

# City of Newburyport Planning Board

## FORM A - APPROVAL NOT REQUIRED

---

The following items must be submitted to the Office of Planning and Development at least one week prior to a Planning Board meeting to be considered for the next agenda. Please submit:

- two (2) copies of this application
- two (2) 11"x17" copies of the plan
- one (1) full size copy of the plan
- the Mylar
- plans filed according to the Planning Board's [Digital Submission Requirements](#)
- an application fee of \$200 per lot line change or new lot created.

-----  
To the Planning Board,

The undersigned, believing that the accompanying plan of property in the City of Newburyport, Massachusetts does not constitute a subdivision within the meaning of the Subdivision Control Law, herewith submits said plan for a determination and endorsement that Planning Board approval under the Subdivision Control Law is not required.

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

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

Phone: \_\_\_\_\_

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

Map and Lot(s): \_\_\_\_\_ Zoning District \_\_\_\_\_

Book and Page: \_\_\_\_\_ or Certificate of Title: \_\_\_\_\_

Surveyor: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

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

**City of Newburyport Planning Board**  
**FORM A - APPROVAL NOT REQUIRED**

---

1. Total number of new lots created and/or lot line changes: \_\_\_\_\_

2. Please indicate the grounds on which you believe your plan not to be a subdivision:

- i.  Each lot on the plan has the frontage and lot area required under the Zoning Ordinance on:  
\_\_\_\_\_ a public way, or  
\_\_\_\_\_ a way which the City Clerk certifies is maintained & used as a public way, or  
\_\_\_\_\_ a way shown on a plan approved and endorsed by the Planning Board under the  
Subdivision Control Law, recorded in Plan Book \_\_\_\_\_, Plan \_\_\_\_\_ or  
\_\_\_\_\_ a way in existence before the adoption of the Subdivision Control Law by the City and  
which the Board finds adequate for the way's proposed use, or  
\_\_\_\_\_ a way shown on a plan of a subdivision recorded at the Registry of Deeds or the  
Land Court prior to the adoption of the Subdivision Control Law.
- ii.  Each Lot has been clearly marked on the plan to be either:  
\_\_\_\_\_ joined to and made part of an adjacent lot, or  
\_\_\_\_\_ labeled "Not a Building Lot."
- iii.  Each lot on the plan contains a building, which existed prior to the adoption of the Subdivision  
Control Law.
- iv.  The plan shows an existing parcel with no new lot division(s) and has frontage on a way  
described above.

3. This form and plans have been filed according to the [Digital Submission Requirements](#) and:

- have been emailed to [planning@cityofnewburyport.com](mailto:planning@cityofnewburyport.com); or
- are included on accompanying media

Every application for an Approval Not Required shall be made on this form, which is the official form of the Planning Board. 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 Office of Planning and Development does not absolve the applicant from this responsibility. Failure to comply with application requirements as cited herein may result in a dismissal by the Planning Board of this application as incomplete.

Owner's Signature: \_\_\_\_\_