applicant must ensure that “there is easy access to buildings, and the grounds adjoining them, for operations by fire, police, medical and other emergency personnel and equipment.”

Emergency vehicles will have access to the site via Hunting Street and South Street.

16. **Location of Access:** The Applicant must ensure that “the location of intersections of access drives with the City arterial or collector streets minimizes traffic congestion.”

Vehicular access to and from the property will occur through the same curb cuts as it does today. The parking areas have sufficient space for vehicles to maneuver and exit the site in a forward direction. The small City owned parcel between the applicant’s property and South Street will continue to be used by vehicles to access the site. The land will be improved as a sidewalk to make it more usable to the public. The future street plan that is currently being studied as part of an infrastructure plan for Boynton Yards may require utilizing this land for a right of way. Access to the site would still be maintained with the reconfiguration of South Street.

17. **Utility Service:** The Applicant must ensure that “electric, telephone, cable TV and other such lines and equipment are placed underground from the source or connection, or are effectively screened from public view.”

The Applicant is proposing to tie into the existing City services for electric, telephone, and cable. Any new lines would be placed underground from the source or connection in accordance with the policies of the Superintendent of Lights and Lines. There is a transformer location in the landscaped area behind the building.



18. **Prevention of Adverse Impacts:** The Applicant must demonstrate that “provisions have been made to prevent or minimize any detrimental effect on adjoining premises, and the general neighborhood, including, (1) minimizing any adverse impact from new hard surface ground cover, or machinery which emits heat, vapor, light or fumes; and (2) preventing adverse impacts to light, air and noise, wind and temperature levels in the immediate vicinity of the proposed development;”

Minimal negative impacts are anticipated as a result of the proposed use. The condenser units will be individual units on the roof, the trash will be enclosed and the residences will produce similar impact to their residential neighbors. The property to the west is commercial with no fenestration on the side of the building that abuts the subject property. No negative impacts to this property are anticipated.

19. **Signage:** The Applicant must ensure that “the size, location, design, color, texture, lighting and materials of all permanent signs and outdoor advertising structures or features shall reflect the scale and character of the proposed buildings.”

Due to the residential nature of the building, signage is not anticipated at the site. The only signage being proposed at this time is a small address label above the main entrance.

20. **Screening of Service Facilities:** The Applicant must ensure that “exposed transformers and other machinery, storage, service and truck loading areas, dumpsters, utility buildings, and similar structures shall be effectively screened by plantings or other screening methods so that they are not directly visible from either the proposed development or the surrounding properties.”

The air conditioner compressors will be located on the roof. There are no service facilities located on the ground floor plan.

21. **Screening of Parking:**

Parking will be screened by the wall along the first floor, garage doors and metal fencing.

FINDINGS FOR SPECIAL PERMIT (SZO §4.4.1):

In order to grant a special permit, the SPGA must make certain findings and determinations as outlined in §5.1.4 of the SZO. This section of the report goes through §5.1.4 in detail.

1. **Information Supplied:** The Board finds that the information provided by the Applicant conforms to the requirements of §5.1.2 of the SZO and allows for a comprehensive analysis of the project with respect to the required Special Permits.

2. **Compliance with Standards:** The Applicant must comply "with such criteria or standards as may be set forth in this Ordinance which refer to the granting of the requested special permit."

The proposed structure will not be substantially more detrimental than the existing structure. The proposed building will retain the nonconforming rear yard. The structure behind the subject parcel is a commercial building with no fenestration on the rear of the building abutting the proposed structure. Continuing to have a nonconforming rear yard setback will be minimally impactful.

3. **Consistency with Purposes:** The Applicant has to ensure that the project "is consistent with (1) the general purposes of this Ordinance as set forth in Article 1, and (2) the purposes, provisions, and specific objectives applicable to the requested special permit which may be set forth elsewhere in this Ordinance, such as, but not limited to, those purposes at the beginning of the various Articles.”



See findings 3 and 8 in the Special Permit with Site Plan Review section above.

4. Site and Area Compatibility: The Applicant has to ensure that the project "(i)s designed in a manner that is compatible with the characteristics of the built and unbuilt surrounding area, including land uses."

See finding 4 in the Special Permit with Site Plan Review section above.

