



**TOWN OF BELMONT**  
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**TOWN ADMINISTRATOR**  
PATRICE GARVIN

**ASSISTANT TOWN ADMINISTRATOR**  
JONATHAN MARSHALL

**MEMORANDUM**

To: Select Board  
From: Patrice Garvin, Town Administrator  
Re: Comprehensive Permit Process, 40B 91 Beatrice Circle  
Date: June 11, 2020

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The following describes the Comprehensive Permit Process for 91 Beatrice Circle:

1. A Project Eligibility Letter application was submitted to MassHousing for the construction of 16 dwelling units at 91 Beatrice Circle.
2. A copy of the application was forwarded to the Town of Belmont, which has until July 15, 2020, to review and provide written comments on the developer's proposal.
3. The Select Board is currently gathering comments from relevant local boards, staff, and the public.
4. A site visit is typically scheduled by MassHousing, however, with Covid-19 this visit **will be restrictive**. (A site visit is intended for informational purposes and is not a forum for negotiation or deliberation.)
5. The public is encouraged to visit the site, review the materials, and send comments to MassHousing.
6. Belmont will not hire any consultants or any other experts during this phase since the Project Eligibility Letter has not been issued and no formal application has been submitted to the Town.
7. Once comments are submitted, MassHousing will issue a Project Eligibility Letter that generally states that the proposed site is generally suitable for the type of housing proposed, that the project is eligible for a public subsidy program that is needed to qualify for a Comprehensive Permit, and that the project appears to be financially feasible ("generally eligible" per 760 CMR 56.00).
8. After MassHousing issues the Project Eligibility Letter, the developer can apply to the Zoning Board of Appeals (ZBA) for a Comprehensive Permit.

9. At this stage in the process, the Town will hire consultants to assist in evaluating the application and development.
10. The ZBA is responsible for granting all local approvals necessary for the development after consulting with other relevant boards. As a result, neither the Select Board nor the Planning Board are involved in the permitting process. This results in a more streamlined review process by the ZBA, although it typically involves a number of hearings.
11. The ZBA issues a Comprehensive Permit at the completion of the hearing unless there is a reason within the statutory guidelines to support rejection of the application.