



## Jeffries Point Neighborhood Association Project Information Form

www.jeffriespoint.org  
board@jeffriespoint.org

### **Process Overview:**

Thank you for contacting the Jeffries Point Neighborhood Association (JPNA). The purpose of this document is to provide you with an explanation of our Planning & Zoning Process, while providing the neighborhood with an overview of your project. Please retain a copy for your records.

The purpose of Planning & Zoning meetings is to foster discussion and project input with abutters and neighborhood residents. The Planning & Zoning Committee is chaired by Mary Ellen Welch, who runs all meetings. The number of times you present to the Committee is based on whether issues are resolved.

Recently, the ZBA has increased the speed with which they schedule meetings. Therefore, we suggest that you proceed as follows: 1) Begin by filling out this form and requesting a date to present to the Committee; 2) Once your project has been approved by the Committee, but has yet to be voted upon by the JPNA, file with the ZBA; 3) Forward a copy of the ZBA Refusal Letter to the JPNA Board (board@jeffriespoint.org), at which point we will schedule your project for a vote.

The JPNA Board will attempt to schedule your project for a vote at the next monthly meeting, if time permits. All agendas are posted on the [JPNA's Facebook Page](#) and [Website](#). ([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 JPNA will send a letter indicating the result of the vote and comments raised by the community to the applicant, ZBA, and City of Boston.

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**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 [www.jeffriespoint.org](http://www.jeffriespoint.org) contact info to view meeting agenda
- Be hand delivered, mailed to residents or posted in an entryway or vestibule
- Be written in English and Spanish

**A Complete list of where, how, and approximate date of delivery must be submitted to the JPNA at every meeting you present, before it begins.**

*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@jeffriespoint.org](mailto:board@jeffriespoint.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.

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***Please check box:*                    I have read and adhered to these requirements**

**Please sign and date**

***For JPNA Use only:***

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

Abutters/ Planning + Zoning Meeting(s)	Date(s): _____
JPNA General Assembly Voting Meeting	Date(s): _____
Other	Date(s): _____
ZBA Letter of Refusal	Date(s): _____
Addendum(s) Attached	Date(s): _____
Voting Record	Yay: _____ Nay: _____
ZBA Hearing Dates	Date(s): _____
JPNA Approval/Denial Letter Sent?	Date(s): _____

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**Additional Comments/ Notes:**