

August 1, 2022

Community Development Board
Searles Building
Room 217
41 Pleasant Street
Methuen, MA 01844

CDCI File #: 22-10368
Special Permit Application Compliance Letter
386 Oak Street
Methuen, MA 01844

Civil Design Consultants, Inc. (CDCI) is pleased to provide the enclosed Special Permit application for a two (2) lot residential subdivision proposed at #386 Oak Street (Assessors ID: 1012-82-18A) in Methuen, Massachusetts on behalf of William Kannan, Sr. (the Owner/Applicant). Lots 1 and 2, as illustrated in the Site Development Plans submitted with this application, conform to the minimum dimensional requirements for the RC - Single Residence zoning district. Both lots are subject to this special permit request under Section XI-D(11) of the zoning ordinance.

The proposal consists of two (2) residential lots and two private driveways conforming to city standards. This proposal is limited to the creation of one (1) new residential lot with a single-family dwelling. A separate letter has been prepared by this office addressing this applications compliance with all of the requirements of Section XI-D(11.15)d. Sixteen copies of the following information is provided for your review and consideration:

1. Application Compliance Letter prepared by CDCI dated August 1, 2022.
2. Special Permit Application Checklist.
3. Application for Special Permit under the Requirements of the Zoning Ordinance.
4. Application Fee: Check Made Payable to the City of Methuen for \$600.00.
5. Review Fee: Check Made Payable to the City of Methuen for \$5,000.00.
6. Certified Abutters List.
7. 1 set of address labels for each abutter, the applicant, the applicant's engineer and attorney.
8. Site Development Plans for 386 Oak Street, prepared by CDCI, dated July 29, 2022.
 - Full Size 24"x36" (9 Sets)
 - Half Size 11"x17" (8 Sets)

Finally, due to the limited project review, we respectfully request a waiver from the \$5000 project review fee. The proposed project is limited in scope, with one new single-family dwelling and driveway being proposed. We believe this information comprises a complete special permit application and we look forward to meeting with the Board to discuss this project in further detail. If you have any questions or comments, or require additional information, please do not hesitate to contact this office.

Very Truly Yours,

CIVIL DESIGN CONSULTANTS, INC.



William Hall, P.E.
Project Manager

Copy to: Copy to: William Kannan, Sr. (Owner/Applicant)
CDCI File #: 22-10368

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Civil Design Consultants, Inc. (CDCI) is pleased to provide this special permit application compliance letter for a two (2) lot residential subdivision proposed at #386 Oak Street (Assessors ID: 1012-82-18A) in Methuen, Massachusetts on behalf of William Kannan, Sr. (the Owner/Applicant). Both proposed lots are subject to this special permit request under Section XI-D(11.15) of the zoning ordinance and have been designed to comply with the requirements as set forth in Section XI-D(11.15)d and as summarized below:

- 1. The area of the lot to be divided is three (3) times the minimum lot area in that district;*

The minimum lot area in the RC – Single Residence zoning district is 15,000-SF, and therefore the area of lot 1 and 2 must be greater than or equal 30,000-SF. The total area is approximately 138,248-SF (31,377-SF Lot 1 + 106,871-SF Lot 2) as illustrated on Sheet C-1 entitled Frontage Exception Plan. Requirement #1 (Section XI-D(11.15)d.a) is addressed.

- 2. The frontage for the lot to be divided is, at a minimum, the frontage required for that district;*

The minimum lot frontage in the RC – Single Residence zoning district is 100-FT, and therefore, the frontage of lots 1 and 2 combined must be greater than or equal 100-FT. The frontage of lots 1 and 2 combined is approximately 193.6-FT (118.6-FT + 75-FT) as illustrated on Sheet C-1 entitled Frontage Exception Plan. Requirement #2 (Section XI-D(11.15)d.b) is addressed.

- 3. The lot to be divided is not split into more than two lots;*

The lot to be divided is split into only two lots, lot 1 and lot 2. Requirement #3 (Section XI-D(11.15)d.c) is addressed.

