

**Instructions for completing Executive Office of Housing and Livable Communities'  
(EOHLC) District Compliance Application**

**Section 3A of the Zoning Act**

Section 3A of the Zoning Act requires MBTA communities to have at least one zoning district of reasonable size in which multi-family housing is permitted as of right, and meets other criteria set forth in the statute. In implementing the law through the promulgation of guidelines ("Compliance Guidelines"), EOHLC set forth deadlines for communities to comply with the law before losing eligibility for the funding sources named in the statute. While the deadlines vary by "community category", any MBTA community may apply for district compliance at any time. Please carefully read the Compliance Guidelines, and read the entire District Compliance Application before completing it.

This application requires information about the MBTA community's specific requirements as provided in Appendix I of the Compliance Guidelines, and information from the Compliance Model demonstrating that the zoning designated for compliance with the law meets the requirements of the statute and the Compliance Guidelines. Demonstrating compliance via the Compliance Model is a mandatory component of this application, but it is not a guarantee of district approval. EOHLC will review Compliance Model results for accuracy, and will review the MBTA community's zoning and other local rules and regulations, without limitation, to ensure compliance with the law. The District Compliance application may be completed by relevant municipal staff, but it must be signed by the municipal CEO.

The following documentation must be provided with the application by file attachments, web links, or if necessary, files sent under separate cover:

1. A completed Compliance Model Excel workbook file demonstrating the district's "zoning metrics", including land area, estimated unit capacity, gross density, geographic contiguity, and, if applicable, the percentage of district land area and unit capacity (relative to the community's minimum requirements) that is within transit station areas, if applicable.
2. A zip folder containing complete GIS shapefile data for the district(s) designated for compliance.
3. A copy of the municipal zoning ordinance or bylaw and zoning map.

4. **If the MBTA community is a town**, a copy of the Attorney General approval letter for the district(s) OR if the district(s) was recently adopted or amended, a copy of "Form 7" evidencing that the zoning was submitted to the Attorney General's office.
5. A statement on municipal letterhead signed by the city or town clerk, certifying that the zoning maps and text submitted in connection with the application is the complete and up to date zoning in the municipality.

Municipalities with inclusionary zoning will be required to include information on the inclusionary zoning requirements, as well as an economic feasibility analysis if the requirements meet certain thresholds. Please refer to the economic feasibility details and instructions documents for information on how to complete this section of the application.

An applicant can save progress on this application and return to the form later. However, if the user uses the "Save and Resume" feature, uploaded files will not be saved. The user will receive a link to return to the application after saving it. Additionally, please note that links to saved applications expire after 30 days. Please gather and keep files needed for uploading and only upload them when prepared to hit the "SUBMIT" button at the end of the application.

The maximum file size for ALL uploads in this application is 25 MB. There is no additional file size limit per individual file. If a user tries to submit a form with files totaling more than 25 MB, an error message will display and may cause the user to start the application over. If there are challenges uploading files due to size limitations, please email those files directly to [emma.snellings@mass.gov](mailto:emma.snellings@mass.gov) and [nathan.carlucci@mass.gov](mailto:nathan.carlucci@mass.gov).

Once the application is submitted, EOHLC will evaluate it for its compliance with the law. If additional materials or evidence are needed, EOHLC may request additional information be submitted. A letter concerning the determination of compliance will be sent to the municipality when the application evaluation is complete.