



OFFICE OF PLANNING & BUILDING
TOWN OF BELMONT

19 Moore Street
Homer Municipal Building
Belmont, Massachusetts 02478-0900

Telephone: (617) 993-2650

October 21, 2025

Susan Quan
69-71 Slade Street
Belmont MA 02478

RE: Enclose two story Front Open Porches.

Dear Ms. Quan:

The Office of Planning and Building is in receipt of your building permit application enclose the two story front porches at 69-71 Slade Street located in a General Residence (GR) Zoning District.

Your application has been denied because it does not comply with the current Town of Belmont Zoning By-Law. More specifically, 1.- §1.5.4A of the By-Law allows alteration and expansions in the General Residence district by a Special Permit granted by the Board of Appeals. 2.- §4.3.2 of the By-law allows unenclosed porches to be built five feet nearer to the street line than the required setback (15') whereas the front setback of the enclosed porch must comply with §4.2 (20'). 3.- the maximum allowed lot coverage in the GR district is 30%. 4.- The minimum required side setback is 10.0'.

1. The proposed expansion is allowed by a Special Permit.
2. The existing front setback to the unenclosed porch is 16.9' (conforming), the existing front setback to the principal dwelling is 23.7' (conforming). The proposed front setback to the enclosed porch is 16.9' (non-conforming). A Variance.
3. The existing and proposed lot coverage is 35.4%. A Special Permit.
4. The existing side setback is 5.2' and the proposed is 8.5'.

You may alter your plans to conform to the Zoning By-Law and resubmit for a building permit or you may request One Variance and three (3) Special Permits from the Zoning Board of Appeals. If you choose this option, please contact the Office of Planning and Building at (617)-993-2650 to schedule an appointment with Ara Yogurtian, Inspector of Buildings to begin the process.

Sincerely,

Ara Yogurtian C.B.O.
Inspector of Buildings

Building Division
(617) 993-2664
Planning Division
(617) 993-2666

2025 DEC 16 PM 1:17

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Town of Belmont
Zoning Board of Appeals

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APPLICATION FOR A SPECIAL PERMIT

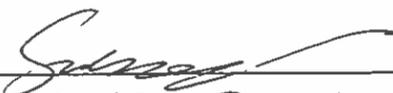
Date: x Dec 1, 2025

Zoning Board of Appeals
Homer Municipal Building
19 Moore Street
Belmont, MA 02478

To Whom It May Concern:

Pursuant to the provisions of Massachusetts General Laws, Chapter 40A, Section 9, as amended, and the Zoning By-Laws of the Town of Belmont, I/we the undersigned, being the owner(s) of a certain parcel of land (with the buildings thereon) situated on x 69-71 Slade Street/Road, hereby apply to your Board for a **SPECIAL PERMIT** for the erection or alteration on said premises or the use thereof under the applicable Section of the Zoning By-Law of said Town for _____
enclose 2 story front porches

on the ground that the same will be in harmony with the general purpose and intent of said Zoning By-Law.

Signature of Petitioner 
Print Name SUSAN OUAN
Address 65 Slade St
Belmont, MA 02478
Daytime Telephone Number 617-642-5921

December 6, 2005

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Town of Belmont and Members of the Board

I am proposing to enclose the existing open front porch at 69-71 Slade Street. The purpose of this project is to create a functional and enclosed mudroom for the home, providing a dry and protected entry area that will improve daily use and overall convenience.

In addition, enclosing the porch will help reduce the strong winds that regularly come across the lower end of Slade Street, improving comfort and energy efficiency. This proposed enclosure is consistent with the character of the neighborhood, as many homes along Slade Street already feature enclosed porches or sunrooms. The project will align with these existing conditions while enhancing the home in a practical and appropriate manner.

Thank you for your time and consideration of this request.



SUSAN QUAN

65 Slade St
Belmont, MA 02478

Zoning Compliance Check List
 (Registered Land Surveyor)

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Property Address: 69-71 Slade Street

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 Zone: GR

Surveyor Signature and Stamp: [Signature]

Date: 9/12/2015

	REQUIRED	EXISTING	PROPOSED
Lot Area	700	4961	
Lot Frontage	70	50.57	
Floor Area Ratio			
Lot Coverage	30 %	35.47	35.47
Open Space	40 %	41.7 %	41.7 %
Front Setback	23.5'	16.9'	16.9'
Side Setback	10'	5.2'	8.5'
Side Setback	10'	12.3'	
Rear Setback	20'	25.0'	
Building Height	33'		
Stories	2 1/2		
1/2 Story Calculation			

NOTES:

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To the Town of Belmont and Members of the Board,

I am writing to confirm that I am aware of the plan to enclose the existing open front porch at **69-71 Slade St., Belmont, MA**. I have reviewed the general description of the project and I have no objection to the proposed work.

