

CITY OF CAMBRIDGE
TRAFFIC & PARKING

JUN 17 PM 1:25

#06012003

APPLICATION FOR DRIVEWAY CUTS AND OPENINGS

CITY OF CAMBRIDGE



RECEIVED

JUN 18 2003

CAMBRIDGE HISTORICAL
COMMISSION

INSTRUCTIONS:

In order to obtain permission for a driveway cut or opening you must first get approval from the Department of Inspectional Services on the zoning requirements for off-street parking, including the cooperation of your immediate abutters.

To receive a review from Inspectional Services you must fill out Part I of the application. Be sure to draw your plot plan on Drawing 1, choosing the lot that represents your lot's position, i.e. corner or interior. You must also include a sketch of the proposed driveway including dimensions, on Drawing 2. You may then calculate the cost of the driveway by using the formula based on your choice of surfaces. You must also include signed forms from abutters on the sides and rear of the property and from all property owners located across the street(s) from the property.

Once you have gathered this information on the application, it should be submitted to:

**Zoning Officer
Inspectional Services
831 Massachusetts Avenue
Cambridge, MA 02139**

If the application is approved by Inspectional Services, it will then be sent on to Traffic and Parking, the Historical Commission and the Department of Public Works. If approved by Public Works, the application and backup will be sent to the City Council for their approval. Once the City Council approves, the driveway curb cut can be installed. However, the full cost of the cut must be paid to Public Works before the work will start.

If, however, Inspectional Services denies your application you may then appeal to the Zoning Board of Appeals.

DATE:

5 / 22 / 03

PART I:

Address of proposed curb cut or off-street parking facility: 349-357 Green Street

Frontage: 78 Feet

Block and Lot: 105 93

Setback (distance from building to sidewalk): 5 Feet

Distance from proposed driveway to surrounding structures and property line: 7 Feet

Dimensions of proposed driveway: 12 Feet wide by 6.5 Feet deep

Location of any trees, sign posts, fire hydrants, utility poles, etc., in direct vicinity of proposed driveway: _____

