

**New Residential Construction in the General Residence Zoning Districts**  
(August 19, 2014)

1. Belmont recently adopted amendments to its Zoning By-Law that create a new process for residential construction in the General Residence (GR) Zoning Districts.
2. Do you know whether your property is located in the GR Zoning Districts?

Yes – My property is located in a GR Zoning District – continue with GR process

No – Refer to zoning map highlighting the GR Zoning Districts

- If your property is not located in a GR Zoning District, this process does not apply to you.
  - If your property is located in a GR Zoning District, continue with this process.
3. Three factors will determine what type(s) of permit(s) is required for your project:

a. What are you proposing to do?

- Renovate your existing structure without constructing an addition;
- Construct an addition onto a structure;
- Construct a new single-family dwelling;
- Convert an existing single-family dwelling into a two-family dwelling without an addition;
- Convert an existing single-family dwelling into a two-family dwelling with an addition; or,
- Construct a new two-family dwelling.

**Note:** 1) A Building Permit is required for any construction project.  
2) HVAC systems are prohibited in the front yard (See Section 6D of the Zoning By-Law for definition) or the side and rear setbacks for any of these projects.

b. What is the lot size and frontage of your property?

The minimum lot size and frontage requirements for a single-family dwelling within the GR Zoning Districts is 5,000 square feet and 50'.

The minimum lot size and frontage requirements for a two-family dwelling within the GR Zoning Districts is 7,000 square feet and 70'. The Planning Board will consider reducing the lot size and frontage requirements, but not to less than 5,000 square feet and 50'.

c. Is your property and/or structure nonconforming?

Nonconforming = a parcel of land, building or structure, that met the dimensional regulations prior to the adoption of the current amendments to the Town's Zoning By-Law, but because of such amendments does not conform to the current regulations.

Many parcels of land, buildings, and structures located within the GR Zoning Districts are nonconforming. For example, prior to 1987, the minimum allowed side setback for a two-family dwelling within the GR Zoning Districts was 8'-0". The current minimum allowed side setback is 10'-0". Therefore, any existing dwelling with a side setback less than 10'-0" is nonconforming.

4. The chart on the next page will identify the type(s) of permit(s) that will be required for your project taking into account your answers to question #3.

The four types of permits are:

a. Building Permit (BP)

- An official document that is issued by the Inspector of Buildings and which authorizes the construction, alteration, enlargement, conversion, reconstruction, remodeling, rehabilitation, erection, demolition, or repair of a building, or structure.

b. Design and Site Plan Review (DSPR)

- The comprehensive evaluation of a development and its impact on neighboring properties and the community as a whole, from the standpoint of site and landscape design, architecture, materials, colors, and lighting in accordance with a set of adopted standards found within the Town's Zoning By-Law.

c. Special Permit(s) (SP)

- A use of a lot or structure that may be permitted under this Zoning By-Law only upon application to, and the approval of the Planning Board and in accordance with the provisions of this Zoning By-Law.

d. Any combination of the above:

- SP: Use (two-family dwelling) and DSPR;
- SP: Use and Dimensional (lot size and frontage) and DSPRR;
- SP: Use and Nonconforming; or,
- SP: Use, Dimensional, and Nonconforming.

With your answers to question #3, refer to the chart to determine the type(s) of permit(s) that are required for your project:

Type of Project	What type of Permit is required?				
	BP	DSPR	SP: Nonconforming	SP: Use	SP: Dimensional
Renovate no addition	X	--	--	--	--
Add to conforming	X	--	--	--	--
Add to nonconforming	X	--	X	--	--
<b>New Single-Family Dwelling</b>					
Lot: < 5,000 s.f. <b>or</b> Frontage: < 50'	X	X	X	--	--
Lot: 5,000 s.f.+ <b>and</b> Frontage: 50'+	X	X	--	--	--
<b>Convert Single-Family Dwelling into Two-Family Dwelling <sup>a</sup></b>					
➤ No addition					
➤ Lot: 5,000 – 6,999 s.f. <b>or</b> Frontage: 50' – 70'	X	X	--	X	X
➤ No addition					
➤ Lot: 7,000 s.f.+ <b>and</b> Frontage: 70'+	X	X	--	X	--
➤ Add to conforming					
➤ Lot: 5,000 – 6,999 s.f. <b>or</b> Frontage: 50' – 70'	X	X	--	X	X
➤ Add to conforming					
➤ Lot: 7,000+ s.f. <b>and</b> Frontage: 70'+	X	X	--	X	--
➤ Add to nonconforming					
➤ Lot: 5,000 – 6,999 s.f. <b>or</b> Frontage: 50' – 70'	X	X	X	X	X
➤ Add to nonconforming					
➤ Lot: 7,000 s.f.+ <b>and</b> Frontage: 70'+	X	X	X	X	--
<b>New Two-Family Dwelling</b>					
➤ Lot: < 5,000 s.f. <b>or</b> Frontage: < 50' <sup>a</sup>	X	X	X	X	--
➤ Lot: 5,000 – 6,999 s.f. <b>or</b> Frontage: 50' – 70'	X	X	--	X	X
➤ Lot: 7,000+ s.f. <b>and</b> Frontage: 70'+	X	X	--	X	--

<sup>a</sup> Lot: < 5,000 s.f. **or** Frontage: < 50' - Single-Family to Two-Family not allowed

5. What is the process to obtain and what is required for the permit(s) listed in the chart on the preceding page:

Note: All the documents listed below are available on the Town's website and at the Office of Community Development.

- a. Building Permit (BP) –
  - Refer to Office of Community Development Building Division for further information.
- b. Design and Site Plan Review Permit (DSPR) –
  - Refer to Design and Site Plan Approval Process document.
- c. Special Permit: Nonconforming Permit (SP: Nonconforming) –
  - Refer to Special Permit: Addition to a Nonconforming Structure in the General Residence Zoning District document.
- d. Special Permit: Use and Design and Site Plan Review Permits (SP: Use and DSPR) –
  - Refer to Special Permit and Design and Site Plan Approval Process document.
- e. Special Permit: Use and Dimensional and Design and Site Plan Review Permits (SP: Use, Dimensional and DSPR) –
  - Refer to Special Permit and Design and Site Plan Approval Process document.
- f. Special Permit: Use, Dimensional and Nonconforming and Design and Site Plan Review Permits (SP: Use, Dimensional, Nonconforming, and DSPR) –
  - Refer to Special Permit and Design and Site Plan Approval Process document.