

# The City of Revere, Massachusetts



## City Hall

281 Broadway  
Revere, MA 02151  
(781) 286-8160  
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**Ashley E. Melnik**  
City Clerk

Office of the City Clerk

To: Applicants for Special Permits of the Revere City Council  
From: Ashley E. Melnik, City Clerk  
RE: Application Procedure

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The Revere City Council requires all applicants seeking a special permit to submit the following documents:

1. An application for a special permit requesting relief from the Revere City Council.
2. A Building Inspector's or Site Plan Review Committee denial form stating the reasons for the denial of a building permit.
3. A certified plot plan stamped by a registered engineer or land surveyor illustrating the special permit requested. Any application presented to the Revere City Council without a certified plot plan, stamped by a registered engineer or land surveyor illustrating the special permit requested, will be denied a hearing and tabled until such plot plan is submitted with application for hearing.
4. Applicant is required to secure a certified list of abutters and abutters to the abutter as required by Chapter 40A, Section 11 of the Massachusetts General Laws from the City of Revere Board of Assessors and the Board of Assessors of neighboring cities and towns if required, and submit said certified list(s) to the City Clerk's Office with the completed application and separate checks listed below. (The Board of Assessors shall provide a hard copy of the certified list(s) and two (2) sets of mailing labels to facilitate the mailing of first notices and decision notices.)
5. The required fees for submission of an appeal to the Revere City Council.
6. Photos of the site and or structures.

Please note that applications for a special permit will not be accepted unless the applicant fulfills all of the application requirements of the Revere City Council.

10/28/88  
10/10/02  
7/21/05  
5/24/11

City of Revere, Massachusetts  
Schedule of Fees  
for Public Hearing  
for Licenses, Permits, Zoning Amendment, Board of Appeals

**Applicant is required to secure a certified list of abutters and abutters to the abutter as required by Chapter 40A, Section 11 of the Massachusetts General Laws from the City of Revere Board of Assessors and the Board of Assessors of neighboring cities and towns if required, and submit said certified list(s) to the City Clerk's Office with the completed application and separate checks listed below.**

**(The Board of Assessors shall provide a hard copy of the certified list(s) and two (2) sets of mailing labels to facilitate the mailing of first notices and decision notices.)**

**1.) City of Revere \$260.00**

For mailing of notices to abutters  
and mailing of decision notices. (\$80.00)

For administrative expenses  
of the City Clerk's Office. (\$180.00)

**2.) Revere Journal \$140.00**

Legal advertising expenses  
relative to variance public hearing (\$70.00/week)

3/18/91  
3/27/92  
2/2/94  
9/7/94  
12/5/96  
7/21/05  
5/24/11  
2/01/17

**Plot Plan Requirements  
Relative to the Submission of  
Variance Application to the Zoning Board of Appeals  
Special Application to the Revere City Council**

1. Applications to the Zoning Board of Appeals must include a plot plan illustrated in black ink on 8½' x 14; mylar suitable for recording in the Suffolk County Registry of Deeds in accordance with Suffolk County Registry of Deeds' standards.
2. The plot plan must illustrate lot or lots for which application is submitted. Multiple lots assembled to form a buildable lot must be illustrated with hash lines between lots to indicate location of multiple lots. Applications for variances for subdivision purposes must include existing lot lines illustrated with hash lines as well as proposed new lot lines illustrated by bold lines. Plot plans submitted for variance for subdivision purposes must include existing as well as proposed lot numbers.
3. The plot plan must illustrate lot dimensions, i.e., lot frontage and lot size. Plan must also illustrate yard dimensions, i.e., front, side and rear yard setbacks.
4. Plot plan must include calculations of percentage of principal building coverage on the lot, usable open space and current and proposed building and/or structure height. (See section 17.24.010 of Revere Zoning Ordinances for reference.)
5. Plot plan must illustrate parking spaces. (See Section 17.28.020 of Revere Zoning Ordinances for requirements.)
6. Plot plan must indicate current zoning designation of lot as well as street address of lot.
7. Plan must illustrate all existing structure, stairs, decks, chimney foundations, swimming pools, sheds, patios, etc.
8. Plan must illustrate the exact distance of structures on direct abutting properties in proximity to the applicant's property.
9. Plan must indicate the names of direct abutters illustrated on their adjoining properties.
10. Plan must illustrate the amount of new increased square footage being requested by this application.
11. Plan must illustrate the proposed number of stories and height of the proposed structure.

