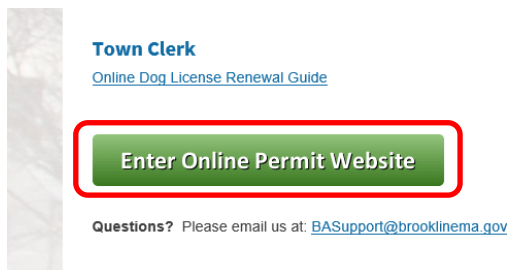
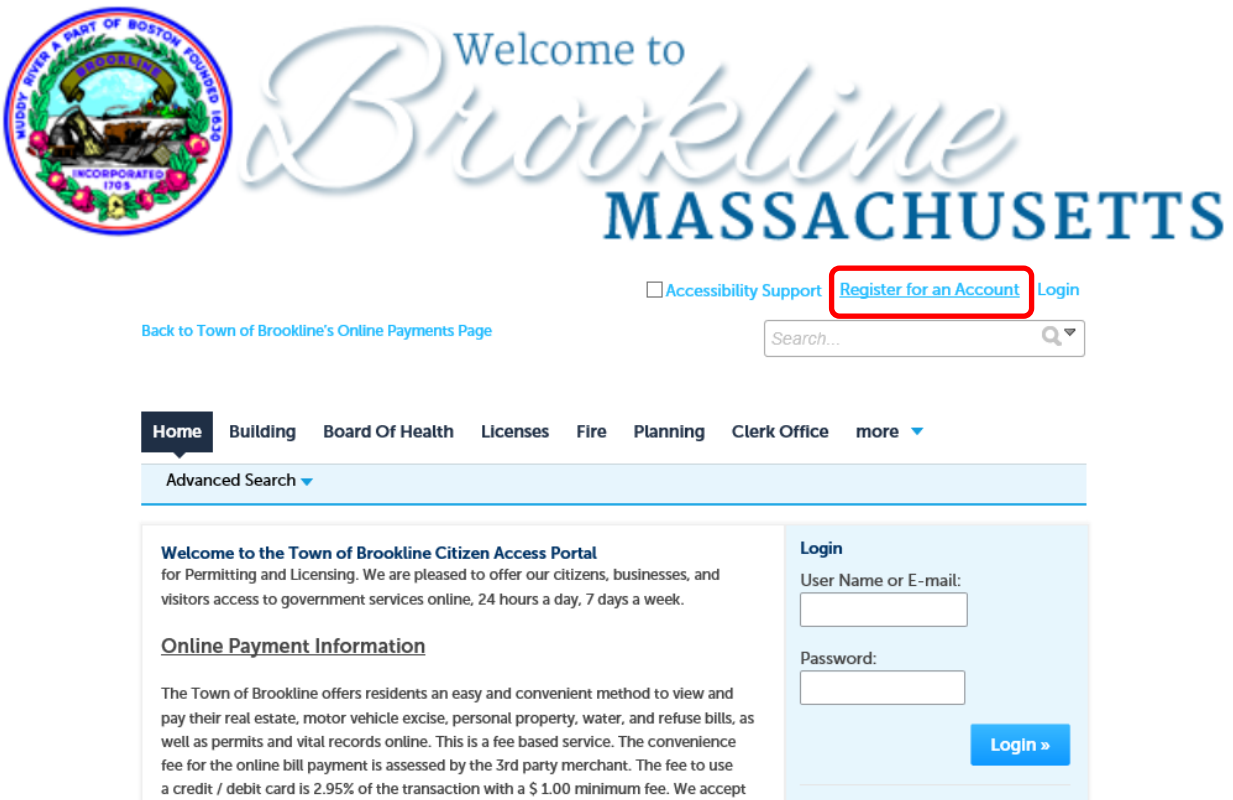


How to apply for a Special Permit / Variance online

1. Using your web browser, go to <https://www.brooklinema.gov/Permits-and-Licensing>
2. Once you have reviewed the online application guide click the **Enter Online Permit Website** button:



3. If you have not registered with the online system yet, click the [Register for an Account](#) link. For instructions on registering, please see <https://www.brooklinema.gov/DocumentCenter/View/12298>



4. Once you have logged in, choose **Zoning** from the menu and click the **Create an Application** option:



Records

Showing 0-0 of 0

Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Act
No records found.							

5. Please review the terms and check the “I have read and accepted the above terms.” checkbox – then click **Continue Application**:

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

Continue Application »

6. Expand the Zoning option and select Special Permit and/or Variance, then click **Continue Application**

Home Building Board Of Health Licenses Fire Planning **Zoning** more ▾

Create an Application Search Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

- ▼ Zoning
- Appeal of Administrative Decision
 - Special Permit and/or Variance

Continue Application »

7. Enter the **Street Number** and **Street Name** of the subject property and click **Search**:

Home Building Board Of Health Licenses Fire Planning **Zoning** more ▾

Create an Application Search Applications

Special Permit and/or Variance

1 Step 1	2 Step 2	3 Review	4 Pay Fees	5 Record Issuance
----------	----------	----------	------------	-------------------

Step 1: Step 1 > Location

* indicates a required field.

