



City of Lowell Planning Board

Application for Conversion of Existing Buildings

Effective June 1, 2007

OFFICIAL USE:

Date of Receipt: _____ Received By: _____ Date of Approval: _____

Complete _____ Not Complete _____ Date : _____

The following application is made to the City of Lowell Planning Board in accordance with the provisions of The Code of Ordinances, City of Lowell, Massachusetts, Appendix A thereof, Section 8.1, Conversion of Existing Buildings.

1. Application Information

Address of Property Location: _____

Owner: _____

Address: _____

Zip Code: _____ Telephone No. _____ FAX No. _____

Email: _____

Second Owner (if applicable): _____

Address: _____

Zip Code: _____ Telephone No. _____ FAX No. _____

Email: _____

Owner's Agent: _____

Title: _____

Address: _____

Signature: _____

Telephone No: _____ FAX No.: _____

Email: _____

Tenant/Lessee/Purchaser (If Applicable): _____

Title: _____

Address: _____

Signature: _____

Telephone No: _____ FAX No.: _____

Email: _____

2. Property Information

Zoning District: _____

Type Of Structures (Existing and Proposed on Property):

Residential: E_____ P_____ Commercial: E_____ P_____ Industrial: E_____ P_____

Institutional: E_____ P_____ Other: _____

Parking Spaces: Existing _____ Proposed _____

Land Area Square Feet: _____

Building Area Square Feet: _____

Number Of Stories: _____ Number Of Dwelling Units: _____

Occupied: _____ Partially Occupied: _____ Vacant: _____ Vacant Land: _____

3. Brief Summary of Proposed Work (Attach Additional Sheets for Project Narrative)

4. Planning Board Special Permits and Site Plan Review:

_____ The applicant is requesting site plan approval from the Planning Board

_____ The applicant is requesting additional special permits from the Planning Board.

If applying for additional special permits, including the permit under section 8.1.3(10), please also fill out the Special Permit Addendum, provide related materials, and submit it with this form.**5. ZBA Variances and Special Permits:*****NOTICE: Checking below does not constitute application for a special permit or a variance. The applicant must also file the proper application form and fee with the Zoning Board of Appeals.***_____ The applicant is also requesting a special permit or permits from the ZBA¹:Specify zoning code section & title

_____	_____
_____	_____
_____	_____

_____ The applicant is also requesting a variance or variances from the ZBA¹:Specify zoning code section & title

_____	_____
_____	_____
_____	_____

¹ Note that section 11.4.11 of the Zoning Ordinance requires the ZBA to include the conditions of a site plan approval within the decision that is issued for a special permit or variance. Therefore the applicant must secure site plan approval before the date of the hearing before the ZBA for a ZBA special permit or variance.

Submission Requirements

THE FOLLOWING ITEMS ARE REQUIRED WITH THE APPLICATION. IF THE APPLICANT IS ALSO FILING FOR SITE PLAN REVIEW, ADDITIONAL COPIES OF THE SAME PLANS ARE NOT REQUIRED FOR CONCURRENT APPLICATIONS ON THE SAME SITE:

- **ONE (1) ORIGINAL AND THIRTEEN (13) COPIES OF ALL PLANS, NARRATIVE, AND APPLICATION. SIX (6) OF THE 13 PLANS MAY BE HALF-SIZE COPIES.**
- **IF SUBMITTING DRAINAGE CALCULATIONS OR OTHER BACKUP ENGINEERING DATA, ONLY TWO (2) COPIES OF THIS INFORMATION ARE REQUIRED, AS WELL AS ONE (1) ELECTRONIC COPY IN HYDROCAD FILE FORMAT.**
- **THREE (3) COPIES OF THE REQUIRED CERTIFIED ABUTTERS LIST.**

Please check that each item is attached, if applicable:

____ A. Completed Application (this form)

____ B. Plan(s) at scale 1" = 20" on 24" by 36" sheets. Plans shall be drawn by registered land surveyor, professional engineer, architect or landscape architect, as appropriate. The plan shall include the following information, **each of which shall be submitted on the following separate sheets:**

____ 1. Existing Conditions: Location of all existing natural features, including ponds, brooks, streams, wetlands, elevations and topography, proposed and existing contours. Also, owners of record of all abutting lots as of the most current City of Lowell Tax Assessors' records and the approximate locations (may be based on City of Lowell GIS data or aerial photography) of all buildings or structures on abutting lots that are located within 30'-0" of the lot lines of the proposed project site.

____ 2. Site Layout: Location and dimensions of all buildings and other construction; Internal roadways and access ways to adjacent public roadways, and a profile of same if determined to be necessary by the Planning Board; Location of snow storage areas and trash dumpsters.

____ 3. Parking: Location and dimensions of all parking areas, loading areas, walkways and driveways.

____ 4. Landscaping and lighting: Location and type of external lighting; Location, type, dimensions and quantities of landscaping and screening.

____ 5. Utilities: Location and dimensions of utilities, including water, surface drainage, sewer, fire hydrants and other waste disposal, and a profile of same if determined to be necessary by the Planning Board

____ 6. Architectural Plan(s): Architectural plan(s) which shall include the ground floor plan and architectural elevations of all proposed buildings, **including interior layout of units**. All residential projects with ten (10) or more units and all non-residential buildings of 10,000 or more square feet must also include one or more architectural rendering(s) sufficient to establish views of the structure or structures from the public way.

____ C. A zoning evaluation table to show how the development meets or fails to meet the requirements of the Zoning Ordinance. (This can be on one of the plans listed above.)

