

Procedures and Requirements for Filing an Application for Water Sheet Review:

Ten (10) copies of the following information must be submitted thirty (30) days prior to the first public hearing. Failure to submit the required information within the time periods prescribed may result in a dismissal by the Harbor Commission of an application as incomplete. The information herein is an abstract of more specific requirements listed in the Harbor Commission Rules and Regulations and is not meant to supersede them.

Step 1: Water Sheet Review Application

The petitioner completes an application form to petition the Harbor Commission for a Water Sheet Permit. All information as required in items 1 through and including 15 shall be completed.

Step 2: Plan Preparation: Petitioner submits all of the required plan information as cited in item 14 a thru c on page 4 of this form.

Step 3: Submit Application:

Petitioner submits three (3) originals of all the required information to the Office of Planning and Development, the originals to be stamped by the Office of Planning and Development certifying the time and date of filing. Only one original will be filed with the City Clerks Office, the petitioner retains one stamped copy; the third stamped copy is filed with the remaining seven (7) unstamped copies at the Office of Planning and Development.

Step 4: Notification Form

The Office of Planning and Development schedules the applicant for a hearing date and prepares the legal notice on the form entitled Harbor Commission Notification of a Hearing. The petitioner is notified that the legal notice has been prepared.

Step 5: Delivery of Legal Notice to Newspaper:

The petitioner picks up the legal notice from the Office of Planning and Development and delivers the legal notice to the Daily News on Liberty Street in Newburyport. The legal notice must appear at least 14 days prior to the hearing date as indicated on said notice.

Step 6: List Abutters

The petitioner shall obtain a list from the City Assessors Office of all property owners, as listed on the most recent

tax listing, directly abutting the property for which the application is filed.

Step 7: Abutter Notification

The petitioner shall notify all property owners, as listed on the most recent tax listing, directly abutting the property for which the application is filed. Said notification shall be return receipt mail on the form titled Harbor Commission Notification of a Hearing and shall be postmarked at least 14 days prior to the hearing on the application. Proof of said notification shall be return receipt cards which shall be supplied by the petitioner at the hearing.

Step 8: Public Hearing before the Harbor Commission:

The petitioner should appear in his/her behalf, or be represented by an agent or attorney. In the absence of any appearance without due cause on behalf of the petitioner, the Board shall decide on the matter by using the information it has otherwise received.

Step 9: Decision:

After the hearing, a copy of the Commissions decision will be filed in the Office of Planning and Development within 14 days of the date of decision. The decision shall be mailed to the petitioner return receipt mail forthwith after the date of filing.

Step 10: Recording Certificate of Decision.

The petitioner is responsible for recording certification of the decision and any accompanying plans at the Essex South Registry of Deeds, Salem Massachusetts, and shall complete the Certification of Recording form and forward it to the Newburyport; Office of Planning and Development.

Important Addresses:

Office of Planning & Development, City Clerk's Office, and Codes Administrator: 60 Pleasant St., Newburyport, MA 01950
Daily News, Liberty St., Newburyport, MA 01950

Step 11 and Step 12 have been intentionally left blank.

Step 13: Written Documentation

A legibly typed memorandum setting forth in detail all facts relied upon support application for Water Sheet review.

This is required for the following points based on City Ordinance Subdivision 'C' Moorings, Floats, and Other Structures; subsection 4-90: item "K" Criteria for Review. It is required that the applicant address each of the below points individually and submit with the application.

- (1) Indicate that the construction and/or extension does not project into the areas as described as the Federal Channel, Small Craft Navigation Zone, all designated fairways and staging areas
- (2) Indicate how the proposal takes into account any and all constraints of the waterway posed by narrowness, shallowness, severity of current and visual access to and from the site.
- (3) Indicate how the development will not cause undue congestion or hazard on the waterway as related to safe navigation
- (4) Indicate how the proposal will affect navigation of vessels to and from neighboring properties. Focus on the methods ease of navigation.

14A. Plan of Land

Each application to the Harbor Commission shall be accompanied by the following described plan. Plans must be submitted with this application to the Office of Planning and Development. The plan requirements shall follow the requirements of the Massachusetts Department of Environmental Protection for the filing of a license under Chapter 91 of the General Laws. Such requirements are indicated in pan below and documented via the "Sample Plan."

14B. Plan Specifications

- a) Each Plan shall be marked with the number of the sheet and the total number in the set
- b) License Plan sheet number one shall be the title sheet. The title shall be placed in the lower left comer of sheet one and must read "PLANS ACCOMPANYING PETITION OF _____" stating the full name of the applicant, the title of the work to be done, and the location of proposed work [body of water, street address, assessors map and lot, and municipality.]
- c) Plans shall show the proposed structures, and enough of the shoreline and adjacent roadways to define its exact location.
- d) The orientation of the plan shall be indicated by a north south line.
- e) The scale of the Plan shall be stated or indicated by a graphic (bar) scale on each sheet
- f) Delineate the following:
 - 1. Existing structures and/or fill. All existing structures and/or fill within the applicants' property boundaries and within the jurisdiction of Chapter 91 shall be drawn in full black lines.
 - 2. Proposed structures and/or fill, or change of use in existing structures and/or fill.