Address

* Street No.: * Street Name: Unit No.:

Search **Clear**

8. Once the system locates the appropriate address, click **Continue Application**:

City: State: Zip: Country:

9. Enter the applicant information – to use the information provided upon registering, click **Select from Account**, choose your information from the list then click **Continue**

Special Permit and/or Variance

1 Step 1	2 Step 2	3 Review	4 Pay Fees	5 Record Issuance
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Step 2: Step 2 > Application Information

* indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

10. Enter all information available for the application
Please note: any field with a red asterisk is required:

SPECIAL PERMIT / VARIANCE INFO

* Applying for Special Permit?: Yes No

* Applying for Variance?: Yes No

* Present Use of Property:

* Current Number of Units:

* Proposed Use of Property:

* Proposed Number of Units:

* Proposed Additional Square Feet:

* Proposed Use Description:

Legal Argument for Special Permit:

Legal Argument for Variance: *

* Primary Zoning District:

* Voting Precinct Number:

11. Select the Bylaw section(s) that pertain to this application by clicking the **Add a Row** button (note, you may add multiple rows at once by clicking the arrow)

Bylaws

ZONING BY-LAW SECTIONS

Showing 0-0 of 0

By-law	Subsection
No records found.	

Add a Row ▼ **Edit Selected** **Delete Selected**

Click **Submit** to continue

ZONING BY-LAW SECTIONS

By-law: Subsection:

By-law: Subsection:

Submit [Cancel](#)

12. Attach documents by clicking the **Add** button

Attachment

The following documents are **REQUIRED**:

- § Plan Review/Denial letter
- § Existing plot plan
- § Proposed plot plan
- § Existing architectural plans
- § Proposed architectural plans
- § Proof of legal interest
(property deed, purchase option, purchase and sales agreement, lease, written statement by a duly authorized agent or other party with present legal interest or other legally sufficient documentation that establishes a property right or interest by the Applicant)

The maximum file size allowed is 650 MB.
HEIC;html;htm;mht;mhtml are disallowed file types to upload.

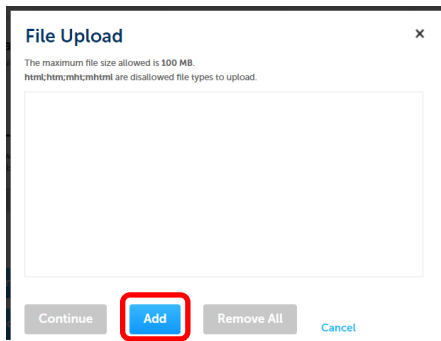
Name	Type	Size	Latest Update	Action
No records found.				

Select from Account **Add**

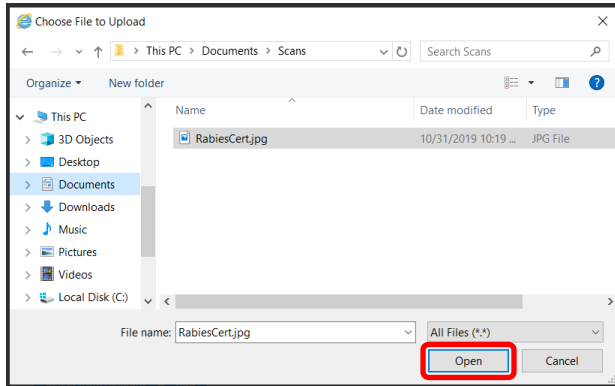
Continue Application »

Save and resume later

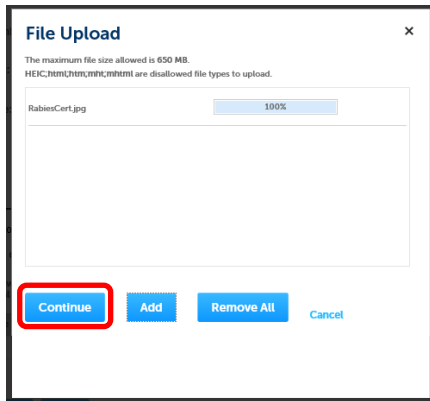
13. On the File Upload screen, click **Add**



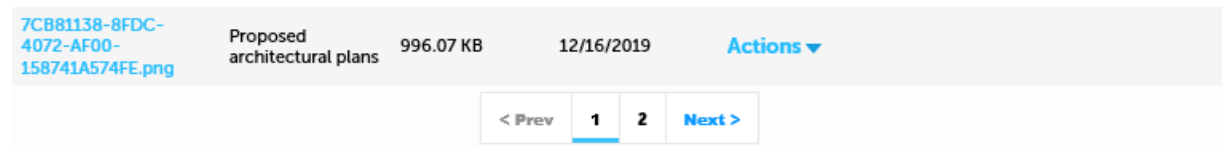
14. Browse to the location of the file(s) you wish to select and click **Open**



15. Once you have attached all necessary documents, click **Continue**



16. Enter the **Description** for each file and then click **Save** and **Continue Application**



17. After reviewing all information provided, read the Certification and check the “I agree” box. Then click **Continue Application**

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date: 12/13/2019

[Continue Application »](#) [Save and resume later](#)

18. Pay for your application

Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Zoning Special/Variance Fee Charge, Manual	371	\$371.00

TOTAL FEES: \$371.00

Note: This does not include additional inspection fees which may be assessed later.

[Recalculate](#)

[Continue Application »](#) [Continue Shopping »](#)


19. Your application is now complete. Once it is reviewed by departmental staff, you will be contacted with next steps.

Home Building Board Of Health Licenses Fire Planning **Zoning** more ▾

Create an Application Search Applications

Special Permit and/or Variance

1 Step 1 2 Step 2 3 Review 4 Record Issuance

 Your application has been successfully submitted. Please print your record and retain a copy for your records.