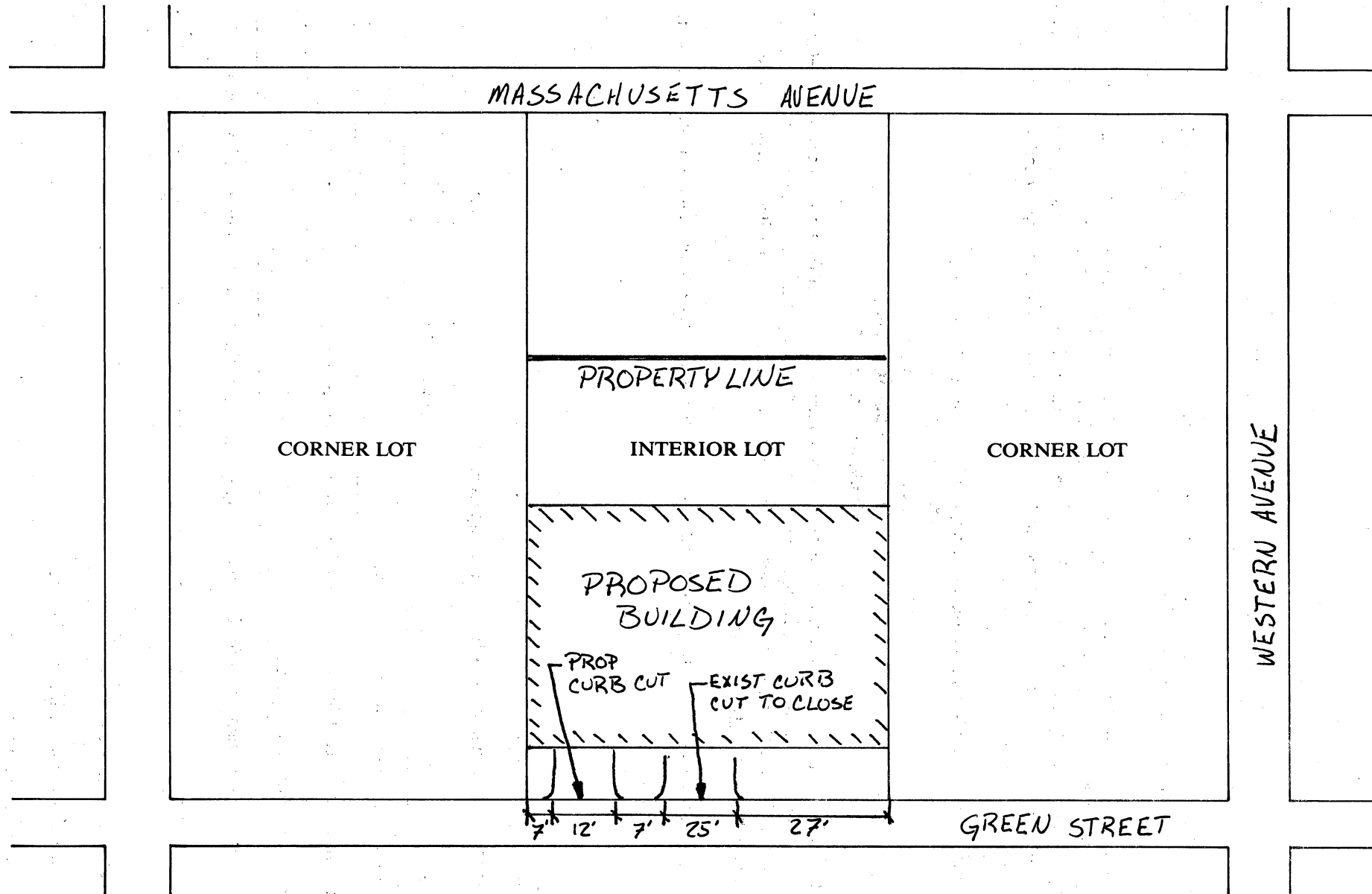
- ☒ Plot plan is included
- ☒ Sketch of driveway with cost estimate is included
- ☒ All abutter's forms are included

CAMBRIDGE, MASSACHUSETTS
OFFICE OF THE CITY CLERK

2003 JUN 19 P 2:43

DRAWING 1:

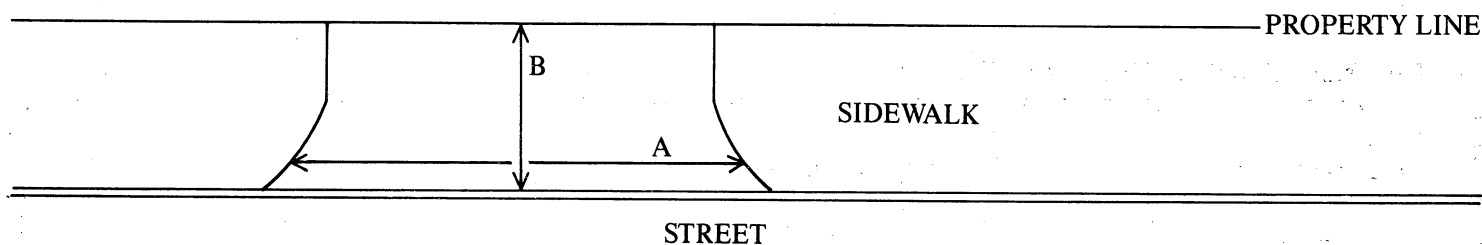
PLEASE INDICATE LOCATION OF HOUSE AND DRIVEWAY.
BE SURE TO GIVE DIMENSIONS OF LOT.