- 4. The two newly created lots each contain the minimum area required for that district;*

The minimum lot area in the RC – Single Residence zoning district is 15,000-SF. Lot 1 is 31,377-SF in area and Lot 2 is 106,871-SF in area as illustrated on Sheet C-1 entitled Frontage Exception Plan. Requirement #4 (Section XI-D(11.15)d.d) is addressed.

- 5. The two newly created lots each have a minimum of fifty (50%) percent of the frontage required for that district, however the frontage is not to be less than fifty (50') feet in any district;*

The minimum lot frontage in the RC – Single Residence zoning district is 100-FT, and therefore, a minimum of 50-FT of frontage is required. Lot 1 has 118.6-FT of frontage and Lot 2 has 75-FT of frontage as illustrated on Sheet C-1 entitled Frontage Exception Plan. Requirement #5 (Section XI-D(11.15)d.e) is addressed.

- 6. The two newly created lots each have a lot of width of not less than fifty (50') feet at any point between the street and site of the dwelling;*

As illustrated on Sheet C-1 entitled Frontage Exception Plan, no portion of lot 1 or lot 2 has a lot width of less than 50-FT between the street and site of the dwelling. Requirement #6 (Section XI-D(11.15)d.f) is addressed.

7. *The front, side, and rear setbacks for the two newly created lots may be reduced to twenty (20') feet if in the opinion of the Community Development Board this facilitates the highest and best use of the land and limits the overall disturbance of the property. Appropriate screening and buffering as determined by the Community Development Board may be required to protect existing adjacent homes*

As illustrated on Sheet C-1 entitled Frontage Exception Plan, the minimum building setbacks for the RC – Single Residence zoning district are provided on each proposed lot. Requirement #7 (Section XI-D(11.15)d.g) is addressed.

We believe this proposals exceeds the minimum requirements for issuance of the special permit under section XI-D(11.15) of the zoning ordinance. We look forward to meeting with the Board to discuss this project in further detail. If you have any questions or comments, or require additional information, please do not hesitate to contact this office.

Very Truly Yours,

CIVIL DESIGN CONSULTANTS, INC.

A handwritten signature in blue ink, appearing to read 'William Hall', is positioned above the printed name.

William Hall, P.E.
Project Manager

Copy to: William Kannan, Sr. (Owner/Applicant)
CDCI File #: 22-10368

APPLICATION CHECKLIST

All petitioners **must** schedule an appointment with the Assistant Director of Planning prior to submission of an application. Please call 978-983-8560 for an appointment.

All applications must be complete and submitted to the Community Development Office by 12:00 Noon, one week prior to the meeting where the public hearing date is set. Late or incomplete applications will be not appear on the agenda to set the public hearing date.

- ☒ Check for fee made payable to The City of Methuen. See Schedule of Administrative Fees
- ☒ Check for \$5000 Project Review Fee made payable to City of Methuen (to be returned if waived)
- ☒ 16 copies of completed application form
- ☒ 9 sets of 2'X 3' plans
- ☒ 8 sets of 11"X 17" plans
- ☐ 3 sets of Drainage Calculations and Traffic Studies (if required)
- ☐ 1 set of 2'X3' plans, a copy of the application, Drainage Calculations, Traffic Studies (if required), and any other pertinent information or correspondence delivered to the Board's consultant: **TEC, 146 Dascomb Road, Andover, MA 01810**
Any revised plans should also be delivered to TEC during the review process.
- ☒ Certified Abutters list from the Assessor's Office (Copies are not permitted)
- ☒ 1 set of address labels for each abutter, the applicant, the applicant's engineer & attorney.

The Community Development Office will prepare a legal notice for publication in the Eagle Tribune and to be mailed to abutters. Three weeks prior to the public hearing the applicant must provide proof of publication and submit the postmarked Certificate of Mailing Receipts in order to appear on the agenda.