Signature: Ava Smith Sara Smith

Date: 12/1/25

50 Slade St.

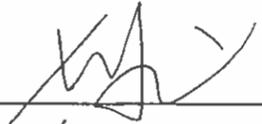
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To the Town of Belmont and Members of the Board,

This letter is to acknowledge that I have been informed of the proposed project at **69-71 Slade St., Belmont, MA**, which involves enclosing an existing open front porch.

Based on the information provided, I have no objection to this project moving forward.

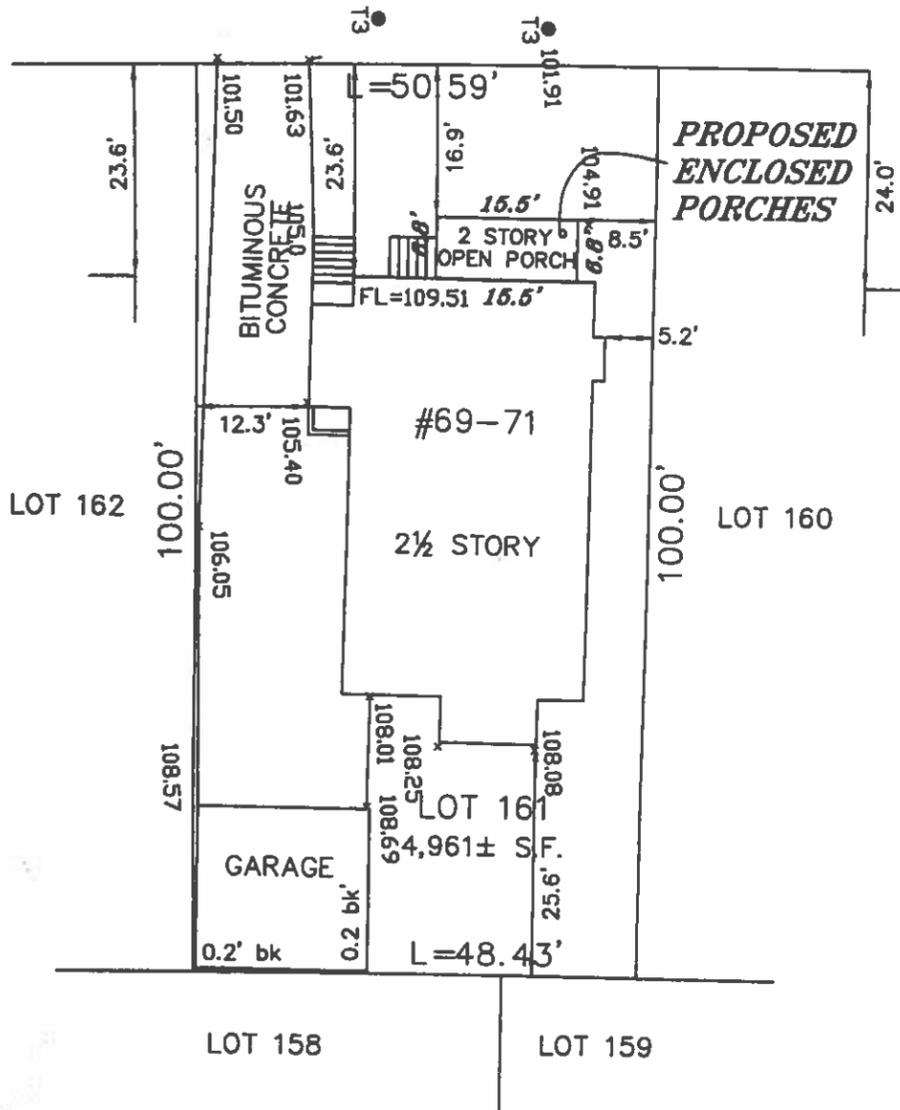
Signature:  *XIAOFENG LI*

Date: 12/1/2025
48 Slade St

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SLADE STREET



THE PROPERTY IS NOT LOCATED
WITHIN WETLANDS AS SHOWN
ON THE TOWN OF BELMONT
WETLANDS ATLAS.

ZONING DISTRICT: GR (GENERAL RESIDENCE)

	REQ.	EXISTING	PROP.
FRONT SETBACK:	23.8'	16.9'	16.9'
SIDE SETBACK:	10'	5.2'	8.5'
REAR SETBACK:	20'	25.6'	-
MAXIMUM LOT COVERAGE:	30%	35.4%	35.4%
MINIMUM OPEN SPACE:	40%	41.7%	41.7%
LOT FRONTAGE:		50.59'	

OWNER: SUSAN QUAN & LUCUS HUANG
71613/326
ASSESSORS MAP 12 - PARCEL 96

TOTAL LOT AREA: 4,961± S.F.