DRAWING 2:

SKETCH OF PROPOSED DRIVEWAY WITH COST ESTIMATE

CITY OF CAMBRIDGE



$$A = 12 \text{ FT.} \div 3 = 4 \text{ YARDS}$$

$$B = 11.5 \text{ FT.} \div 3 = 3.8 \text{ YARDS}$$

$$A \times B = 15.3 \text{ SQUARE YARDS}$$

COST ESTIMATE:

BRICK: _____ SQUARE YARDS $\times$ \$70/SQUARE YARD = \$ _____

BRICK ON CONCRETE: _____ SQUARE YARDS $\times$ \$85/SQUARE YARD = \$ _____

CONCRETE: _____ SQUARE YARDS $\times$ \$40/SQUARE YARD = \$ _____

ASPHALT: _____ SQUARE FEET $\times$ 1 TON/40 SQUARE FEET $\times$ \$125/TON = \$ _____

Curb cut construction by owner.

DEPARTMENT OF PUBLIC WORKS SCHEDULED DATE FOR CONSTRUCTION:

/ /

DEPARTMENT OF PUBLIC WORKS STATED FEE: \$ N/A

The undersigned agrees to pay the stated fee for the driveway installation in full within two (2) weeks of the estimated starting date of construction before the Department of Public Works shall proceed with construction:

Owner's signature:

Henry N. Katis

Date: 5-22-03

Address: 720 MASS AVE, CAMBRIDGE, MA 02139 617-868-7700

Funds Received: \$ _____ Check Number: _____

APPLICATION FOR DRIVEWAY CUTS AND OPENINGS

CITY OF CAMBRIDGE

PART II: INSPECTIONAL SERVICES DEPARTMENT

☒ Application approved ☐ Application denied

Reason:

P.B. #178

Signature:

[Signature]

Date:

6/12/07

Title:

LOWING SPEED LIMIT, approved by Planning Board

PART III: TRAFFIC AND PARKING DEPARTMENT

☒ Application approved ☐ Application denied

Reason:

Signature:

[Signature]
Traffic Engineer

Date:

6-19-07

Title:

PART IV: HISTORICAL COMMISSION

☒ Application approved ☐ Application denied

Reason:

Signature:

Sarah Busk

Date:

6/18/03

Title:

Designated Property Administrator

PART V: PUBLIC WORKS DEPARTMENT

☒ Application approved ☐ Application denied

Reason:

Signature:

William Dwyer

Date:

6/18/03

Title:

Superintendent of Streets

CITY OF CAMBRIDGE

APPLICATION FOR DRIVEWAY CUTS AND OPENINGS
ABUTTOR'S FORM

To Whom It May Concern:

As owner or agent of 5 Western Avenue,

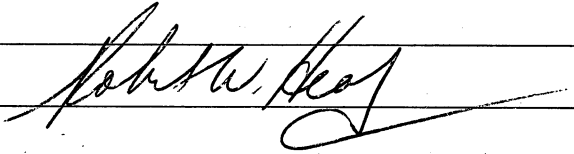
☒ approval

Cambridge, Massachusetts, I do hereby declare ☐ disapproval

of the installment of:

Off-Street Parking Facility located at 349-357 Green Street

Signed:



Date:

6/2/03

Address:

CITY OF CAMBRIDGE

APPLICATION FOR DRIVEWAY CUTS AND OPENINGS
ABUTTOR'S FORM

To Whom It May Concern:

As owner or agent of 347 Green Street Parcel 77,

☒ approval

Cambridge, Massachusetts, I do hereby declare

☐ disapproval

of the installment of:

Off-Street Parking Facility located at 349-357 Green Street

Signed: Michael P. Simon

Date: 5/28/03

Address: _____

To Whom It May Concern:

As owner or agent of 347 Green Street Parcel 88,

☒ approval

Cambridge, Massachusetts, I do hereby declare

☐ disapproval

of the installment of:

Off-Street Parking Facility located at 349-357 Green Street

Signed: Michael P. Simon

Date: 5/28/03

Address: _____

To Whom It May Concern:

As owner or agent of 347 Green Street Parcel 82,

☒ approval

Cambridge, Massachusetts, I do hereby declare

☐ disapproval

of the installment of:

Off-Street Parking Facility located at 349-357 Green Street

Signed: Michael P. Simon

Date: 5/28/03

Address: _____

application and will request that the neighborhood association inform the City Clerk whether it approves or disapproves of the application. Petitioners are urged to contact their neighborhood association early to avoid delay.