DECISION:

Present and sitting were Members Herbert Foster, Orsola Susan Fontano, Richard Rossetti, Danielle Evans and Brandy Brooks with Elaine Severino absent. Upon making the above findings, Susan Fontano made a motion to approve the request for a Special Permit with Site Plan Review and Special Permit. Richard Rossetti seconded the motion. Wherefore the Zoning Board of Appeals voted **5-0** to **APPROVE** the request. In addition the following conditions were attached:

#	Condition	Timeframe for Compliance	Verified (initial)	Notes												
1	Approval is for a Special Permit with Site Plan Review to establish 6 residential units, Special Permit to substantially demolish and construct a nonconforming structure. This approval is based upon the following application materials and the plans submitted by the Applicant:	BP/CO	ISD/Png.													
	<table border="1"> <thead> <tr> <th>Date (Stamp Date)</th> <th>Submission</th> </tr> </thead> <tbody> <tr> <td>June 11, 2013 (complete August 30, 2013)</td> <td>Initial application submitted to the City Clerk's Office</td> </tr> <tr> <td>March 10, 2014</td> <td>Plans submitted to OSPCD (Site, Grading, Utility, Drainage, Civil Details, Plot Plan, Detail Sheet)</td> </tr> <tr> <td>March 17, 2014</td> <td>Plans submitted to OSPCD (Certified Plot Plan)</td> </tr> <tr> <td>March 7, 2014</td> <td>Floor Plans submitted to OSPCD (A1.0-1.3)</td> </tr> <tr> <td>March 12, 2014</td> <td>Elevations submitted to OSPCD (A2.1-2.4)</td> </tr> </tbody> </table>				Date (Stamp Date)	Submission	June 11, 2013 (complete August 30, 2013)	Initial application submitted to the City Clerk's Office	March 10, 2014	Plans submitted to OSPCD (Site, Grading, Utility, Drainage, Civil Details, Plot Plan, Detail Sheet)	March 17, 2014	Plans submitted to OSPCD (Certified Plot Plan)	March 7, 2014	Floor Plans submitted to OSPCD (A1.0-1.3)	March 12, 2014	Elevations submitted to OSPCD (A2.1-2.4)
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Any changes to the approved (site plan or elevations) that are not <i>de minimis</i> must receive SPGA approval.																
2	Applicant shall provide final material samples for siding, trim, windows, and doors (to the Design Review Committee for review and comment and) to Planning Staff for review and approval prior to construction.	BP	Png.													



3	The front entrance to the building shall include additional detailing to make it appear more substantial and welcoming. The final details of these elements shall be presented to the DRC for review and Planning staff for review and approval.	BP	Plng.	
4	An exterior light and electrical receptacle is required for the first (or all) level of the porch and an electrical receptacle is required for the second level (if there is no access to the ground).	Final sign off	Wiring Inspector	
5	The applicant shall post the name and phone number of the general contractor at the site entrance where it is visible to people passing by.	During Construction	Plng.	
6	There shall be a minimum of one tree for each 1,000 sf of required landscaped area under SZO §10.3.	BP	Plng.	
7	The electric, telephone, cable TV and other such lines and equipment shall be placed underground from the source or connection. The utilities plan shall be supplied to the Wiring Inspector before installation.	Installation of Utilities	Wiring Inspector	
8	The Applicant will be required to demonstrate that the updated project plans meet the current City of Somerville stormwater policy. Utility, grading, and drainage plans must be submitted to the Engineering Department for review and approval. Specifically, a test pit to a minimum depth of 17' shall be performed closer to the South Street curb cut, north of existing McPhail borings B-3(OW) and B-4, more centrally located within the proposed leaching chamber field. The results of the test must be submitted to the Engineering Department for review and approval of the proposed infiltration system.	BP	Eng.	
9	The Applicant shall submit a proposed grading and drainage plan, stamped by a registered PE in Massachusetts that demonstrates compliance with the City's stormwater policy.	BP	Eng.	
10	The Applicant shall submit a proposed drainage report, stamped by a registered PE in Massachusetts that demonstrates compliance with the City's stormwater policy.	BP	Eng.	
11	All new sidewalks will be installed by the Applicant in accordance with the specifications of the Highway Superintendent. Specifically, all driveway aprons shall be concrete;	CO	Plng.	
12	The Applicant shall reconstruct the entire sidewalk immediately abutting the subject property to DPW standards as is indicated on the civil plans.	CO	ISD	
13	One tree must be planted and maintained according to National Nurseryman's Standards, and in accordance with SZO §10.2.2 and §10.6.2;	CO	Plng.	
14	The Applicant or Owner shall meet the Fire Prevention Bureau's requirements.	CO	FP	



15	The Applicant shall at his expense replace any existing equipment (including, but not limited to street sign poles, signs, traffic signal poles, traffic signal equipment, wheel chair ramps, granite curbing, etc) and the entire sidewalk immediately abutting the subject property if damaged as a result of construction activity. All new sidewalks and driveways must be constructed to DPW standard.	CO	DPW	
16	All construction materials and equipment must be stored onsite. If occupancy of the street layout is required, such occupancy must be in conformance with the requirements of the Manual on Uniform Traffic Control Devices and the prior approval of the Traffic and Parking Department must be obtained.	During Construction	T&P	
17	The Applicant shall provide notice of intent to strictly comply with applicable State and Federal regulations regarding air quality including without limitation continuous dust control during demolition and construction.	CO	Plng/OSE	
18	The Applicant shall develop a demolition plan in consultation with the City of Somerville Inspectional Services Division. Full compliance with proper demolition procedures shall be required, including timely advance notification to abutters of demolition date and timing, good rodent control measures (i.e. rodent baiting), minimization of dust, noise, odor, and debris outfall, and sensitivity to existing landscaping on adjacent sites.	Demolition Permitting	ISD	
19	Notification must be made, within the time period required under applicable regulations, to the Massachusetts Department of Environmental Protection (DEP) if there is any release of oil, hazardous materials, or regulated hazardous substances at the site. The City's OSE office, Fire Department and the Board of Health shall also be notified.	CO	OSE/FP/BOH	
20	The Applicant shall contact Planning Staff at least five working days in advance of a request for a final inspection by Inspectional Services to ensure the proposal was constructed in accordance with the plans and information submitted and the conditions attached to this approval.	Final sign off	Plng.	



Attest, by the Zoning Board of Appeals:

Herbert Foster, *Chairman*
Orsola Susan Fontano, *Clerk*
Richard Rossetti
Danielle Evans
Brandy Brooks (Alt.)

Attest, by the Administrative Assistant:

Dawn M. Pereira

Copies of this decision are filed in the Somerville City Clerk's office.
Copies of all plans referred to in this decision and a detailed record of the
SPGA proceedings are filed in the Somerville Planning Dept.

CLERK'S CERTIFICATE

Any appeal of this decision must be filed within twenty days after the date this notice is filed in the Office of the City Clerk, and must be filed in accordance with M.G.L. c. 40A, sec. 17 and SZO sec. 3.2.10.

In accordance with M.G.L. c. 40 A, sec. 11, no variance shall take effect until a copy of the decision bearing the certification of the City Clerk that twenty days have elapsed after the decision has been filed in the Office of the City Clerk and no appeal has been filed, or that if such appeal has been filed, that it has been dismissed or denied, is recorded in the Middlesex County Registry of Deeds and indexed in the grantor index under the name of the owner of record or is recorded and noted on the owner's certificate of title.

Also in accordance with M.G.L. c. 40 A, sec. 11, a special permit shall not take effect until a copy of the decision bearing the certification of the City Clerk that twenty days have elapsed after the decision has been filed in the Office of the City Clerk and either that no appeal has been filed or the appeal has been filed within such time, is recorded in the Middlesex County Registry of Deeds and indexed in the grantor index under the name of the owner of record or is recorded and noted on the owner's certificate of title. The person exercising rights under a duly appealed Special Permit does so at risk that a court will reverse the permit and that any construction performed under the permit may be ordered undone.

The owner or applicant shall pay the fee for recording or registering. Furthermore, a permit from the Division of Inspectional Services shall be required in order to proceed with any project favorably decided upon by this decision, and upon request, the Applicant shall present evidence to the Building Official that this decision is properly recorded.

This is a true and correct copy of the decision filed on _____ in the Office of the City Clerk, and twenty days have elapsed, and

FOR VARIANCE(S) WITHIN

_____ there have been no appeals filed in the Office of the City Clerk, or
_____ any appeals that were filed have been finally dismissed or denied.

FOR SPECIAL PERMIT(S) WITHIN

_____ there have been no appeals filed in the Office of the City Clerk, or
_____ there has been an appeal filed.

Signed _____ City Clerk Date _____

