

# City of Newburyport Planning Board

## Application for SITE PLAN REVIEW

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### INSTRUCTIONS:

**Permit Denial:** Upon application to the Building Department for a building or use permit, the petitioner will receive a Zoning Denial form indicating the need for Major or Minor Site Plan Review by the Planning Board.

**Pre-Application Conference:** The petitioner may request a pre-application conference with the Planning Board to determine the applicability of the information requirements and/or to obtain guidance before incurring substantial expenses in the preparation of plans, surveys, etc.

**Site Plan Review Application Form:** Petitioner shall complete the following application form to petition the Planning Board for Site Plan Review. Please review the [Site Plan Review Checklist](#) prior to submission. Failure to submit the required information within the time period prescribed may result in a dismissal of an application by the Planning Board as incomplete.

**Submission Requirements:** Upon receipt of the following items, the application will be scheduled for the next regular Planning Board meeting for an application completeness vote:

- Two (2) copies of the Application for Site Plan Review form, Zoning Denial form, narratives, plans, and any supporting information. One plan set must be full size; the other must be 11" x 17".
- One (1) copy of the Stormwater Report, if required.
- Application, plans, and any supplemental materials must be filed according to the Planning Board's "[Digital Submission Requirements](#)."
- Fees - For major projects, an application fee of \$500 and a publication/abutters fee of \$350 if required. For minor projects, an application fee of \$200.00 is required.

**City of Newburyport Planning Board**  
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Applicant: \_\_\_\_\_

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

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

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

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

Deed Reference: Book and Page(s) #: \_\_\_\_\_

or Certificate of Title: \_\_\_\_\_

Type of Project:     Major     Minor

Brief description of request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Engineer: \_\_\_\_\_

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

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

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

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

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

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