- ☒ **CERTIFICATE OF MAILING - PS Form 3665 (the cost will be the cost of two first class stamps)**
 - ☒ Each abutter on the Certified Abutters List
 - ☒ The applicant
 - ☒ The applicant's engineer & attorney
 - ☒ The City of Methuen Community Development Board, the Planning Board of each abutting municipality, the Merrimack Valley Regional Planning Commission and the Department of Housing & Community Development**See attached list of addresses. DO NOT USE CERTIFIED OR GREEN RETURN RECEIPT CARD**
- ☒ Proof of payment to Eagle Tribune for advertisement of the Public Hearing

ADDITIONAL REQUIREMENTS

SPECIAL PERMIT APPLICATIONS:

- ☒ The first page of the **DECISION** must be mailed by regular 1st class mail to each abutter, the applicant, the applicant's engineer & attorney, the Planning Board of each abutting community, the Merrimack Valley Regional Planning Commission and the Department of Housing & Community Development. Please notify the Community Development Dept. by email when you have mailed the decision. Certificate of Mailing is not required. **See attached list of addresses.**

ZONING AMENDMENT APPLICATIONS:

- ☐ Copies of the ORDINANCE must be mailed as described in the Special Permit requirements above.
- ☐ A legal notice advertising a favorable decision must be posted in the Eagle Tribune.

Building permits will not be issued without proof of mailing and/or advertisement of Decision



**CITY OF METHUEN, MASSCHUSETTS
COMMUNITY DEVELOPMENT BOARD**

**APPLICATION FOR SPECIAL PERMIT UNDER THE
REQUIREMENTS OF THE ZONING ORDINANCE**

This form must be typewritten

APPLICANT:

ADDRESS:

1. Application is hereby made for a Special Permit under Section(s) _____

Paragraph(s) _____ of the Zoning By-Laws.

2. Assessor Parcel ID of all affected parcels, location and general description of property bounded and described as follows:

b. Premises affected are in Zoning District _____.

3. Ownership:

a. Name and address of owner (if joint ownership, give all names):

b. If applicant is not owner, check his/her interest in the premises:

	Prospective Purchaser Name	Address
	Lessee Name	Address
	Other Explain:	

4. General description of structure(s) and outline specifications *

Site:
Site Amenities:
Exterior Building Construction:
Interior Building Construction:

Refer to plans numbered: _____ submitted with this application.

5. Has there been a previous petition, under zoning, on these premises: _____.

If so, when: _____.

6. Deed recorded in Registry of Deeds in: Book: _____, Page: _____ or
Land Court Certificate Number: _____, Book: _____ Page _____.

7. How does the special permit meet the general requirements of Section XI-C of the Zoning Ordinance?
(answer all sub-section and paragraphs in a separate report).

* (Have additional sheets if necessary)

8. How does the special permit meet the general requirements of Section XI-D? (answer all paragraphs pertaining to requirements in a separate report).

See attached cover letter.

I agree to pay for advertising in newspaper and incidental expenses:

APPLICANT(S) SIGNATURE:

William Kannan Sr.

William Kannan SR

Print Name

Print Name



Patriot Properties

08/01/2022

10:47:13AM

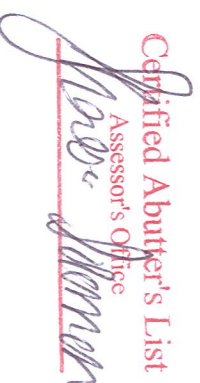
Methuen

Abutters List

986 Oak St
1012-82-18A
Community Development

Filter Used: DataProperty.AccountNumber in (1422, 19939, 19940, 20030, 100669, 20021, 20193, 20194, 19943, 19949, 19942, 19951, 19948, 19941, 19950, 20041)

22 AUG 14:11:13

Certified Abutter's List
Assessor's Office


**Methuen
Abutters List**

Subject Parcel ID:

Subject Property Location:

