

City of Newburyport Zoning Board of Appeals

Instructions for an Application for a SPECIAL PERMIT for NON-CONFORMITIES

Instructions:

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 when preparing your application:

- 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
- Do not include instructions

1. The petitioner shall submit two (2) copies of the following information:
- a. _____ A completed Application for a Special Permit for Non-Conformities form.
 - b. _____ Zoning Determination form from the Zoning Administrator indicating the need for a Special Permit for Non-Conformities.
 - c. _____ A written memo addressing the following Special Permit for Non-Conformities criteria:
 - 1) Please identify the particular use existing or proposed for the land or structure.
 - 2) Please identify the particular respect or respects in which the existing structure or use does not conform to the requirements of the present zoning.
 - 3) Please identify whether the proposed use, extension, alteration, or addition would intensify the existing non-conformities or result in additional ones.
 - 4) Please identify the facts relied upon to support the Special Permit for Non-Conformities that the proposed use, extension, alteration or addition shall not be more detrimental than the existing.
 - d. _____ Assessor's Card available from the Assessor's Office or from <http://gis.vgsi.com/newburyportma/>
 - e. _____ Site plans and elevation drawings clearly showing existing and proposed conditions. Existing/proposed elevations of each affected facade must be included. All measurements shall be noted on the plan. An architectural scale or ruler should not be required. 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 letters of support, photos, etc.

Please ensure packets are collated in the above order and folded to letter size in preparation for mailing.

2. The petitioner shall submit .pdf files of the above information to planning@cityofnewburyport.com.
3. 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. Checks may be combined and made payable to the "City of Newburyport."

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Application for a SPECIAL PERMIT for NON-CONFORMITIES

Petitioner: _____

Mailing Address: _____

Phone: _____ Email: _____

Property Address: _____

Map and Lot(s): _____ Zoning District: _____

Book and Page(s): _____

Owner(s) Name: _____

Mailing Address (if different): _____

This request for a Special Permit for Non-Conformities is made under section(s):
(Refer to the Zoning Determination form supplied by the Zoning Administrator)

Extension or Alteration (IX.B.2)

- Parking
- Upward Extension
- Open Space
- Height
- Lot Area
- Use
- Rear Yard
- Lot Coverage
- Side Yard
- Lot Frontage
- Front Yard

Over 500 s.f. increase (IX.B.3.c)

- Plum Island Overlay District (XXI-G)
- FAR
- Footprint Expansion
- Height Increase

Description of request:

All information contained within this application will become a formal part of the Zoning Board of Appeals proceedings and decision.

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	Existing Dimensional Controls	Proposed Dimensional Controls	Required Dimensional Controls
Lot Area			
Frontage			
Height*			
Lot Coverage (%)**			
Open Space (%)***			
Front Setback			
Side A Setback			
Side B Setback			
Rear Setback			
Parking Spaces			
FAR****			

*Height is measured to median roof line.

**Total building footprint divided by the lot area expressed as a percentage.

***Area unoccupied by building, parking areas, or driveways expressed as a percentage of lot area. Pools, patios, and decks may be included in open space.

****FAR is only applicable in the Plum Island Overlay District (PIOD).

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):
