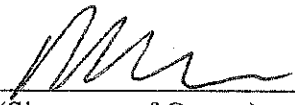


**TOWN OF MARBLEHEAD  
SITE PLAN APPROVAL APPLICATION  
PLANNING BOARD**

1. Property Address: 405 Ocean Avenue Marblehead, MA 01945
2. Assessor Map 921 Lot 3 3. Zoning District SESR
4. Applicant: Lisa M. Jones and Daniel R. Jones, Trustees of the Lisa M. Jones 2011 Revocable Trust
5. Applicant's Address 405 Ocean Avenue Marblehead, MA 01945
6. Telephone Number: 617 697 0290 (Daytime) \_\_\_\_\_ (Evening)
7. Email address: lisajones22@comcast.net
7. Applicant's Representative Matthew Wolverton, Law Offices of Lausier & Lausier, LLC
8. List other permits required and status (e.g. Old & Historic Districts, Conservation, Board of Appeals, etc., obtained, scheduled, etc.) \_\_\_\_\_  
Zoning Board of Appeals

  
(Signature of Owner) attorney for

8/13/2025  
(Date)

9. Name and mailing address and phone number that the legal advertisement should be billed to
- Name Lisa M. Jones
- Address 405 Ocean Avenue  
Marblehead, MA 01945
- Phone: 617 697 0290

**FOR TOWN USE ONLY**

Application Received \_\_\_\_\_ Submittal Deemed Complete \_\_\_\_\_

Waivers \_\_\_\_\_

Scheduled Hearing Date \_\_\_\_\_ File Number \_\_\_\_\_

**SITE PLAN APPROVAL CHECK LIST**  
**PLANNING BOARD**

Each Site Plan Approval Special Permit shall be accompanied by the following information:

- (1)   x   Five (5) copies of a Site Plan which shall be a certified plot plan at a minimum scale of 1"=40' and a maximum scale of 1"=20'. The Site Plan shall contain:
- (a)   x   Date of Plan with all revisions noted and dated
  - (b)   x   Title of Development/Project
  - (c)   x   North Arrow
  - (d)   x   Scale of Plan
  - (e)   x   Name and Address of record Owner
  - (f)   x   Name and Address of person preparing the Site Plan
  - (g)   x   The names of all owners of record of adjacent properties and the map and lot number of the properties and all buildings
  - (h)   x   Zoning District Boundaries and Flood Zone Boundaries
  - (i)   x   Boundaries of the property and lines of existing streets, lots, easements and right of ways
  - (j)   x   A locus map
  - (k)   x   A table indicating all calculations necessary to determine conformance to Bylaw regulations including current required and proposed regulations
  - (l)   x   Square footage of property
  - (m)   x   Location of existing and proposed buildings, walls, fences, culverts, parking areas, loading areas, walkways and driveways
  - (n)   x   Location and dimensions of all utilities
  - (o)   x   Location, type and dimensions of landscaping and screening
  - (p)   x   Location of significant site features
  - (q)   x   Contours      \* see narrative
- (2)   x   Five (5) copies of dimensioned schematic drawings of all proposed buildings. Scale not to exceed 1/4"=1' nor less than 1/8"=1'.
- (3)   x   A narrative describing the proposal

The narrative must address the following: The extent to which:

- (a) The architectural and design features are in harmony with the prevailing character and scale of buildings in the neighborhood and Town (such as but not limited to: building materials, screening, breaks in roof and wall lines, adequate light, air, circulation and separation between buildings).
- (b) The character of the site is preserved (such as but not limited to: protection of historical and natural resources and existing terrain, minimization of grade changes, tree and soil removal).

- (c) Vehicular and pedestrian movement within the site are convenient and safe (such as but not limited to: traffic patterns, circulation, location of driveway openings, parking, loading, access by emergency vehicles, and visibility of and identity of street address numbers).
- (d) External emissions from the site are minimized or eliminated (such as but not limited to: erosion, surface water runoff, pollution, sewage, disposal of refuse, odors, noise, glare, light and any other environmental impacts).
- (e) The adverse effects on abutting lots, the immediate neighborhood and the Town of Marblehead are minimized including (such as but not limited to: conflicts between residential, commercial and industrial uses, obstructions of views, increases in use of Town services and impact on Town infrastructure).
- (4)   x   A completed application form
- (5)   \$85   An application fee (the fee is calculated by taking the construction cost and multiplying by .001. *Example 350,000 construction cost x .001 = \$350 FEE*  
The minimum fee is \$200 and the maximum fee is \$1000)

**Please circle "Yes" or "No"**

- (6) Applicant acknowledges that any alterations to driveway opening(s) on the public way are subject to the Town of Marblehead Curb Cut Regulations (Article IV Curb Cuts 255-13). Yes/No
- (7) Applicant acknowledges that any alterations that impact the public way require a "Street, Way or Sidewalk Opening Permit," issued by the Department of Public Works. Yes/No

Applicants should refer to the Marblehead Zoning Bylaw 200-37 – Special Permit for Site Plan Approval for more detailed information on Site Plan Approval.