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## REQUIRED SUBMITTALS CHECKLIST

892 Mass Ave

DOCKET 3870

One electronic copy of your application is required; print materials may be requested, Review the ARB's Rules and Regulations, which can be found at [www.arlingtonma.gov/arb](http://www.arlingtonma.gov/arb), for the full list of required submittals.

**Application Cover Sheet (project and property information, applicant information)**

**Dimensional and Parking Information Form (see attached)**

**Impact statement**

Statement should respond to Environmental Design Review (Section 3.4) and Special Permit (Section 3.3) criteria on pages 6-8 of this packet); include:

- LEED checklist and sustainable building narrative as described in criteria 12.
- Summary of neighborhood outreach, if held or planned.

**Drawing and photographs of existing conditions**

- Identify boundaries of the development parcel and illustrate the existing conditions on that parcel, adjacent streets, and lots abutting or directly facing the development parcel across streets.
- Photographs showing conditions on the development parcel at the time of application and showing structures on abutting lots.

**Site plan of proposal. Must include:**

- Zoning boundaries, if any, and parcel boundaries;
- Setbacks from property lines;
- Site access/egress points;
- Circulation routes for pedestrians, bicyclists, passenger vehicles, and service/delivery vehicles;
- New buildings and existing buildings to remain on the development parcel, clearly showing points of entry/exit;
- Other major site features within the parcel or along its perimeter, including but not limited to trees, fences, retaining walls, landscaped screens, utility boxes, and light fixtures;
- Spot grades or site topography and finish floor level;
- Open space provided on the site;
- Any existing or proposed easements or rights of way.

**Drawings of proposed structure**

- Schematic drawings of each interior floor of each proposed building, including basements.
- Schematic drawings of the roof surface(s), identifying roof materials, mechanical equipment, screening devices, green roofs, solar arrays, usable outdoor terraces, and parapets.
- Elevations of each exterior façade of each building, identifying floor levels, materials, colors, and appurtenances such as mechanical vents and light fixtures.
- Drawings from one or more prominent public vantage point illustrating how the proposed project will appear within the context of its surroundings.
- Graphic information showing façade materials and color samples.
- Include lighting plan and fixtures if not provided on site or landscaping plan.

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**Vehicle, Bicycle, and Service Vehicle Plans**

- Parking and loading plans, including all vehicle and bicycle parking facilities located on the parcel or within a structure, showing dimensions of spaces, driveways, access aisles, and access/egress points. Include line-of-sight and turning radius along with length and type of delivery truck.
- If you are requesting a reduction in the amount of required parking, include a Transportation Demand Management Plan per Section 6.1.5.
- Plans of all bicycle parking facilities located on the lot and within any structure, including dimensions of spaces and access routes and types of bicycle racks.

**Sustainable Building and Site Design Elements**

- A solar energy systems assessment per Section 6.4, which must include:
  - An analysis for solar energy system(s) for the site detailing layout and annual production;
  - The maximum feasible solar zone area of all structures; and,
  - Drawings showing the solar energy system you propose, with a narrative describing the system, the reasons the system was chosen, and how the system meets the requirements of Section 6.4; or
  - A detailed explanation of why the project meets an exemption of Section 6.4.2.
- LEED checklist and narrative per EDR criterion 13.

**Proposed landscaping (*may be incorporated into site plan*)**

Schematic drawing(s) illustrating and clearly labels all landscape features, including hardscape materials, permeable areas, plant species, and light fixtures.

**Plans for sign permits, if signage is an element of development proposal**

**Stormwater management plan**

*(for stormwater management during construction for projects with new construction)*

**SketchUp Compatible Model, if required**

**Application fee**

*(See Rule 12 of the ARB Rules and Regulations for how to calculate the fee)*

**FOR OFFICE USE ONLY**

Docket #: 3870

\_\_\_\_\_ Special Permit Granted

Date: \_\_\_\_\_

\_\_\_\_\_ Received evidence of filing with Registry of Deeds

Date: \_\_\_\_\_

\_\_\_\_\_ Notified Building Inspector of Special Permit filing

Date: \_\_\_\_\_

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COVER SHEET

Application for Special Permit in Accordance with Environmental Design Review

PROPERTY AND PROJECT INFORMATION

- 1. Property Address 892 MASS AVE ARLINGTON, MA 02476  
Assessors Block Plan, Block, Lot No. \_\_\_\_\_ Zoning District B2
- 2. Deed recorded in the Registry of deeds, Book \_\_\_\_\_, Page \_\_\_\_\_  
or- registered in Land Registration Office, Cert. No. \_\_\_\_\_, in Book \_\_\_\_\_, Page \_\_\_\_\_.
- 3. Present Use of Property (include # of dwelling units, if any)  
HEALTH, FITNESS, PT, INJURY PREVENTION SMALL BUSINESS
- 4. Proposed Use of Property (include # of dwelling units, if any)  
SAME AS ABOVE