____ D. A brief narrative addressing concerns in the following categories: a. Buildings; b. Parking and loading; c. Traffic flow and circulation; d. External lighting; e. Landscaping and screening; f. Utilities; g. Snow removal; h. Description of natural area protection and enhancement; i. Signature block showing approved by Lowell Planning Board, date and line at least 3.5 inches.

____ F. Impact study(ies) or other documentation as requested by the Planning Board

____ G. A certified list of abutters within a 300-foot radius (from the Assessor's Office).

____ H. Filing fees as established by the Lowell Planning Board and Lowell City Council.

Incomplete applications will be automatically rejected and returned to the applicant.

6. Authorization (Must be Signed by the Owner of the Property)

I am the record owner of the property for which this application is being filed and as such, I am familiar with the work that is proposed for my property.

I hereby give permission for this application to be filed with the full understanding that certain restrictions may be placed on the property relative to the approval of the proposed work.

I further certify that under the penalties of perjury, I am authorized to sign this application.

Name (Please Print): _____

Title: _____

Signature: _____

Date: _____

If representing a group, corporation, or other organization please attach a copy of the vote authorizing you to act on behalf of such organization for the purposes of this application.

An application will not be considered complete and will not be submitted to the Planning Board for its action until all required documentation/information has been submitted to the Planning Board Administrator and filed with the City Clerk by the correct deadline. Regular meetings of the Planning Board are generally held on the first and third Monday of the every month (only one meeting is held in July, August, and December). Completed site plan applications are generally due by NOON on the Friday that is 31 days prior to the regularly scheduled Planning Board meeting when a public hearing will be held. For a complete schedule, please contact the Planning Board Administrator or log on to www.lowellma.gov/depts/DPD/permitting.

Submit all required materials to:

James Errickson, Associate Planner/Planning Board Administrator
Division of Planning and Development, JFK Civic Center, 50 Arcand Drive, Lowell, MA 01852
(978) 446-7200, fax: (978) 446-7014, email: jerrickson@lowellma.gov
www.lowellma.gov

Section 8.1 of the Lowell Zoning Ordinance
CONVERSION OF EXISTING BUILDINGS

8.1.1 Purpose. The purpose of this provision shall be to promote the preservation of significant historic buildings and neighborhood landmarks, thereby enhancing the community's appearance and extending our common architectural legacy for future generations. The intent of this provision shall be to enable such buildings to be adapted to new use requirements, while exerting strict control over the preservation of all exterior features. This provision is designed to encourage the adaptive reuse of such buildings where such reuse would more effectively promote, preserve, and enhance the architectural character of the surrounding neighborhood than would the redevelopment of the site following the demolition of these landmark structures.

8.1.2 Applicability.

1. In all residential and mixed-use districts, any large existing structure, having been constructed more than sixty years ago and historically part of a mill complex or used for religious or educational purposes (including churches, convents, schools, rectories, and parish halls or centers), may, together with the original attached accessory structures, be altered so as to contain two (2) or more dwelling units by special permit granted by the Planning Board provided the following requirements are met.
2. In SMF, SMU, TMF, TMU, NB, UMF, UMU, DMU, and INST Districts, any large existing residential structure, having been constructed more than sixty years ago, may, together with the original attached accessory structures, be altered as to contain two (2) or more dwelling units provided any required special use permits are obtained and the following requirements are met.
3. Projects located within the boundaries of the Artist Overlay District need not meet the conditions outlined below but are subject to the requirements of section 9.2.5.

8.1.3 Conditions.

1. The minimum lot area per dwelling unit (as defined in section 5.1.2.2) required by the underlying zoning district in section 5.1 is provided. In the SSF and TSF districts a minimum lot area of 3000 square feet per dwelling unit must be provided.
 2. At least two (2) parking spaces per dwelling unit are provided on the lot. Where the lot does not provide sufficient area to accommodate parking, parking may be provided on another lot located within 400 feet of the primary entrance to the structure by special permit. Any off-site parking area must be owned by the same party or parties as the lot with the building being converted. All parking areas must conform to all applicable landscaping, screening, dimensional, and other requirements established herein.
 3. The exterior design of the structure is not substantially altered.
 4. The minimum floor areas shall be seven hundred fifty (750) square feet for studio or one-bedroom units, and nine hundred (900) square feet for units with two or more bedrooms.
 5. The original building area is not increased more than ten (10) percent of its gross floor area. Additions and alterations made to comply with the requirements of the Americans with Disabilities Act are not subject to this limit.
 6. Usable open space requirements are met.
 7. Existing buildings being converted under the terms of this section are not subject to the minimum setbacks, maximum building height, or maximum number of stories requirements listed in Section 5.1. Additions or alterations to the existing structures are subject to the height and setback requirements of the underlying zone.
 8. Existing buildings on existing lots that are deficient in frontage may be converted under the terms of this section without a variance, but existing lots which meet or exceed the minimum required frontage may not be subdivided in such a manner as to leave the existing building on a lot that lacks the minimum required frontage.
 9. If any of the thresholds outlined in Section 11.4.2 are met and the project is not subject to the exemptions provided under Section 11.4.3, site plan review and approval by the Planning Board must be obtained along with the required special permit.
 10. The Planning Board may grant a special permit to waive the minimum lot area per dwelling unit and/or usable open space requirements if the proposed project complies with all other requirements of this section 8.1.3, does not require any variances, and the Board finds that adequate public recreational opportunities exist in the neighborhood to serve the residents of the project and the proposed project will not detract from the health, safety, and welfare of the occupants and owners of surrounding properties.
- 8.1.4 Variance Required.** In the event that conversion is proposed and the conditions set forth above cannot be met, a variance is required from the Board of Appeals. Such variance shall be in addition to and must be advertised separately from any special permits otherwise required.