PROPOSED PLOT PLAN
#69-71 SLADE STREET
IN
BELMONT, MA
(MIDDLESEX COUNTY)

SCALE: 1" = 20' DATE: 9/12/2025



ROBER SURVEY
1072 MASSACHUSETTS AVENUE
ARLINGTON, MA 02476
(781) 648-5533
DWG. NO. 7753PP1.DWG

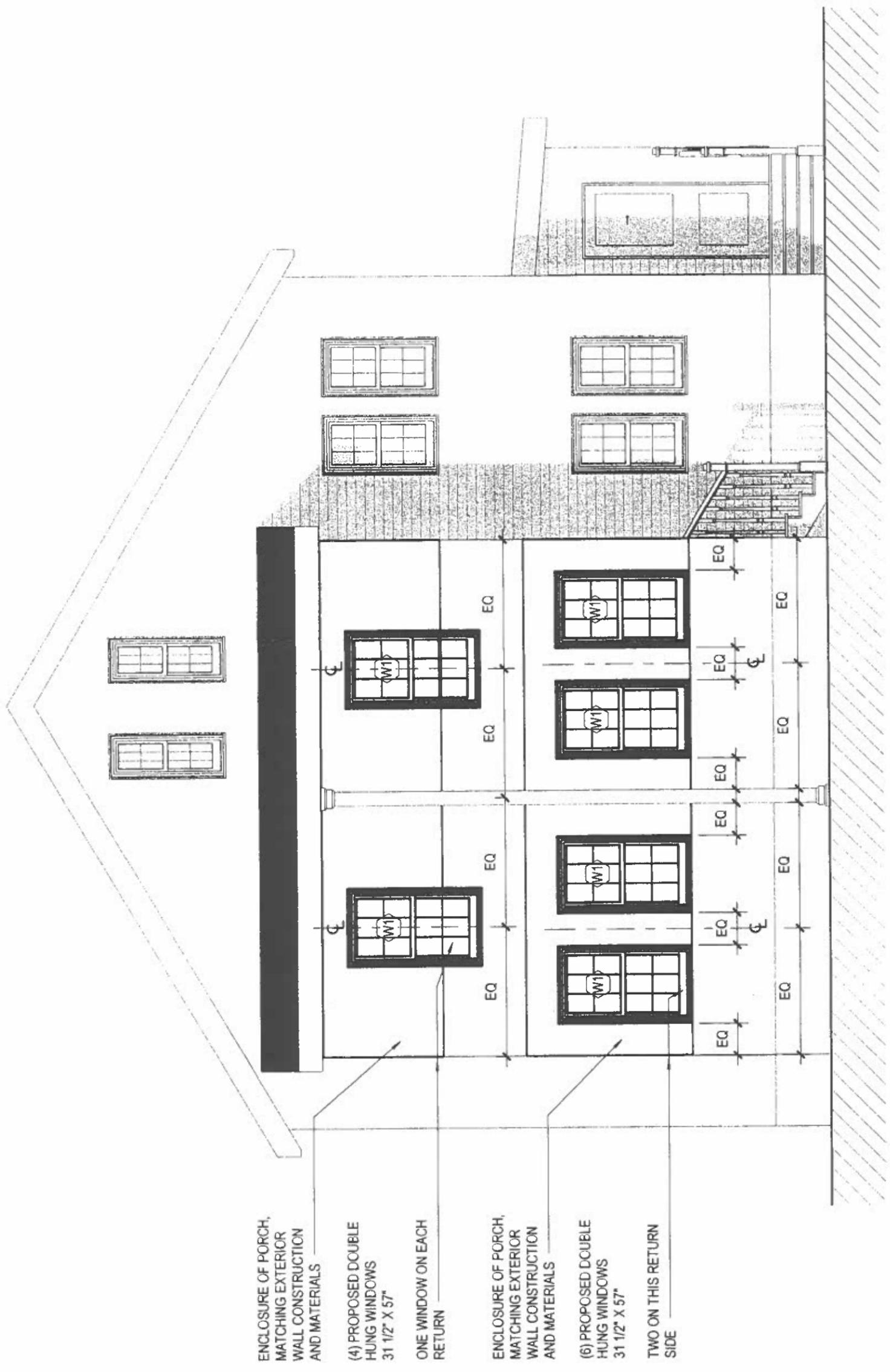


SCOTT LYNCH, PLS

DATE

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ENCLOSURE OF PORCH,
MATCHING EXTERIOR
WALL CONSTRUCTION
AND MATERIALS