6. If the Inspectional Service Department (or the Board of Zoning Appeal) approves the application, Inspectional Services will then send it to the Department of Traffic, Parking and Transportation. If Traffic and Parking refuses to approve the application, it will so inform the applicant.
7. If the application is approved by Traffic and Parking, that department will then send the application to the Historical Commission. If the Commission approves, the Commission will send the application to the Department of Public Works. If the Commission disapproves the application, the applicant may appeal under statutes and ordinances governing the administration of historically designated properties, information about which may be obtained from the Commission.
8. If the Department of Public Works (DPW) approves the application, DPW will send the application to the City Clerk's Office. If DPW disapproves the application, it will notify the applicant.
9. When the City Clerk receives a response from the neighborhood association(s), or, if no response is received, then no sooner than 21 days after the initial notification of the neighborhood associations (see no. 5 above) the Clerk will place the application on the next City Council agenda. If the City Council approves the application, the City Clerk will notify the applicant and will send the application back to the Department of Public Works. The cost of the driveway construction will be calculated and the driveway will be put on the schedule and a date assigned for construction. The applicant must pay in full for the construction cost, based on the cost indicated, within two weeks before the estimated start of construction. No construction will begin unless the full cost of the driveway has been paid for in advance.

In certain cases, the Department may arrange with the applicant to have the driveway done by a private contractor; however, the contractor will have to post a bond, obtain a permit from the DPW and have his work inspected as to city standards before the bond is released. In this case the contractor will have a direct relationship with the applicant and the city will not intervene unless the contractor does not meet city requirements for driveway construction.

10. APPLICANTS ARE CAUTIONED AGAINST EXPENDING ANY MONEY ON MODIFICATIONS TO THEIR PROPERTY IN ANTICIPATION OF THEIR APPLICATION BEING APPROVED BY THE COUNCIL.

If a curb cut is required in connection with a project for which a building permit from the Inspectional Service Department is required, the building permit will not be issued until approval for the curb cut is first obtained from the Council. In extraordinary cases, an incremental (foundation, site work, etc) building permit may be issued if the following conditions, as a minimum, are met; the application has been initiated with the Inspectional Services Department, approvals from abutters have been obtained, a hardship is demonstrated, and the applicant states that he/she is proceeding at his/her own risk.

City of Cambridge

PROCEDURE WITH RESPECT TO DRIVEWAY CUTS, OPENINGS AND OFF-STREET PARKING SPACES OR FACILITIES

1. An applicant may obtain an Application for Driveway Cuts and Openings at the Department of Public Works or Inspectional Services Department.
2. In addition to the application itself, (and the sketch required on the application form), the applicant must include a plot plan to scale which illustrates the driveway cut and the layout of the proposed on grade, off-street parking space, spaces or facility.
3. The applicant must also include signed forms from abutters on the sides and rear of the property and from all property owners located across the street(s) from the property. If the applicant is unable to obtain these signatures, he/she must include a statement with the application that an attempt was made to secure the required signatures and that it was not possible to obtain them and indicate the reasons why it was not possible to obtain the signatures.
4. The applicant shall submit the application, together with the plot plan and the abutter's forms, shall be first submitted to the Inspectional Services Department, located at 831 Massachusetts Avenue. The Inspectional Services Department will (1) immediately send a copy of the application to the City Clerk's Office to start the neighborhood association notification process, and (2) review the application for completeness of application, inclusion of abutter's forms and compliance with the City of Cambridge Zoning Ordinance.