10/28/88

12/1/89        amended

2/2/94        amended

3/27/05        amended

FORM B

APPLICATION NO. \_\_\_\_\_

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

**City of Revere, Massachusetts  
Revere City Council  
Application For  
Special Permit**

All parts of this application and the attached documents shall be completed and submitted under the pains and penalties of perjury. Incomplete filings may be rejected.

The applicant must be prepared to present data that tends to indicate that the public convenience and welfare will be substantially served by granting the exception or permission requested. That the exception or permission requested will not tend to impair the status of the neighborhood; that the exception or permission requested will be in harmony with the general purposes and intent of the Revised Ordinances of the City of Revere.

I hereby request a hearing before the Revere City Council for the following:

- A. Application for Planned Unit Development Title 17, Chapter 17.20, Section 17.20.010, 17.20.200 (Revised Ordinances of the City of Revere),
- B. Application for Special Permit (Revised Ordinances of the City of Revere), Title 17, Chapter 17.16, Section \_\_\_\_\_.
- C. Application for Special Permit for Alteration and Extension of Nonconforming Uses (Revised Ordinances of the City of Revere), Title 17, Chapter 17.40, Section 17.40.020.

1. Applicant submitting this application is:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. #: \_\_\_\_\_

2. Applicant is: \_\_\_\_\_ Tenant \_\_\_\_\_ Licensee \_\_\_\_\_ Prospective Purchaser  
\_\_\_\_\_ Owner \_\_\_\_\_ Other (Describe)

\_\_\_\_\_.

3. The following person is hereby designated to represent the applicant in matters arising hereunder:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. #: \_\_\_\_\_

4. The land for which this application is submitted is owned by:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. #: \_\_\_\_\_

5. The land described in this application is recorded in Suffolk County Registry of \_\_\_\_\_,

Book \_\_\_\_\_, Page \_\_\_\_\_. Certificate # (if registered) \_\_\_\_\_,

Book \_\_\_\_\_, Page \_\_\_\_\_.

6. Plans describing and defining the Exception to Use Regulations In Certain Districts, the Special Permit or Special Permit For Alteration and Extension of Nonconforming Uses are included herewith and made a part hereof and are titled and dated:

\_\_\_\_\_

Lot # \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

7. A map describing the land uses of adjacent and nearby properties is included and made a part of this application.

8. A locus map (8½" x 11") copy of City of Revere or USGS topographic sheet with site marked for which permit is requested is included and made a part of this application.

9A. Is the site of this application subject to the Wetland Protection Act (M.G.L., Chapter 131, Sec. 40A or Chapter 130, Sec. 105)?

yes

no

do not know

9B. Is the location of the site of this application within 100 feet of:

\_\_\_\_\_ a coastal beach; \_\_\_\_\_ salt marsh; \_\_\_\_\_ land under the ocean;

\_\_\_\_\_ do not know; \_\_\_\_\_ no.

10. Describe the property for which this application is being submitted (including dimensions of land, existing buildings, if any, availability of utilities, sewer, water, etc.):

11. What is the nature of the exception or special permit requested in this application?

Date of denial by Building Inspector and/or Planning Board

\_\_\_\_\_.

I hereby certify under the pains and penalties of perjury that the foregoing information contained in this application is true and complete.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Designated Representative

\_\_\_\_\_  
Date

Received from above applicant, the sum of \$ \_\_\_\_\_ to apply against administrative and mailing costs.

\_\_\_\_\_

**General Disclosure of Constituent Information  
Relative to Applications Submitted to the Revere City Council  
For Authorizations, Permits, Special Permits, Licenses, Variances, Orders of Conditions, Approvals,  
Modifications and Amendments Which are Subject of Proceedings Before the Revere City Council**

1. Name and residential address of party submitting application:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

2. Name and residential address of each landowner on whose property subject matter will be exercised:  
(Attach additional pages, if necessary.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

3. If the party is a partnership, state the name and residential address of all partners within sixty (60) days of this application:

Partner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

4. Name and residential address of each party to whom subject authorization will be issued:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

5. If the party is a trust, provide the name and residential address of each trustee and beneficiary within sixty (60) days of this application:

Trustee's Name: \_\_\_\_\_

Address: \_\_\_\_\_

The trust documents are on file at \_\_\_\_\_ and will be delivered upon request.

