


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

1. Property Address: 9 Crown Way Marblehead, MA 01945
2. Assessor Map 28 Lot 9-0      3. Zoning District SSR
4. Applicant: 9 Crown Way LLC
5. Applicant's Address 295 Western Avenue Lynn, MA 01904
6. Telephone Number: 781 910 7066 (Daytime) same (Evening)
7. Email address: stephaniejsimon@aol.com
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.) \_\_\_\_\_

Conservation Commission - obtained

Zoning Board of Appeals - to be scheduled

  
(Signature of Owner)

3/17/2026  
(Date)

9. Name and mailing address and phone number that the legal advertisement should be billed to  
Name Stephanie Simon

Address 295 Western Ave.

Lynn, MA 01904

Phone: 781 910 7066

**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)  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)  Date of Plan with all revisions noted and dated
  - (b)  Title of Development/Project
  - (c)  North Arrow
  - (d)  Scale of Plan
  - (e)  Name and Address of record Owner
  - (f)  Name and Address of person preparing the Site Plan
  - (g)  The names of all owners of record of adjacent properties and the map and lot number of the properties and all buildings
  - (h)  Zoning District Boundaries and Flood Zone Boundaries
  - (i)  Boundaries of the property and lines of existing streets, lots, easements and right of ways
  - (j)  A locus map
  - (k)  A table indicating all calculations necessary to determine conformance to Bylaw regulations including current required and proposed regulations
  - (l)  Square footage of property
  - (m)  Location of existing and proposed buildings, walls, fences, culverts, parking areas, loading areas, walkways and driveways
  - (n)  Location and dimensions of all utilities
  - (o)  Location, type and dimensions of landscaping and screening
  - (p)  Location of significant site features
  - (q)  Contours
- (2)  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)  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)  A completed application form

(5) \$1000 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.

## Narrative

### Site Plan Special Permit for Approval

9 Crown Way Marblehead, MA 01945

The Applicant has obtained an Order of Conditions from the Conservation Commission.

The Applicant will be required to obtain a Special Permit from the Zoning Board of Appeals for Dimensional Relief.

The proposed construction, without limitation, includes in part the following:

- Demolition and Removal of an Existing Deck, Steps and Patio area;
- Demolition and Removal of Existing Gardening Arbor;
- Construction of a proposed attached Two-car Garage
- Construction of proposed additions of a mud room connecting to the garage, entry way and dining room
- Construction of a proposed Deck, Stairs, Patio Area with Spa and Shed
- Re-locate existing concrete driveway and parking area
- Exterior site work as shown on the Site Plan, including but not limited to repair/replace retaining walls, install new walkways throughout.

The plans and proposed construction meet the criteria of the Planning Board for Site Plan Approval as follows:

The revised plans and proposed construction meet the criteria of the Planning Board for Site Plan Approval as follows:

**(a) The architectural and design features are in harmony with the prevailing character and scale of the 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).**

- The architectural and design features, as well as materials to be used, are intended to meet the prevailing character and scale of other buildings in the neighborhood.
- The proposed additions will be compliant as to the Height, Front and Rear Yard Setbacks in the District, and will encroach minimally into the Side Yard Setback, no further than the existing structures which will be removed;

**(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).**

- The general character of the site will be preserved or improved with only minor grade changes and the removal of deteriorating retaining walls.

- The slope and grading of the site, which is largely composed of sloping grassed lawn, with retaining walls and overgrown landscape beds, will be significantly improved with repairs as shown on the Site Plan and installation of native plantings and removal of impervious materials to be replaced with lawn area.

**(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).**

- There are no additional vehicle traffic patterns on the property presently or after renovation.
- Pedestrian access on the site will be improved with new walkways.
- The existing parking area will be relocated and improved.
- There will be no impact to the ability of emergency vehicles to access the property as presently exists.
- Street address numbers will remain visible and identifiable.

**(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).**

- As a single-family residential property, external emissions are not a concern.
- Surface water runoff will be maintained on site and improved with installation of new retaining walls and lawn area.

**(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).**

- The location of the proposed attached garage is designed to minimize impact on the existing primary view corridors.
- The proposed construction will not increase the impact on Town services or infrastructure.

**Town of Marblehead**  
**ZBA-APPLICATION**

Revision Date: 12-02-2020

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Project Address \_\_\_\_\_ Map(s) / Parcel(s) \_\_\_\_\_

**NET OPEN AREA (NOA)** **EXISTING** **PROPOSED**

Lot area = A	17,079 SF	17,079 SF
<b>Area of features</b>		
footprint of accessory building(s)	0	80
footprint of building	1,389 SF	2,467 SF
footprint of deck(s), porch(es), step(s), bulkhead(s)	322 SF	346 SF
number of required parking spaces <u>2</u> x (9'x 18' per space)	324 SF	324 SF
area of pond(s), or tidal area(s) below MHW	0 SF	0 SF
other areas (explain) _____	_____	_____
<b>Sum of features = B</b>	<b>2,035 SF</b>	<b>3,217 SF</b>
<b>Net Open Area (NOA) = (A - B)</b>	<b>15,044 SF</b>	<b>13,862 SF</b>

**GROSS FLOOR AREA (GFA)**

accessory structure(s)	0	80
basement or cellar (area >5' in height)	1,277 SF	1,277 SF
1st floor (12' or less in height) <small>NOTE: [for heights exceeding</small>	1,277 SF	2,450 SF
2nd floor (12' or less in height) <small>12' see definition</small>	1,277 SF	1,680 SF
3rd floor (12' or less in height) <small>of STORY §200-7]</small>	0 SF	0 SF
4th floor (12' or less in height)	0 SF	0 SF
attic (area >5' in height)	0 SF	0 SF
area under deck (if >5' in height)	0 SF	0 SF
roofed porch(es)	0 SF	64 SF
<b>Gross Floor Area (GFA) = sum of the above areas</b>	<b>3,831 SF</b>	<b>5,551 SF</b>

**Proposed total change in GFA** = (proposed GFA - existing GFA) = 1,720 SF

**Percent change in GFA** = (proposed total change in GFA ÷ existing GFA) x 100 = 45 %

**Existing Open Area Ratio** = (existing NOA ÷ existing GFA) = 3.92

**Proposed Open Area Ratio** = (proposed NOA ÷ proposed GFA) = 2.49

**This worksheet applies** 1. plan by/dated \_\_\_\_\_  
to the following plan(s): 2. plan by/dated \_\_\_\_\_  
3. plan by/dated \_\_\_\_\_

**Building Official** \_\_\_\_\_ **Date** \_\_\_\_\_