Curb cut requirements are detailed in Section 6.40 of the Zoning Ordinance. Following are some of the more significant requirements that must be met to comply with zoning:

- a. A curb cut cannot be located closer than twenty five (25) feet to a street intersection or within fifteen (15) feet of a crosswalk.
- b. The driveway must be at least ten (10) feet wide.
- c. For lots having less than 100 feet of frontage, a maximum of only one curb cut is allowed.
- d. The required size of the parking space is 8 1/2 feet by 18 feet. The parking space cannot be located within the front yard setback.

If the Inspectional Services Department makes a determination that the curb cut is not in compliance with the Zoning Ordinance, the applicant has the following options: discontinuing the application process; modifying the application to bring it into compliance with the Zoning Ordinance; appealing the Inspectional Services determination to the Board of Zoning Appeals (BZA); or requesting from the BZA a variance from the Zoning Ordinance. If the applicant is not successful with the appeal or variance request before the BZA, recourse is through the courts.

5. The City Clerk will notify neighborhood associations in the area of the petitioner and will send a copy of this notification to the applicant. Notification will include a copy of the plot plan or drawing submitted with the

720 Massachusetts Avenue Realty Trust

June 19, 2003

2003 JUN 19 P 4: 24

D. Margaret Drury
Office of the City Clerk
City of Cambridge
795 Massachusetts Avenue
Cambridge, MA 02139

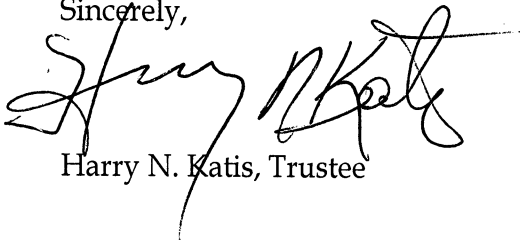
OFFICE OF THE CITY CLERK
CAMBRIDGE, MASSACHUSETTS

Re: Curb-Cut Application: 349-357 Green Street, Cambridge

Dear D. Margaret Drury:

We contacted Riverside Neighborhood Association representative Sara Dasamante on June 18, 2003. Ms. Dasamante informed us that she has resigned her position from the Association.

Sincerely,

A handwritten signature in black ink, appearing to read "Harry N. Katis", written over the printed name.

Harry N. Katis, Trustee

Nichols, Laura

From: Meddison@aol.com
Sent: Friday, June 20, 2003 10:13 AM
To: Drury, Margaret
Cc: Meddison@aol.com; pathills@bu.edu; werman@aptgods.com; Nichols, Laura
Subject: Request by Harry Katis for curb cut at 349-357 Green Street

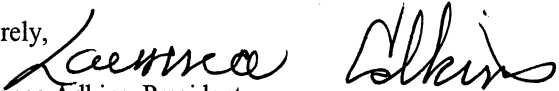
Dear Ms. Drury:

We are responding to your letter of June 18, asking for the position of the Riverside Neighborhood Association (RNA) regarding a request for a curb cut at 349-357 Green Street, filed by Mr. Harry Katis.

We would very much like the neighborhood to have the opportunity to review the merits of Mr. Katis' curb cut request. Unfortunately, it's impossible for us to provide an official response from the RNA within the 21 days specified in your letter; since the RNA meets roughly quarterly, and our last regular meeting was in May, our next meeting will not be until September. If it's necessary for the City Council to rule on the curb cut before then, they should know that the RNA has not had the chance to examine the merits of the curb cut request.

Thank you.

Sincerely,


Lawrence Adkins, President
Martha Eddison, Vice-president
Riverside Neighborhood Association

2003 JUN 20 P 1:54
OFFICE OF THE CITY CLERK
CAMBRIDGE, MASSACHUSETTS

6/20/2003



OFFICE OF THE CITY CLERK

CITY OF CAMBRIDGE

(617) 349-4260

FAX (617) 349-4269

tty/TDD (617) 492-0235

D. MARGARET DRURY
CITY CLERK

DONNA P. LOPEZ
DEPUTY CITY CLERK

June 18, 2003

Dear Neighborhood Representative:

This office is in receipt of a copy of an application from Harry Katis, requesting a curb cut *at the premises numbered 349-357 Green Street, Cambridge, Massachusetts*. The City Council has directed that all curb cut petitions be submitted to the appropriate Neighborhood Associations for the locality where the curb cut would be made, so that the association may have an opportunity for review, prior to action by the City Council.

