

## Newburyport Zoning Board of Appeals Instructions for a DCOD SPECIAL PERMIT Application

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1. As required by Section XXVIII of the Ordinance, the following information must be submitted to the Newburyport Historical Commission at least 21 days prior to the submission of this application to the Zoning Board of Appeals:

- A copy of the District Data Sheet or the MHC survey form for the subject property that was prepared in connection with the Newburyport Historic District:  
<http://www.cityofnewburyport.com/historical-commission/pages/historic-property-surveys>
- Copies of historic (if any) and current photographs of the relevant elevations, exterior architectural features, and structural members.
- Architectural plans, elevations, or renderings depicting the proposed new construction, demolition, or alteration.
- Photos of adjacent structures or setting.

2. Submit nine (9) copies of the following information *compiled in the following order*:

- a. \_\_\_\_\_ Completed Application for DCOD Special Permit form
- b. \_\_\_\_\_ Building Commissioner's/Zoning Code Administrator's permit denial form indicating the need for a Special Permit pursuant to Section XXVIII – Demolition Control Overlay District
- c. \_\_\_\_\_ Assessor's Card available from the Assessor's Office or from  
<http://gis.vgsi.com/newburyportma/>
- d. \_\_\_\_\_ Architectural plans, elevations, or renderings depicting the proposed new construction, demolition, or alteration. Plans shall include all measurements. An architectural scale or ruler should not be necessary to determine dimensions. Plans shall not exceed 36" x 24" and must be folded to an approximate size of 8 ½" x 11".
- e. \_\_\_\_\_ A copy of the District Data Sheet page or the MHC survey form for the subject property that was prepared in connection with the Newburyport Historic District:  
<http://www.cityofnewburyport.com/historical-commission/pages/historic-property-surveys>
- f. \_\_\_\_\_ Copies of historic (if any) and current photographs of the relevant elevations, exterior architectural features, and structural members
- g. \_\_\_\_\_ Photos of adjacent structures or setting
- h. \_\_\_\_\_ Any supplemental information such as letters of support, engineering reports, etc.

3. Submit a .pdf file of the above information via disk or email to [planning@cityofnewburyport.com](mailto:planning@cityofnewburyport.com).

**Filing fees:** An administrative fee of \$200.00 per application is required at the time of application, plus a publication and abutters notification fee of \$350 per project. Checks may be combined and issued to the "City of Newburyport."

# Newburyport Zoning Board of Appeals

## Application for DCOD SPECIAL PERMIT

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

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

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

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

Map and Lot(s): \_\_\_\_\_ Book and Page: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Owner(s) Name: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

The applicant is requesting a Special Permit under Section XXVIII – Demolition Control Overlay District for the following request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 Zoning Board of Appeals. 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 and in the Zoning Board Rules and Regulations may result in a dismissal by the ZBA of this application as incomplete.

Petitioner's and Owner's signature(s):

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