(4) PROPOSED DOUBLE
HUNG WINDOWS
31 1/2" X 57"

ONE WINDOW ON EACH
RETURN

ENCLOSURE OF PORCH,
MATCHING EXTERIOR
WALL CONSTRUCTION
AND MATERIALS

(6) PROPOSED DOUBLE
HUNG WINDOWS
31 1/2" X 57"

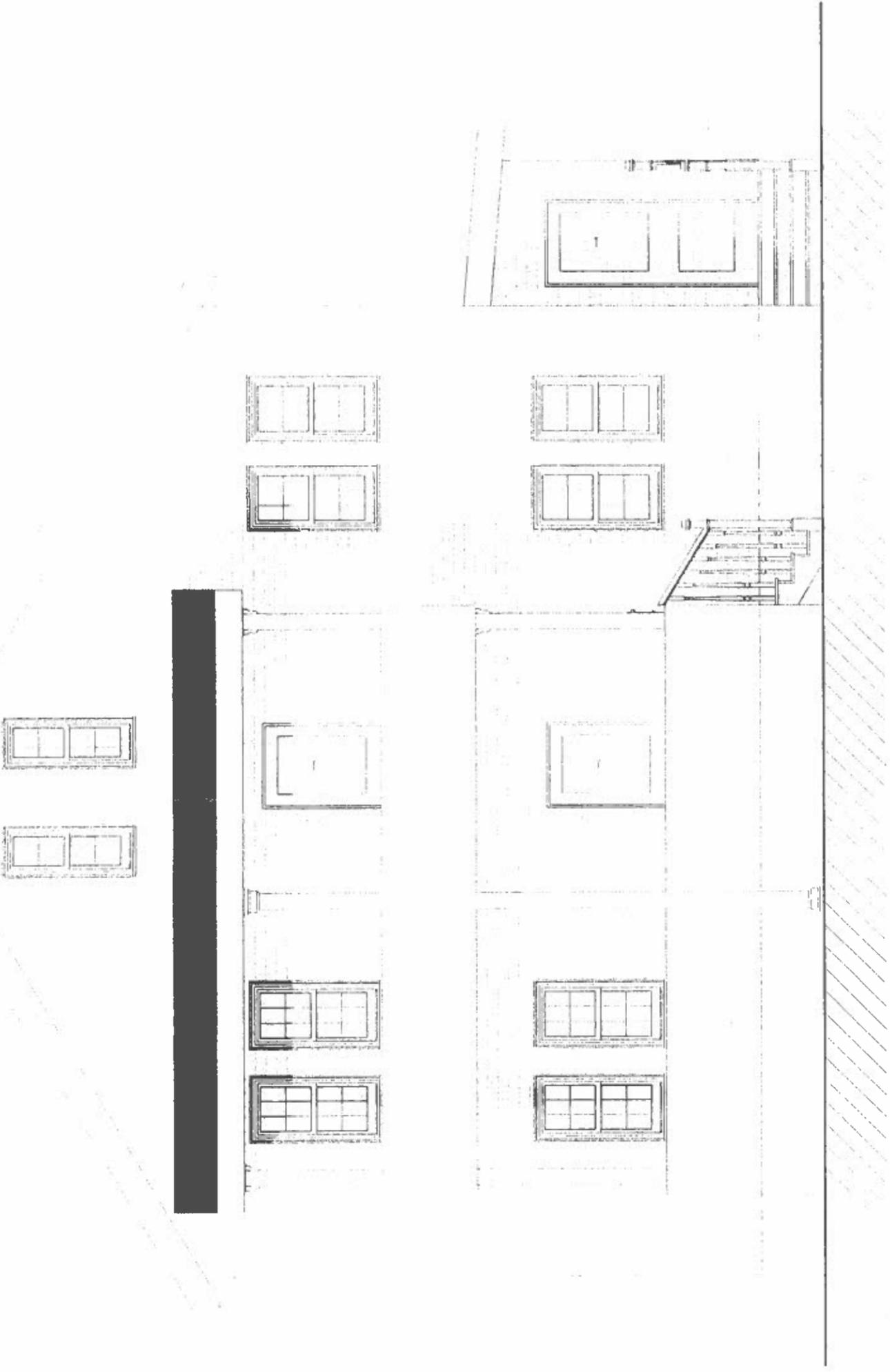
TWO ON THIS RETURN
SIDE

2 PROPOSED ENCLOSED PORCH ELEVATION

A1.0
1/4" = 1'-0"

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1 EXISTING PORCH ELEVATION
A1.0 1/4" = 1'-0"