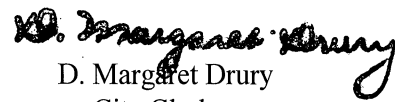
Please indicate by return mail your approval or disapproval of the petition within twenty-one days from the date of this letter. If the response is "disapproval" please state reasons. Be sure to sign the form and include a daytime phone number. I have enclosed a self-addressed stamped envelope to facilitate your reply.

As soon as this office has received both the completed application and your neighborhood association response, I will place the petition on the agenda for the next City Council meeting. If I do not receive a response from your neighborhood organization by twenty-one days from the date of this letter, I will place the petition on the agenda for the next City Council meeting.

If your neighborhood association cannot complete its review by twenty-one days from today, you may extend the reply time another seven days by requesting an extension by letter to me with a copy to the petitioner. However, I urge you to make every effort to complete your review as soon as possible.

Thank you for your cooperation.

Sincerely yours,


D. Margaret Drury
City Clerk

Riverside Neighborhood Association – Sara Dasamante, Recording Secretary

hereby _____ approve _____ disapprove of said driveway petition.

Comments: _____

Signature of authorized association representative

Daytime telephone no.

cc: Petitioner



OFFICE OF THE CITY CLERK

CITY OF CAMBRIDGE

(617) 349-4260

FAX (617) 349-4269

tty/TDD (617) 492-0235

D. MARGARET DRURY
CITY CLERK

DONNA P. LOPEZ
DEPUTY CITY CLERK

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If your neighborhood association cannot complete its review by twenty-one days from today, you may extend the reply time another seven days by requesting an extension by letter to me with a copy to the petitioner. However, I urge you to make every effort to complete your review as soon as possible.

Thank you for your cooperation.

Sincerely yours,


D. Margaret Drury
City Clerk

Riverside Neighborhood Association – Lawrence Adkins, President

hereby _____ approve _____ disapprove of said driveway petition.

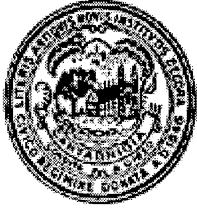
Comments:

Summer Break AS OF MAY - SEPT / TIME FOR MR. KATIS TO REVIEW

Signature of authorized association representative

Daytime telephone no.

cc: Petitioner



City of Cambridge

Applications & Petitions # 3
IN CITY COUNCIL
June 23, 2003

ORDERED: That the Commissioner of Public Works be authorized to construct curb cuts over sidewalks in front of estates upon the streets as hereinafter named, the expense thereof to be charged to the appropriation for Public Works Department, Paving (Edgestones and Sidewalks). The entire cost of material and labor furnished to be repaid to the City by the owners of abutting estates, and authorization is conditioned upon use of materials specified by the Department of Public Works and the Department of Traffic, Parking and Transportation.

Harry Katis

349-357 Green Street

In City Council June 23, 2003
Adopted by the affirmative vote of nine members.
Attest:- D. Margaret Drury, City Clerk

A true copy;

A handwritten signature in cursive script that reads "D. Margaret Drury".

ATTEST:-

D. Margaret Drury, City Clerk

H82

Application and Petition #3

An application was received from Harry Katis, requesting a curb cut at the premises numbered 349-357 Green Street; said petition has received approval from Inspectional Services, Traffic, Parking and Transportation, Historical and Public Works. Two neighborhood association letters were sent. One neighborhood response received.

In City Council June 23, 2003

ORDER ADOPTED