

# City of Newburyport Planning Board

## Application for a SPECIAL PERMIT

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**Instructions:** The petitioner must submit one (1) .pdf and two (2) hard copies of the following information:

- a. \_\_\_\_\_ Completed Special Permit application form
- b. \_\_\_\_\_ Zoning Denial form from the Building Department indicating the need for a Planning Board Special Permit
- c. \_\_\_\_\_ Pursuant to M.G.L.s Ch. 40A Section 6 and the City's Zoning Ordinance Section X.H.7 Special Permits, the applicant must include a memo addressing the following Special Permit requirements:
  - a) The use requested is listed in the table of use regulations or elsewhere as in the ordinances requiring a Special Permit in the district for which application is made or is similar in character to permitted uses in a particular district but is not specifically mentioned.
  - b) The requested use is essential and/or desirable to the public convenience or welfare.
  - c) The requested use will not create undue traffic congestion, or unduly impair pedestrian safety.
  - d) The requested use will not overload any public water, drainage, or sewer system or any other municipal system to such an extent that the requested use or any developed use in the immediate area or in any other area of the city will be unduly subjected to hazards affecting health, safety, or the general welfare.
  - e) Any special regulations for the use set forth in the special permit table, if any, are fulfilled.
  - f) The requested use will not impair the integrity or character of the district or adjoining districts, nor be detrimental to the health or welfare.
  - g) The requested use will not, by its addition to a neighborhood, cause an excess of that particular use that could be detrimental to the character of said neighborhood.
  - h) The proposed use is in harmony with the purpose and intent of this ordinance.
  - i) The proposed use shall not be conducted in a manner as to emit any dangerous, noxious, injurious or otherwise objectionable fire, explosion, radioactive or other hazard, noise or vibration, smoke, dust, odor or other form of environmental pollution.
- d. \_\_\_\_\_ Assessor's Card available from the Assessor's Office or from <http://gis.vgsi.com/newburyportma/>
- e. \_\_\_\_\_ Plans and drawings clearly representing existing and proposed conditions. *Plan(s) shall include all the following requirements:*
  - North point, Date of Plan; Title of Plan, Location Address; Graphic Scale
  - Zoning district(s) and dimensional control requirements;
  - Wetlands (if applicable);
  - Property boundaries; locations of buildings on adjacent properties and dimensional setbacks from property lines;
  - Indicate the proposed dimensional setbacks of the proposed structure with the existing structure(s) dimensional controls;
  - Deed restrictions, easements, etc.;
  - Proposed features in solid lines; Features that are to be removed in dashed lines;
  - Name, address, and phone numbers of the Applicant, Owner, Designer, Engineer, or Surveyor.
- f. \_\_\_\_\_ Any other supplemental information such as memos, letters of support, photos, etc.

**Filing fees:** An administrative fee of \$200.00 plus a Publication and Abutters fee of \$350 is required at the time of application.

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Petitioner: \_\_\_\_\_

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

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

Owner: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Years owned land: \_\_\_\_\_

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

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

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

**Ordinance section where relief is being requested:**

- |   |   |
|---|---|
| <input type="checkbox"/> One residential structure per lot (VI.C) | <input type="checkbox"/> Courts and Lanes (XXIII)                           |
| <input type="checkbox"/> Floodplain (XIII)                        | <input type="checkbox"/> Waterfront West Overlay District (XXIV)            |
| <input type="checkbox"/> Open Space Residential Development (XIV) | <input type="checkbox"/> Towle Complex Redevelopment Overlay District (XXV) |
| <input type="checkbox"/> Water Resource Protection District (XIX) | <input type="checkbox"/> Downtown Overlay District (XXVII)                  |
| <input type="checkbox"/> Federal Street Overlay District (XXII)   |   |

**Describe the Special Permit request:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Petitioner and Landowner signature(s):**

Every application for a Special Permit 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 the Planning Board dismissing the application as incomplete.

Signature of petitioner/owner: \_\_\_\_\_

Print name(s) here: \_\_\_\_\_