



CITY OF SOMERVILLE, MASSACHUSETTS
MAYOR'S OFFICE OF STRATEGIC PLANNING & COMMUNITY DEVELOPMENT
JOSEPH A. CURTATONE
MAYOR

The following process has been put into place for applications to the Zoning Board of Appeals or Planning Board while City Hall is closed to public visitors. Please review the zoning code at SomervilleZoning.com for zoning requirements prior to application submittal and make sure those are complete. When City Hall is reopened, this process is void and applicants should follow the instructions on SomervilleZoning.com. This is a two-step process, please read this document in its entirety.

1. Submit your application and supplemental materials to planning@somervillema.gov.

File names should follow the naming convention of Street Name Street Number – Description.pdf. For example, the 1 Elm Street drawing set would be named Elm St 1 – Drawings.pdf

- Application
 - Supplemental Materials
 - Scan of Application Fee Checks
2. Either mail or drop off hard-copies of the application material in a sealed envelope. Envelopes can be no greater than 16" x 11" x 8". Submitted checks should be in an envelope within the larger envelope marked Application & Advertising Fees.

Mail your materials:

If mailed the envelope should say:

Planning & Zoning Application

City Hall

93 Highland Avenue

Somerville, MA 02143

Drop off your materials:

If dropped off the envelope should say:

Planning & Zoning Application

The dropbox (pictured below) is outside of the School Street entrance.



3. Planning staff will receive your application and have it stamped at the City Clerk's Office and forward you a copy of the scan for your records. Please note: The application may not be stamped same day.
4. Planning Staff will let you know, via email, when your application is complete.