

HARBOR VIEW NEIGHBORHOOD ASSOCIATION

Project Information Form

board@harborviewna.org

Thank you for contacting the Harbor View Neighborhood Association (HVNA). The purpose of this document is to provide you with an explanation of our development vetting proces. Please retain a copy for your records.

HVNA meetings are a forum for developers to discuss projects with abutters and neighborhood residents. The number of times you present to the HVNA is based on whether concerns are adequately addressed.

We suggest that you proceed as follows: 1) Begin by filling out this form and requesting a date to present to the HVNA; 2) Once your project has been presented the HVNA, but has yet to be voted upon by the HVNA, file with the ZBA; 3) Forward a copy of the ZBA Refusal Letter to the HVNA Board (board@harborviewna.org), at which point we will schedule your project for a vote. The HVNA Board will attempt to schedule your project for a vote at the next monthly meeting, if time permits.

All agendas are posted on the HVNA Facebook Page. (Other sources, e.g. East Boston Times, Eastie Now and EastBoston.com, may also have information.) No additions are made to the agenda once it is posted.

After a vote has been taken, the HVNA will send a letter indicating the result of the vote and comments raised by the community to the applicant, ZBA, BPDA and City of Boston.

This form is MANDATORY for all projects requiring zoning relief within the boundaries of the HVNA.

Projects that do not require zoning relief are encouraged to participate to ensure community support.

Project Name:

Project Address:

**Property Owner(s)
Name:**

**Property Owner(s)
Phone:**

Developer(s) Name

Developer(s) Phone:

Primary Contact Email:

Project Attorney:

(if applicable)

Project Architect:

(if applicable)

Detailed Project Description

We recognize that projects evolve, but please outline the proposed project type, height, square footage etc.

Anticipated Variance Requests

Please refer to [Zoning Code](#) for further details

Notification Requirements:

No more than three (3) weeks, and no less than one (1) week before the community meeting you must notify every domicile and business within 300 feet of your project.

Notice must:

- Include location of proposed project
- Include date, time and location of the meeting
- Include clear summary and details about the project
- Include contact information of project team
- Include HVNA contact info (board@harborviewna.org)
- Be hand delivered, mailed to residents or posted in an entryway or vestibule
- Be written in English and Spanish

A Complete list of addresses notified, manner of notification, and approximate date of notification must be submitted to the HVNA prior to every meeting at which you present.

This notification process complies with the guidelines of the City of Boston, if you do not comply with these guidelines, you risk having the meeting voided. If you have obtained letters, petitions or have documentation from the community please bring them to the meeting and share them with the board.

Project Presentation Requirements

Please e-mail documents to board@harborviewna.org after initial presentation. We reserve the right to share presentation on our [Website](#) and [Facebook page](#) so that the community can be informed. We request owner/ developer to present at meeting assisted by project team.

For zoning matters involving new construction, additions or changes of use:

Existing and Proposed elevations in relation to surrounding properties

Existing and Proposed property site plan

Existing condition photographs showing surrounding properties, buildings and spaces

If you are seeking to legalize the present existing use (i.e. changing 2 family to 3 family), be prepared to provide photographic evidence of existing interior conditions

A summary of zoning relief being requested including variances, extensions of non conforming uses, or conditional use permits.

Examples and samples of building materials and design and color elements

***Depending on project we may ask for additional information/ reports**

***Examples of building materials and design elements are preferred**

Addendum Requirements:

An addendum must be submitted noting any proposed changes no less than 10 days prior to the next scheduled meeting. These may include changes to variances requested, description, type of use, and materials.

Previous Experience:

Please outline any previous projects you have completed, and/or community involvement.



Please check box:

I have read and adhered to these requirements

Please sign and date:

For <J NA Use only:

Meeting/Process Record: *Process timeline varies by project*

Initial Meeting(s)	Date(s): _____
HVNA Voting Meeting	Date(s): _____
Vote Record	Yay: _____ Nay: _____
ZBA Letter of Refusal	Date(s): _____
Addendum(s) Attached	Date(s): _____
Other	Date(s): _____
ZBA Hearing Dates	Date(s): _____
HVNA Approval/Denial Letter Sent?	Date(s): _____

Additional Comments/ Notes: