

Newburyport Planning Board

Instructions for SMART GROWTH DISTRICT (SGD) PLAN APPROVAL Application

1. The petitioner shall submit two (2) hard-copies of the following information and the required submittals listed in Section XXIX-H(1)(d) of the Smart Growth District (SGD) Ordinance:

Note: *All plan and drawings submitted shall include two (2) complete 11"x17" sets as well as one (1) 24"x36" set.*

- a. _____ Completed Application for Smart Growth Plan Approval form, both copies shall be time stamped in the City Clerk's Office.
- b. _____ Zoning Administrator's Zoning Review form indicating required zoning relief – in this case the applicant's responsibility to obtain 40R Plan Approval from the Planning Board acting as the "Plan Approval Authority (PAA)" under Newburyport's Smart Growth District Ordinance – as a prerequisite to building permit approval(s).
- c. _____ Development narrative including a description of the proposed Project, including all uses, breakdown of square footage for each use, number of housing units, number of bedrooms per unit, square footage per unit type and a zoning summary. Any application shall show the full proposed buildout of a Project (both residential and commercial) and whether the Project will be phased or not.
- d. _____ Certified list of abutters from the Newburyport Assessors Office.
- e. _____ Building floor plans (all levels including basement and roof). If proposing ten (10) or more dwelling units, floor plans must show where the affordable dwelling units are located.
- f. _____ Building elevation drawings for all exterior facades indicating detailing and materials selection (The PAA may require the applicant to provide samples of all materials to be used on the exterior of the proposed building(s)).
- g. _____ 3D perspective sketches or renderings of the proposed building(s) within its neighborhood context
- h. _____ Existing Conditions Plan(s) and Project Plans, to include the following:
 - i. Date of Plan with all revisions noted and dated. Title of development; North arrow; scale; map and lot number; name and address of record owner; name and address of person preparing the Plan.
 - ii. The names of all owners of record of adjacent properties, and the address, map and lot number of the properties and all buildings.
 - iii. Zoning district boundaries and flood zone boundaries shall be shown as they affect all the property needed to meet zoning/permit requirements, including delineation of required setback lines.
 - iv. Boundaries of the property and lines of existing street, lots, easements and areas dedicated to public use, including rights-of-way.
 - v. A locus map with lot and address identifications in relation to adjacent streets and rights-of-way showing the location of the property with reference to surrounding area, including the building footprints of adjacent buildings, if any.
 - vi. A table indicating all calculations necessary to determine conformance to the requirements of this Section and applicable Design Standards.
 - vii. Square footage of property to the nearest 10 square feet.
 - viii. Proposed site plan, indicating project boundaries, building footprints, onsite and remote parking areas (where applicable), and topography
 - ix. Location of existing and proposed buildings, walls, fences, culverts, parking areas, loading areas, walkways and driveways.
 - x. Location and dimensions of utilities, gas, telephone, electrical, communications, water, drainage, sewer and other waste disposal.
 - xi. Location, type and dimensions of landscaping and screening, including landscaped areas for public or tenant/owner-only communal use.

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- xii. Proposed exterior lighting plan with photometric information
- xiii. Location of existing rock outcroppings, high points, vistas, ponds, depressions, wetlands and buffer zones, major trees (twelve-inch caliper and over) and any other significant existing features.
- xiv. Two-foot contours where slopes are less than 15% and five-foot contours when 15% or more. Existing contours shall be indicated by dashed line. Proposed contours shall be indicated by solid line.
- xiv. Signage plans & details.

- i. _____ Evidence that the project complies with the affordable housing requirements of Section XXIX-G as applicable to the project.
- j. _____ A form of Affordable Housing Restriction that satisfies the requirements of Section XXIX-G.5. as applicable to the project.
- k. _____ A table/list indicating any proposed/requested waivers or reductions from the SGD dimensional requirements, parking requirements, and/or design standards. The table shall include one column enumerating the applicable section(s) of the SGD Ordinance and a second column indicating the reason for requesting the applicable waiver(s) or reduction(s) and any proposed alternative or mitigation. Requested waivers must be consistent with subsections XXIX-G.11 and XXIX-H.3.c of the SGD Ordinance, which limit the scope of any waiver request/approval.

2. The petitioner shall submit one (1) hard-copy of the following:

- a. _____ Stormwater management report with drainage calculations and proposed Operation & Maintenance plan.

3. The petitioner shall submit one (1) disk or emailed file link for download containing the following:

- a. _____ Entire submission listed above in .pdf format
- b. _____ CAD files of the proposed plans

Fees: All applications shall include payment of the following fees at the time of filing:

- 1. Administrative Fee: \$1,000 per project/application
- 2. Hearing Publication/Abutters Notification Fee: \$400 per project/application
- 3. Peer Review Fee: \$5,000 initial fee, which shall be supplemented forthwith to reestablish the original account balance by the applicant during the permitting process any time said applicant is notified by the Office of Planning & Development that the balance of said Peer Review account is below \$3,000. The balance of any Peer Review Fees not used by the Plan Approval Authority (PAA) and/or Office of Planning & Development for peer review services during the plan review (permitting) process shall be returned to the applicant upon request.

All checks shall be made payable to the "City of Newburyport."

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Petitioner: _____

Mailing Address: _____

Phone: _____ Email: _____

Property Address: _____

Assessor's Map and Lot(s): _____ Book and Page(s): _____

40R Subdistrict: ☐ A ☐ B

Owner(s) Name: _____

Mailing Address (if different): _____

Project Engineer/Firm: _____

Project Architect/Firm: _____

Brief project description:

Existing Use(s): _____

Proposed Use(s):

- ☐ Multi-Family Residential
- ☐ Live/Work Units
- ☐ Hotel/Inn, including conference and meeting facilities
- ☐ Bed and Breakfast
- ☐ Public Parking
- ☐ Public School
- ☐ Parking accessory to any other permitted uses:
 - ☐ Surface ☐ Underground ☐ Structured
- ☐ Accessory uses customarily incidental to any other permitted uses
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____

- ☐ Mixed-Use consisting of Multi-Family Residential and:
 - ___ Church
 - ___ Library/museum
 - ___ Private Education
 - ___ Retail Trade
 - ___ Retail Services, including Banks
 - ___ Health/Recreation, including Gym/Fitness Centers
 - ___ Entertainment/Clubs (*south of Parker Street only*)
 - ___ Nursery School/Daycare
 - ___ Radio/T.V. Studio
 - ___ Professional/Social Service/Office, including Medical Offices
 - ___ Theater Assembly
 - ___ Meeting Space
 - ___ Neighborhood Bakeries/Delis
 - ___ Restaurant
 - ___ Outdoor Café

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Proposed gross floor area: _____ Proposed dwelling units per acre: _____

Proposed dwelling units: _____ Proposed affordable dwelling units: _____

	Proposed	Required
Lot Area		≥10,000 s.f.
Frontage		≥40'
Front Setback		≤10'
Undeveloped Area		≥20%
Building Height(s)		See Section XXIX-F(4)
Non-Residential Floor Area (if mixed-use)		≤33%
Parking Spaces		See Section XXIX-F(6)

Any advice, opinion, or information given by any board member or any other official or employee of the City of Newburyport shall not be binding on the Plan Approval Authority (PAA). Every application for Smart Growth Plan Approval shall be made on this form, which is the official form of the PAA. It shall be the responsibility of the petitioner to furnish all supporting documentation with this application. The dated copy of this application received by the City Clerk or Planning Office does not absolve the petitioner from this responsibility. Failure to comply with the application requirements, as cited herein may result in a dismissal of this application as incomplete.

Petitioner and Landowner signature(s):

☐ By checking this box and typing my name below, I am electronically signing this application.

Petitioner

☐ By checking this box and typing my name below, I am electronically signing this application.

Owner (if different)