



CITY OF NEWBURYPORT
CONSERVATION COMMISSION

60 PLEASANT STREET
NEWBURYPORT, MA 01950
978-465-4462

CITY OF NEWBURYPORT, CONSERVATION COMMISSION
LETTER PERMIT APPLICATION

Date: _____

Project Address: _____

Applicant: _____

Property Owner: _____

Map:_____, Lot:_____

Project Title/Description: _____

Letter permits are issued for projects that have no chance of adversely impacting wetland resource areas (i.e., stream, riverbanks, ocean, coastal dune, vegetated wetlands, etc.) including the 100-foot buffer zone around them. Your request must contain all information necessary to show that the project will not have any adverse impact on these areas.

Once complete, please send 2 paper copies of complete permit application and fee of \$25.00 (payable to the City of Newburyport) to the Conservation Commission at City Hall and email a copy in .pdf format to jgodtfredsen@cityofnewburyport.com.

The letter permit application must contain the following information:

1. Site Plan requirements -Plans may be hand drawn on an existing engineering drawing or assessors plan is fine as long as site and work details are accurate drawn to scale and shows the entire lot

- ☐ All structures existing and proposed
- ☐ Parking for vehicles involved in construction and any areas that must be traveled on
- ☐ Location of dumpsters for debris
- ☐ Location of material or debris stockpiles
- ☐ Existing conditions of ground surfaces (i.e. is this a paved parking lot or grassy yard?)
- ☐ Features such as walls or fences
- ☐ Erosion control if necessary

- ☐ Plan must be signed and dated by the applicant
- ☐ If the site is within 100 feet of salt marsh, coastal beach or the Merrimac River, the location of these resource areas shall be shown on the plan.
- ☐ Critical topographic details such as estimated degree and direction of slope, type and amount of vegetative cover, existence of pavement or lawn or other surface type must be indicated on the plan for review purposes.

2. A Construction Sequence Narrative (with a minimum of the following information).

- ☐ A step by step narrative of how the project will proceed
- ☐ Explanation of whether the work will be done by hand, equipment or heavy machinery
- ☐ Explanation of what will be done with excavated soils (i.e. taken off-site or stabilized with loam and seed)
- ☐ Approximately how long the project will take
- ☐ If project involves planting or landscaping, all the plant species and landscaping materials must be listed. All plants must be native and non-invasive.

3. Other Requirements

- ☐ Proof of ownership and/or signature of all owners, or proof of certified mailing notification to all owners must be submitted with any letter permit application.
- ☐ Photographs must be submitted showing the work location and the surrounding area.

I certify that all details relating to project work, resource area location and buffer zone boundaries are correct and accurately depicted on the attached site plan and understand that failure to provide accurate information will result in this permit being revoked and possible enforcement action.

The Conservation Administrator will review the submitted information and a written response will be given. If a letter permit is granted, it is valid for one year from the date of issuance. Any changes to approved projects must be presented to the Conservation Administrator for another review to ensure no resources will be impacted.

Signature of applicant:

Date: _____

Signature of owner if different: _____

Print Name: _____

Phone number: _____

E-mail address: _____