

# City of Newburyport Zoning Board of Appeals

## Application for a SPECIAL PERMIT

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### Instructions:

1. The petitioner shall submit nine (9) copies of the following information *complied in the following order*:
  - a. \_\_\_\_\_ Completed Application for Special Permit form.
  - b. \_\_\_\_\_ Building Commissioner's/Zoning Code Administrator's permit denial form indicating the need for a Special Permit.
  - c. \_\_\_\_\_ A written memo addressing the following Special Permit criteria:
    - 1) 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.
    - 2) The requested use is essential and/or desirable to the public convenience or welfare.
    - 3) The requested use will not create undue traffic congestion, or unduly impair pedestrian safety.
    - 4) 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.
    - 5) Any special regulations for the use set forth in the special permit table, if any, are fulfilled.
    - 6) The requested use will not impair the integrity or character of the district or adjoining districts, nor be detrimental to the health or welfare.
    - 7) 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.
    - 8) The proposed use is in harmony with the purpose and intent of this ordinance.
    - 9) 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 [www.visionappraisal.com](http://www.visionappraisal.com).
  - e. \_\_\_\_\_ Plans and drawings clearly representing existing and proposed conditions. Elevation plans shall show the median height of the existing and the proposed structure. Plans shall include all measurements. An architectural scale or ruler should not be required to read plans. Plans shall not exceed 36" x 24" and must be folded to an approximate size of 8 ½" x 11". Plans shall include the following:
    - 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 narratives, memos, letters of support, reports, photos, etc.
2. The petitioner shall submit .pdf files of the above information on disk or via 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/abutters notification fee of \$350 per project. Please make checks payable to the "City of Newburyport."

*The Newburyport Zoning Board of Appeals requests that applicants make an effort to reduce the use of paper and printing materials when filing applications with the Board. Please use the following guidelines:*

- *Eliminate transmittal sheets, cover letters, section dividers, and tables of contents*
- *Eliminate folders, envelopes, plastic covers, spiral/GBC binders, and excess binding materials*
- *Submit smaller sized plans as long as they are legible*
- *Double sided copies are encouraged*

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## Application for a SPECIAL PERMIT

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

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

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

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

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

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

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

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

The applicant is requesting a Special Permit under section(s):

- |  |  |
|--|--|
| <input type="checkbox"/> Special Permit for Use (V.D) – Use # _____          | <input type="checkbox"/> Personal Wireless Communication Services (XX) |
| <input type="checkbox"/> Spacing (VI.D)                                      | <input type="checkbox"/> Wind Energy Conversion Facilities (XXVI)      |
| <input type="checkbox"/> In-Law Apartment (XIIA)                             | <input type="checkbox"/> Other _____                                   |
| <input type="checkbox"/> Bonus Provisions for Multifamily Developments (XVI) |  |

Description of 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. The petitioner shall be responsible for all expenses for the filing, publication, and legal notification. 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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