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March 18, 2020

Newburyport Planning Board

60 Pleasant Street

Newburyport, MA 01950

**RE: Sports Medicine North Orthopedic Surgery, Inc.**

 **C/O ConServ Group, Inc.**

**Special Permit Application**

**20 Henry Graf Junior Road, Newburyport, MA**

**(Assessors Parcel ID 82-2-B)**

Dear Members of the Board:

In accordance with M.G.L. Ch. 40A Section 6 and Section X.H.7 Special Permits of the Newburyport Zoning Ordinance, we hereby submit on this day two (2) hard copies and one (1) electric (PDF) copy of the following documents for approval of the above referenced plan:

* Application for Special Permit.
* Zoning Determination Form.
* Supplement to Special Permit Application addressing Special Permit requirements.
* Assessors Card.
* Full size set of plans entitled “Site Development Plans – Proposed Medical Building – 20 Henry Graf Junior Road, Newburyport, Massachusetts”, dated March 17, 2020 prepared by McKenzie Engineering Group, Inc. (MEG) (Project Plans).
* Full size set of plans entitled “Proposed New Facility for Sports Medicine North - 20 Henry Graf Junior Road, Newburyport, Massachusetts”, dated March 5, 2020 prepared by ConServ Group, Inc.

• Full size set of photometric lighting plan entitled “Medical Office Building - 20 Henry Graf Junior Road, Newburyport, Massachusetts”, dated March 6, 2020 prepared by Speclines.

* Application Fee of $200.

We appreciate your attention to this matter and look forward to presenting the project at the April 15, 2020 Planning Board meeting. Please contact our office if you or any member has any questions prior to the public hearing.

Very truly yours,

MCKENZIE ENGINEERING GROUP, INC.

Bradley C. McKenzie, P.E.

President

BCM/bd

Enclosures

cc: Town Clerk

 ConServ Group, Inc.

 Sports Medicine North Orthopedic Surgery, Inc.