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APPLICANT INFORMATION

- 1. **Applicant:** Identify the person or organization requesting the Special Permit:  
Name of Applicant(s) Gretchen Paulson & Darcy Gould  
Organization Activate SBL, LLC.  
Address 892 Mass ave, Arlington, MA 02476  
Street City, State, Zip  
Phone 617-721-7201 Email gretchendpt@gmail.com

2. **Applicant Interest:** the applicant must have a legal interest in the subject property:

- Property owner
- Purchaser by land contract
- Purchaser by option or purchase agreement
- Lessee/tenant

3. **Property Owner**  Check here if applicant is also property owner

Identify the person or organization that owns the subject property:

- Name Cynthia Pasciuto Title Building Owner
- Organization Pasciuto Properties Phone \_\_\_\_\_
- Address 400 Massachusetts Ave, Arlington, MA, 02476  
Street City, State, Zip
- Phone (781)648-9867 Email cynthia@pasciutoproperties.com

**ARLINGTON REDEVELOPMENT BOARD**

Application for Special Permit Under Environmental Design Review

4. **Representative:** Identify any person representing the property owner or applicant in this matter:

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City, State, Zip

Phone \_\_\_\_\_ Email \_\_\_\_\_

5. Permit applied for in accordance with the following Zoning Bylaw section(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
section(s) title(s)

6. List any waivers being requested and the Zoning Bylaw section(s) which refer to the minimum or maximum requirements from which you are seeking relief.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
section(s) title(s)

7. Please attach a statement that describes your project and provide any additional information that may aid the ARB in understanding the permits you request. Include any reasons that you feel you should be granted the requested permission.

(In the statement below, check the options that apply)

The applicant states that Gretchen Paulson & Darcy Gould is the owner  or occupant  or purchaser under agreement  of the property in Arlington located at 892 Mass Ave Arlington, MA 02474 which is the subject of this application; and that unfavorable action  or no unfavorable action  has been taken by the Zoning Board of Appeals on a similar application regarding this property within the last two years. The applicant expressly agrees to comply with any and all conditions and qualifications imposed upon this permission, either by the Zoning Bylaw or by the Redevelopment Board, should the permit be granted.

Signature of Applicant(s):

Gretchen Paulson, DPT

DJ Gold

892 Mass Ave Arlington, MA 02474  
Address

617-721-7201  
Phone

**DIMENSIONAL AND PARKING INFORMATION**

Property Location: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Present Use/Occupancy: No. of Dwelling Units: \_\_\_\_\_

Uses and their gross square feet: \_\_\_\_\_

Proposed Use/Occupancy: No. of Dwelling Units: \_\_\_\_\_

Uses and their gross square feet: \_\_\_\_\_

	Present Conditions	Proposed Conditions	Min. or Max. Req'd by Zoning for Proposed Use
Lot Size			min.
Frontage			min.
Floor Area Ratio <sup>1</sup>			max.
Lot Coverage (%), where applicable			max.
Lot Area per Dwelling Unit (sf)			min.
Front Yard Depth (feet)			min.
Side Yard Width (feet) right side			min.
left side			min.
Rear Yard Depth (feet)			min.
Height stories			stories <sup>2</sup>
feet			Feet
Open Space (% of G.F.A.) <sup>3</sup>			min.
Landscaped (sf)			(sf)
Usable (sf)			(sf)
Parking Spaces (#) <sup>4</sup>			min.
Parking Area Setbacks (feet) <i>(where applicable)</i>			min.
Loading Spaces (#)			min.
Bicycle Parking <sup>5</sup> short term			min.
long term			min.

<sup>1</sup> FAR is based on Gross Floor Area. See Section 5.3.22 for how to calculate Gross Floor Area. On a separate page, provide the calculations you used to determine FAR, including the calculations for Gross Floor Area.

<sup>2</sup> Where two heights are noted in the dimensional tables, refer to Section 5.3.19, Reduced Height Buffer Area to determine the applicable height or the conditions under which the Board may provide relief.

<sup>3</sup> Per Section 5.3.22(C), district dimensional requirements are calculated based on GFA. On a separate page, show how you determined the open space area amounts.

<sup>4</sup> See Section 6.1, Off-Street Parking. If requesting a parking reduction, refer to Section 6.1.5.

<sup>5</sup> See Section 6.1.12, Bicycle Parking, or refer to the Bicycle Parking Guidelines.