



BOSTON ZONING CODE ARTICLE 37 GREEN BUILDINGS AND NET ZERO CARBON LARGE PROJECT SUBMISSION GUIDELINES

This guideline outlines the submission documentation for Article 80B, 80C, and 80D projects subject to the provisions of [Article 37 Green Buildings and Net Zero Carbon](#), amended February 6, 2025 and effective July 1, 2025, and the [Boston Climate Change Review Policy](#).

These Planning Department Article 37 (A37) submission guidelines align with the Planning Department's Article 80 Review process as well as with the Inspectional Services Department's (ISD) building permitting process. A37 review occurs in three filing and review steps: 1) Initial Filing; 2) Design/Building Permit Filing; and 3) Construction Completion/Certificate of Occupancy Filing. All documents are to be submitted digitally to the Planning Department as a PDF.

1) INITIAL FILING

The following documentation is to be included in the Project Notification Form (PNF), Notice of Project Change (NPC), draft or proposed Planned Development Area (PDA) Development Plan (DP), Institutional Master Plan Project Notification Form (IMPNF), or similar first formal project filing.

Documentation – Within the “Sustainability and Climate Resiliency” section of the filing include:

- **Green Building Report:** 1) Report Summary: provide a brief narrative of the project's sustainability, green building, net zero carbon, embodied carbon reduction, and climate resilience goals including the proposed Leadership in Energy and Environmental Design (LEED) rating system and point score; 2) Key Strategies: briefly describe how key LEED credits will be achieved. At a minimum include: storm water management, heat island reduction, water-use reduction, energy optimization, enhanced commissioning, renewable energy, embodied carbon reduction, indoor environment), and 3) LEED Scorecard.
- **Large Project Climate Resiliency Checklist:** Using the [Developer Portal](#) complete and submit the Checklist AND include a PDF copy of the completed Checklist Report, downloaded from the Portal, in the filing document. The Portal allows the project team to iteratively work on the Checklist until submitted. Subsequent updates can be made to the same Checklist and re-submitted. Provide a PDF copy of any updated Checklist Reports to the Planning Department. See this copy of the [Large Project Climate Resiliency Checklist](#) for additional detail and off-line use.
- **Preliminary Building Performance Model (Preliminary):** Utilizing an appropriate building performance simulation tool, provide a Summary Report describing: 1) Model Inputs: proposed building Use types, building areas, enclosure elements, and MEP systems; 2) Model Result: annual energy types and amounts, on-site renewable energy, totals, compliance assessment, and predictive Carbon Emission Intensity for 2035 and first year of occupancy; and 3) NZC Compliance: any amounts of renewable electricity, Renewable Energy Credits, or other sources sufficient for achieving NZC emissions. The [A37 Carbon Emission Calculator](#) can be used for supporting calculations and analysis; and 3) Building Performance Assistance: describe any resources sought, anticipated, or received including modeling, analysis, certification, building performance, or equipment. All projects should apply for [Mass Save](#) assistance.
- **Net Zero Greenhouse Gas Ready Acknowledgement Letter:** Utilizing this [TEMPLATE](#), provide the completed Acknowledgement Letter signed by the Proponent or authorized representative.

2) DESIGN/BUILDING PERMIT FILING

The following documentation is to be submitted at the conclusion of project design and in conjunction

PLANNING DEPARTMENT

Office of General Counsel | One City Hall Square | Boston, MA 02201 | BostonPlans.org | T 617.722.4300 | F 617.248.1937

Michelle Wu, Mayor | Kairos Shen, Chief of Planning

with seeking Planning Department Certification of Compliance, Certificate of Consistency (if applicable) and post-board design review approval, but prior to receipt of the Building Permit from ISD.

Documentation – This filing is an update and expansion of the Initial Filing including:

- **Green Building Report (Update):** 1) Report Summary: updated; 2) Key Strategies: updated and expanded to describe how each LEED prerequisite and selected credit will be achieved and including any supporting or requested analyses; and 3) LEED Scorecard: updated.
- **Large Project Climate Resiliency Checklist (Update):** Using the [Developer Portal](#) to access the prior Checklist, update and submit the Checklist **AND** include a PDF copy of the completed Checklist Report downloaded from the Portal.
- **Building Performance Model (Update):** Utilizing the appropriate Code Compliance Pathway building performance model, provide a Summary Report describing: 1) Model Inputs, 2) Model Results, and 3) NZC Compliance.
- **Embodied Carbon Life Cycle Assessment (LCA) Report:** See [Embodied Carbon LCA Reporting Instructions](#) and [LCA Reference Guide](#): 1) Structure and Enclosure LCA Report: utilizing this [Embodied Carbon LCA Microsoft Excel \(.xlsx\) Template](#), provide the completed Report and data as xlsx files **AND** include a PDF copy of the Report; and 2) Optional Additional Reporting: e.g. Whole Building LCAs, specific product and material feasibility studies.
- **Design Affidavit:** Utilizing this [Template](#), provide the completed Affidavit signed by the Massachusetts-licensed architect or engineer of record.

3) CONSTRUCTION COMPLETION/CERTIFICATE OF OCCUPANCY FILING

The following documentation is to be submitted at the conclusion of project construction and in conjunction with seeking Planning Department Certification of Completion, but prior to applying to ISD for the final Certificate of Occupancy (COO).

Documentation – This filing is an update of the Design/Building Permit Filing to reflect as-built project conditions and any compliance strategy or outcome changes including:

- **Green Building Report (Update):** 1) Report Summary: updated; 2) Key Strategies: updated; and 3) LEED Scorecard: updated.
- **Large Project Climate Resiliency Checklist (Update):** Using the Developer Portal to access the prior Checklist, update and submit the Checklist **AND** include a PDF copy of the completed Checklist Report downloaded from the Portal.
- **Building Performance Model (Update):** Provide a Summary Report describing 1) Model Inputs; 2) Model Results; and 3) NZC Compliance.
- **Construction Affidavit:** Utilizing this [Template](#), provide the completed Affidavit signed by the Massachusetts-licensed architect or engineer of record.
- **Optional Embodied Carbon Life Cycle Assessment (LCA) (Update):** 1) Structure and Enclosure LCA Report updated; and 2) Additional analysis and reports.

Article 37 compliance is recorded with ISD and is required for the issuance of a Building Permit and final COO. A project may request A37 approval when applying for a Temporary Certificate of Occupancy (TCO) provided that it is for a specific building or development component. **Note:** at the time of final COO application, the Proponent should request A37 compliance sign-off on that final COO application.

For more information, please contact your Planning Department Article 37 Reviewer, Project Manager or visit: [Article 37 Green Building and Net Zero Carbon Webpage](#)

PLANNING DEPARTMENT