

APPENDIX A – INCLUSIONARY HOUSING APPLICATION FORM

CITY OF BEVERLY PLANNING BOARD  
INCLUSIONARY HOUSING APPLICATION

*(please type or print clearly)*

File one (1) original and eleven (11) copies of completed form with the Beverly Planning Board together with a \$100.00 filing fee. One (1) completed form will also be filed with the City Clerk. Also file an electronic copy (PDF preferred) of all material by application deadline. See attached copy of *Inclusion of Affordable Housing Submission Requirements, Procedures & Supplemental Regulations* (the “Regulations”) and Chapter 300, Zoning, Article XV, *Inclusion of Affordable Housing* for plan filing requirements and review procedure.

\_\_\_\_\_, 20\_\_\_\_  
(date)

\_\_\_\_\_, 20\_\_\_\_  
(date received)

Name of owner *(please print)*: \_\_\_\_\_

Address of owner: \_\_\_\_\_

Telephone number (H): \_\_\_\_\_ (W): \_\_\_\_\_

Name of applicant *(please print)*: \_\_\_\_\_

Address of applicant: \_\_\_\_\_

Telephone number (H): \_\_\_\_\_ (W): \_\_\_\_\_

Address of property: \_\_\_\_\_

Assessors’ Map #: \_\_\_\_\_ lot#: \_\_\_\_\_ zoning district: \_\_\_\_\_

Total Area of Land: \_\_\_\_\_

The deed for this property is recorded in \_\_\_\_\_

Registry of Deeds, Book # \_\_\_\_\_, Page # \_\_\_\_\_.

Total Number of Units: \_\_\_\_\_

Description of project. Include identification of the lots(s) proposed for Inclusion (On-Site) Units and the type of dwelling unit(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPENDIX A – INCLUSIONARY HOUSING APPLICATION FORM**

---

Is this project subject to Site Plan Review under Section 300-98 or 300-54 of the Beverly Zoning Ordinance? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this project subject to a Special Permit or subdivision filing with the Beverly Planning Board? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
(signature of property owner)

\_\_\_\_\_  
(signature of applicant if not owner)

**Required Attachments**

1. Site Plan conforming to Chapter 300, Zoning, Section 300-54, 300-98, or 300-98.C pursuant to Section 315-5A(3) and (4) of the regulations.
2. Data demonstrating compliance with Sections 300-104, Housing Affordability, and 300-106, Minimum Percentage of Affordable Units, of the Zoning Ordinance.
3. Data demonstrating compliance with Section 300-109, Dimensional and Density Regulations, of the Zoning Ordinance - for Inclusion (on-site) Units only.
4. Elevations, sample floor plans and interior finish specifications for typical market-rate and affordable housing units (unless applicant requests deferment from Planning Board pursuant to Section 315-5A(8) of the Regulations).
5. Draft Regulatory Agreement, Draft Affordable Housing Deed Rider and Draft Affirmative Marketing Plan.
6. Proposed schedule of maximum affordable purchase prices or rents pursuant to Section 315-8 (old citation 2.4) of the Regulations.
7. For projects requiring a special permit pursuant to Article XV of the Zoning Ordinance, applicants shall submit information pursuant to Article IV of the Regulations.