- 3. Mean High Water and Ordinary High Water shoreline shall be indicated.
- 4. Extreme Low Water shall be indicated by a black dashed line.
- 5. Mean Low Water shall be indicated by a black dotted line
- 6. Applicants Property Lines - the property boundary lines between the land of the applicant and adjacent lands of other owners, together with the names and addresses of such owners.
- 7. State Harbor Lines, Army Corp. Channel, Small Craft Navigation Zone, and where applicable Fairways and Staging areas.
- 8. Cross-section views- accurate and sufficient cross-sections and profiles to show the general details of the structures. Indicate the relation of such structures to the MHW and OHW.
- 9. Actual dimensions of structures shall be shown in figures and the distance from MHW or OHW to a point near the outer end of the structure
- 10. The stamp and signature of a Registered Professional Engineer or Land Surveyor licensed in the Commonwealth of Massachusetts shall be indicated on each plan.
- 11. Indicate the methods used in the construction of structures that will provide shoreline access for small craft
- 12. Indicate all areas and ways that will be provide for the purpose of public access. Such indication shall be in a manner to allow the registration of such area or way in the Registry of Deeds.

14C. Further Requirements

Where the proposal includes the development of ramps, parking areas, boat storage areas and structures and other land based structures these shall be included on an overall site plan.

15. Application Filling Fees

A fee of \$200.00 shall be provided by the applicant at the time of application. Checks shall be made out to the City of Newburyport and delivered with the application to the Office of Planning and Development.

1. Petitioner: Name, Address, and Telephone Number

The petitioner shall be entered on the legal notice and the decision as entered above.

2. Owners of Land: Name, Address, and Telephone Number

Years owned land: _____

3. Location of property:

a. Street: _____

b. Assessor's Map #: _____ Lot #: _____

c. Registry of Deeds: Book #: _____ Page #: _____

4. Describe the request:

5A. Existing Floats:

Number	Average Length	Total Length	Average Width	Average Boat	Largest Boat	<i>Setbacks of Floats from:</i>				
						Property Lines	SCNZ*	Fairways	Shore Opposite	Ramps

*SCNZ = Small Craft Navigation Zone

5B. Existing Piers:

Number	Average Length	Total Length	Average Width	Average Boat	Largest Boat	<i>Setbacks of Floats from:</i>				
						Property Lines	SCNZ*	Fairways	Shore Opposite	Ramps

6. Existing Moorings:

Number Total	Number Private	Number Public	Boat's Average Length	Boat's Largest Length	Property Lines	<i>Setbacks of furthest moorings from:</i>				
						Property Lines	SCNZ*	Fairways	Shore Opposite	Ramps

**City of Newburyport
Harbor Commission**

Water Sheet Application

7A. Proposed Floats:

Number	Average Length	Total Length	Average Width	Average Boat	Largest Boat	<i>Setbacks of Floats from:</i>				
						Property Lines	SCNZ*	Fairways	Shore Opposite	Ramps

*SCNZ = Small Craft Navigation Zone

7B. Proposed Piers:

Number	Average Length	Total Length	Average Width	Average Boat	Largest Boat	<i>Setbacks of Floats from:</i>				
						Property Lines	SCNZ*	Fairways	Shore Opposite	Ramps

8. Existing Moorings:

Number Total	Number Private	Number Public	Boat's		Property Lines	<i>Setbacks of furthest moorings from:</i>				
			Average Length	Largest Length		Property Lines	SCNZ*	Fairways	Shore Opposite	Ramps

9. Location and Method of Storing Floats (Indicate the method of storing the floats over winter)

10. Method of Access for Small Craft (Indicate the measures taken to allow for the inshore transit of canoes, rowing skiffs, kayaks, etc.)

11. Private parking provided, spaces per...

Existing:

Proposed:

Slip	Mooring	Ramp	Length	Rack		Slip	Mooring	Ramp	Length	Rack	
				Storage	Spaces Total					Storage	Spaces Total

12. Petitioner and Landowner signature(s):

Every application for Water Sheet Review shall be made on this form which is the official form of the Harbor Commission. Every application shall be filed with the Office of Planning and Development. 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 Office of Planning and Development does not absolve the applicant from this responsibility. The petitioner shall be responsible for all expenses for filing and legal notification. Failure to comply with the application requirements, as cited herein and in the Harbor Commission Rules may result in a dismissal by the Harbor Commission of this application as incomplete.

Signature: _____

Type above name here: _____