



PEABODY CITY COUNCIL

FAMILY ACCESSORY LIVING AREA FILING REQUIREMENTS

FILING PROCESS:

The following material must be filed with the City Council at the City Clerk's Office to initiate the process of obtaining a Special Permit from the City Council for a Family Accessory Living Area referred to in these requirements as FALA under Section 4.7 of the Peabody Zoning Ordinance:

1. 18 copies of the Special Permit application
2. Certified list of abutters obtained from the Assessors Office.
3. Certified plot plan stamped and signed by a registered professional land surveyor.
5. Photograph of the existing property.
6. Print out from the City Collector show status of all tax payments to the City.
7. Scaled plans 1/4" = 1' drawn by a professional designer clearly defining the **layout of the principal dwelling and proposed family accessory living area** are required. Said plans shall clearly identify the proposed FALA, showing all windows, entrances and how it is accessed from the principal dwelling. Each room of the FALA shall be labeled as ***FALA/bedroom/s.f.; FALA/kitchen/s.f., etc.*** The total square foot area of the proposed FALA and total square foot area of the principal dwelling shall be marked on said plan.
8. \$75.00 Special Permit filing fee. Check made payable to the City of Peabody.
9. Separate filing fee for the legal notice. The applicant is responsible for payment of the legal ad. The legal notice is published in a newspaper for 2 consecutive weeks, the first ad being published at least 14 days prior to the public hearing. A legal ad rate sheet will be provided to you. Please choose one newspaper and make said check payable to that newspaper of your choice for the specified amount. The legal notice, when prepared by the City Clerk's Office, is sent to that newspaper with your check.

Ward Councillors

Barry P. Osborne, Ward 1
 Arthur W. Athas, Ward 2
 Rico E. Mello, Ward 3
 Robert E. Driscoll, Ward 4
 David R. Gamache, Ward 5
 Barry C. Sinewitz, Ward 6

Councillors at Large

Edward A. Bettencourt, Jr.
 Michael V. Garabedian
 David C. Gravel
 James K. Liacos
 Anne M. Manning

Clerk of Council

Timothy E. Spanos

City Council Stenographer

Allyson Danforth

City Hall
 24 Lowell Street

978-538-5900
 FAX (978) 538-5985

<u>Peabody Citizen</u>	<u>Weekly News</u>	<u>Lynn Item</u>	<u>Salem News</u>
33.75	33.25	80.43	89.85
<u>33.75</u>	<u>33.25</u>	<u>80.43</u>	<u>89.85</u>
67.50	66.50	160.86	179.70



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10. PLEASE READ CAREFULLY AND THROUROULY THE ORDINANCE GOVERNING FAMILY ACCESSORY LIVING AREAS UNDER SECTION 4.7 OF THE PEABODY ZONING ORDINANCE. IT IS IMPORTANT TO KEEP IN MIND THE SIZE REQUIREMENTS, FAMILY MEMBERS THAT QUALIFY, AND THAT THE FALA IS A TEMPORARY STRUCTURE. IF YOU HAVE ANY QUESTIONS, PLEASE DO NOT HESITATE TO CALL.

11. After filing the above requirements with the City Clerk, the application and plans are forwarded to the Community Development Department, Building Inspector, and the City Council's Industrial & Community Development Committee for review.

A public hearing WILL NOT be scheduled until the application has been reviewed by said parties and recommended to go forward to the City Council. The City Council will then schedule a public hearing. The applicant must be present at the public hearing in order for the City Council to act on the application.

12. PLEASE BEAR IN MIND if the City Council approves the application, a decision is then filed and from said filing date, a 20 day appeal period is in effect. After the 20 day appeal period expires, you must obtain a Building Permit from the Building Inspector. You will be mailed instructions with the Special Permit decision on how to obtain the Building Permit. IN ADDITION, THERE WILL BE A \$75.00 YEARLY INSPECTION FEE ASSESSED BY THE BUILDING INSPECTOR.

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