5. If the party is a joint venture, state the name and residential address of each person, form of company that is party to the joint venture within sixty (60) days of the filing of this application.

Joint Venture Name: \_\_\_\_\_

Address: \_\_\_\_\_

A copy of the Joint Venture agreement is on file at \_\_\_\_\_ and will be delivered upon request.



7. If the party is a corporation, provide the name and residential address of each officer, director and shareholder owning more than 50% of the interest in the Corporation within sixty (60) days of the date of this application:

Officer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Director's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Shareholder's Name: \_\_\_\_\_

(50% or more)

Address: \_\_\_\_\_

8. If the party is a General Partnership, provide the name and residential address of each partner in the partnership within sixty (60) days of the date of this application.

General Partner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

9. If the party is a Limited Partnership, provide the name and residential address of each General Partner of the Limited Partnership within sixty (60) days from the date of this application.

General Partner's Name  
of Limited Partnership: \_\_\_\_\_

Address: \_\_\_\_\_

10. If the business is conducted under any title other than the real name of the owner, state the time when, and place where, the certificate require by Mass. General Law, Chapter 110, Section 5, is on file:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The foregoing information is provided under the Pains and Penalty of Perjury.

Signature of each party and landowner:

_____	_____
_____	_____
_____	_____

**Request for Finding of Fact – Special Permit**

Now comes the applicant \_\_\_\_\_  
who has applied to this Honorable City Council for a special permit for property located at \_\_\_\_\_  
\_\_\_\_\_ and asks that said Council make the following findings of fact:

1. That the proposed use would be in harmony with the general purpose and intent of the Zoning Ordinance for the following reasons:
  - (a)
  - (b)
  - (c)
  
2. That the specific site is an appropriate location for such use for the following reasons:
  - (a)
  - (b)
  - (c)
  
3. That the specific site has adequate public sewerage and water facilities and water systems for the following reasons:
  - (a)
  - (b)
  - (c)
  
4. That the use as developed will not adversely affect the neighborhood, for the following reasons:
  - (a)
  - (b)
  - (c)

Finding of Fact Form

5. That there will not be a nuisance or serious hazard to vehicles or pedestrians using \_\_\_\_\_ for the following reasons:

(streets)

(a)

(b)

(c)

6. That adequate and appropriate facilities will be provided for the proper use, for the following reasons:

(a)

(b)

(c)

Date: \_\_\_\_\_

Respectfully submitted by: \_\_\_\_\_

To: George Anzuoni, Director of Finance  
From: Ashley E. Melnik, City Clerk  
Subj: Review of Taxes, Assessments, Betterments and Other Municipal charges Relative to an Application for a City of Revere License and/or Permit.  
Date: \_\_\_\_\_

Requested Return  
Date: \_\_\_\_\_

Hearing  
Date: \_\_\_\_\_

In accordance with the provisions of Section 57(a), of Chapter 40 of the Massachusetts General Laws, and Title 3, Chapter 3.04, Section 3.04.020 of the Revised Ordinances of the City of Revere, I herewith request information relative to the payment of the City of Revere real estate taxes, assessments, betterments and other municipal charges concerning the following persons, corporations or business enterprises who have made application for a City of Revere license or permit or renewal thereof:

Name of Applicant: \_\_\_\_\_  
(person, corporation or business enterprise applying for license or permit)

Address of Applicant: \_\_\_\_\_  
(business address of above person, corporation or business enterprise)

Location Address: \_\_\_\_\_  
(location of property for which license or permit is required.)

Certification

Pursuant to M.G.L. Chapter 62C, Sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required by law.

\_\_\_\_\_  
Signature of Individual or  
Corporate Name

by: \_\_\_\_\_  
Corporate Officer (if applicable)

Certification

Pursuant to M.G.L. Chapter 40, Section 57(a), and Title 3, Chapter 3.04, Section 3.04.020 of the Revised Ordinances of the City of Revere, Massachusetts, I hereby certify, under penalties of perjury, that I have paid all City of Revere real estate taxes, water and sewer assessments and any other municipal charges required under law.

\_\_\_\_\_  
Signature of Individual or  
Corporate Name

by: \_\_\_\_\_  
Corporate Officer (if applicable)