

Newburyport Planning Board Instructions for a DOD SPECIAL PERMIT Application

INSTRUCTIONS

Permit Denial: Upon application for a building or demolition permit, the petitioner will receive a Building Permit Denial Form completed by the Building Commissioner/Zoning Codes Enforcement Officer indicating the need for a Downtown Overlay District (DOD) Special Permit from the Planning Board.

Application Submission: The petitioner shall submit one (1) .pdf and two (2) copies of application packages. Each package shall include the following items:

- a. _____ Completed application form.
- b. _____ Building Commissioner's/Zoning Code Administrator's permit denial form.
- 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 not exceed 36" x 24" and should be folded to an approximate size of 8 ½" x 11".
- e. _____ 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>
- 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 memos, letters of support, engineering reports, etc.

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 issued to "City of Newburyport."

Newburyport Planning Board

Application for a DOD SPECIAL PERMIT

Petitioner: _____

Mailing Address: _____

Phone: _____ Email: _____

Property Address: _____

Zoning District: _____ Years owned land: _____

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

Owner(s) Name: _____

Mailing Address (if different): _____

The applicant is requesting a Special Permit under Section XXVII – Downtown Overlay District (DOD) for the following request:

The following information was submitted to the Newburyport Historical Commission at least 21 days prior to submission to the Planning Board:

- 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.

The documents listed above were submitted to the Newburyport Historical Commission on: _____

Petitioner and Landowner signature(s):

Signature _____

Print or type above name(s) here _____