ParcelID	Location	Owner	Co-Owner	Mailing Address	City	State	Zip
1012-108-4A	385 OAK ST	RIVERA ALEXSANDRA		385 OAK ST	METHUEN	MA	01844-7411
1012-108-4Q	385 A OAK ST	CONNOR JOHN J JR	CONNOR STEPHANIE F	385A OAK ST	METHUEN	MA	01844-7411
1012-108-5B	(VP) ANDERSON DR	METHUEN TOWN OF		41 PLEASANT ST STE 103	METHUEN	MA	01844-3174
1012-82-17E	316 OAK ST	ROLDAN DOMINGO JR	ROLDAN IVELISSE	316 OAK ST	METHUEN	MA	01844
1012-82-17F	322 OAK ST	KFOURY LINDA S		322 OAK ST	METHUEN	MA	01844-0685
1012-82-18	388 OAK ST LT 1	GRIFFIN DAN A		388 OAK ST	METHUEN	MA	01844
1012-82-18A	386 OAK ST	KANNAN WILLIAM M SR		10B GRANDVIEW RD	METHUEN	MA	01844-7412
1012-82-18B	2 REAR OAK MEADOW LN LT 2	AMINI MOSTAFA TR	AMINI MARYANN TR	2R OAK MEADOW LN	METHUEN	MA	01844
1012-82-21A	392 OAK ST	PEREZ ARGENTINA	BENATAR MARIA ALTAGRA	392 OAK ST	METHUEN	MA	01844-7412
1012-82-21K	1 OAK MEADOW LN	NAVEO JUANA M		1 OAK MEADOW LN	METHUEN	MA	01844-7407
1012-82-21L	2 OAK MEADOW LN	TRIMBOLI LAURA		2 OAK MEADOW LN	METHUEN	MA	01844-7408
1012-82-21M	6 OAK MEADOW LN	FAGAN DENISE M	FAGAN JAMIES J JR	6 OAK MEADOW LN	METHUEN	MA	01844-7408
1012-82-21N	10 OAK MEADOW LN	LYNCH KATHLEEN		10 OAK MEADOW LN	METHUEN	MA	01844-7408
912-82-23L	(VP) MILK ST	CAMPBELL GILBERT G		176 CHURCH ST	LOWELL	MA	01852-2685

Parcel Count: 14

End of Report

385 OAK ST	1012-108-4A	2 OAK MEADOW LN	1012-82-21L
RIVERA ALEXSANDRA	LUC: 101	TRIMBOLI LAURA	LUC: 101
385 OAK ST		2 OAK MEADOW LN	
METHUEN, MA 01844-7411		METHUEN, MA 01844-7408	
385 A OAK ST	1012-108-4Q	6 OAK MEADOW LN	1012-82-21M
CONNOR JOHN J JR	LUC: 101	FAGAN DENISE M	LUC: 101
CONNOR STEPHANIE F		FAGAN JAMES J JR	
385A OAK ST		6 OAK MEADOW LN	
METHUEN, MA 01844-7411		METHUEN, MA 01844-7408	
(VP) ANDERSON DR	1012-108-5B	10 OAK MEADOW LN	1012-82-21N
METHUEN TOWN OF	LUC: 930	LYNCH KATHLEEN	LUC: 101
41 PLEASANT ST STE 103		10 OAK MEADOW LN	
METHUEN, MA 01844-3174		METHUEN, MA 01844-7408	
316 OAK ST	1012-82-17E	(VP) MILK ST	912-82-23L
ROLDAN DOMINGO JR	LUC: 101	CAMPBELL GILBERT G	LUC: 131
ROLDAN IVELISSE		176 CHURCH ST	
316 OAK ST		LOWELL, MA 01852-2685	
METHUEN, MA 01844			
322 OAK ST	1012-82-17F		
KFOURY LINDA S	LUC: 101		
322 OAK ST			
METHUEN, MA 01844-0685			
388 OAK ST LT 1	1012-82-18		
GRIFFIN DAN A	LUC: 101		
388 OAK ST			
METHUEN, MA 01844			
386 OAK ST	1012-82-18A		
KANNAN WILLIAM M SR	LUC: 101		
10B GRANDVIEW RD			
METHUEN, MA 01844-7412			
2 REAR OAK MEADOW LN LT 2	1012-82-18B		
AMINI MOSTAFA TR	LUC: 101		
AMINI MARYANN TR			
2R OAK MEADOW LN			
METHUEN, MA 01844			
392 OAK ST	1012-82-21A		
PEREZ ARGENTINA	LUC: 101		
BENATAR MARIA ALTAGRACIA			
392 OAK ST			
METHUEN, MA 01844-7412			
1 OAK MEADOW LN	1012-82-21K		
NAVEO JUANA M	LUC: 101		
1 OAK MEADOW LN			
METHUEN, MA 01844-7407			