



## **Town Of Newbury**

Office of  
THE PLANNING BOARD  
12 Kent Way  
Byfield, MA 01922  
978-465-0862, ext. 312

### **TOWN OF NEWBURY PLANNING BOARD APPLICATION FOR SPECIAL PERMIT**

1. DATE OF APPLICATION: \_\_\_\_\_

2. PROJECT LOCATION:

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

Assessor's Map & Lot No.: \_\_\_\_\_

3. ZONING DISTRICT (Check as applicable):

- ☐ Agricultural Residential
- ☐ Parker River Residential
- ☐ Residential – Limited Business
- ☐ Byfield Village Business
- ☐ Commercial Highway
- ☐ Commercial Highway A
- ☐ Light Industrial Byfield
- ☐ Upper Green Business
- ☐ Business and Light Industrial
- ☐ Parker River Marine

4. ZONING OVERLAY DISTRICT (Check as applicable):

- ☐ Plum Island Overlay
- ☐ Wireless Communications
- ☐ Water Supply Protection
- ☐ Adult Entertainment

5. APPLICANT(S): Name: \_\_\_\_\_

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

\_\_\_\_\_

Telephone/Fax Numbers: \_\_\_\_\_

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

6. OWNER(S): Name: \_\_\_\_\_

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

\_\_\_\_\_

Telephone/Fax Numbers: \_\_\_\_\_

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

7. If applicant is not owner, state interest or status of applicant in land. (Attached a copy of any option, purchase agreement, power of attorney, and copies of all trust instruments etc. which may be applicable, including schedules of beneficiaries or owners, or, if a corporation, copies of documents evidencing corporate existence which may be applicable.)

8. Applicant's Representative: \_\_\_\_\_  
(Attach written authorization.)

9. Is a Special Permit required from the Zoning Board of Appeals or the Select Board?  
\_\_\_\_ yes \_\_\_\_ no  
If "yes", specify the type and status of that application.

10. Is a variance required from the Zoning Board of Appeals? \_\_\_\_ yes \_\_\_\_ no  
If "yes", specify the type and status of that application.

11. Will the project be served by:

Public Water System? \_\_\_\_ yes \_\_\_\_ no

Public Sewer System? \_\_\_\_ yes \_\_\_\_ no

14. Will the work on the property be subject to the Wetlands Protection Act and/or the Town of Newbury Wetland Protection Laws? \_\_\_\_ yes \_\_\_\_ no  
If "yes," has a Notice of Intent or a Request for Determination been filed with the Conservation Commission? What is the status?

15. Will the work on the property require:  
DEP Approval? \_\_\_\_ yes \_\_\_\_ no

EPA Approval? \_\_\_\_ yes \_\_\_\_ no

If “yes,” describe the reason for the approval.

16. Is an environmental study or document required for this project under state or federal law? \_\_\_\_ yes \_\_\_\_ no

If “yes,” specify the type of study and agency requiring study.

17. Attach the Newbury Building Commissioner’s letter denying a building permit and indicating under what section of Newbury’s Zoning By-Law the petition for the Special Permit is being made;

18. Attach a list of abutters, owners of land directly opposite on any public or private way or street, and owners of land within 300 feet of the property line, including any bordering towns. This list must be certified by the Town Assessor’s office as being accurate.

19. Attach nine (9) copies of a narrative briefly describing the proposed project to assist the Board in its review, including information relative to:

- a) The existing use of the property.
- b) The proposed use of the property.
- c) Projected increase in traffic trips;
- d) Projected Town water and sewer demand, if any;
- e) A discussion of the status of all other required local, state and federal permits;
- f) Building or addition size proposed;
- g) Projected parking spaces required;
- h) Proposed methods of screening the premises and parking from abutting property and the street;
- i) Landscaping plans;
- j) Lighting plans;
- k) Entrance and Egress
- l) A calculation of existing and proposed lot coverage;
- m) How the project conforms with the Master Plan;
- n) Compliance with the Town’s Zoning Bylaws

20. Attach nine (9) copies of the project site plan at a scale of 1” = 40’ or less prepared by a Professional Engineer or Architect registered in the State of Massachusetts, and supporting architectural floor plans and elevations at a scale of 1/8” = 1’-0” or less, containing the following information:

- a) Locus Plan at a scale of 1” = 2000’ or less;
- b) North Arrow;
- c) Zoning district and dimensional controls;
- d) Address of location;
- e) Names, addresses, and phone numbers of the applicant, owner of record and designer and/or surveyor;
- f) Title Block with title of plan, date of plan, and graphic scale;
- g) Names of streets;
- h) Dimensional setbacks for the proposed structure(s) or building(s);
- i) Existing and proposed parking spaces;

- j) Abutting land under same ownership, if any;
- k) Existing and proposed wetlands, flood plains and water bodies, if any;
- l) Existing and proposed topography at 2 foot contour intervals;
- m) Existing and proposed driveways, sidewalks, curbs, and curb cuts with proposed dimensions indicated;
- n) Existing and proposed lighting;
- o) Existing and proposed landscape features including trees, signs, fences, walls, plantings and walks;
- p) Existing and proposed boundaries and easements;
- q) Adjacent streets;
- r) Existing structures on adjacent properties within 50 feet of the property line;
- s) Existing significant environmental features such as ledge outcrops, scenic views and large trees;
- t) Location and dimensions of existing structures;
- u) Proposed structures including setbacks, exterior dimensions, and exterior elevation drawings of every side of each structure;
- v) Proposed floor plans;
- w) Location of existing and proposed utilities;
- x) Proposed service and loading areas including dumpster and method of screening;
- y) Proposed stormwater management system. The stormwater management system shall be designed in accordance with the Massachusetts Department of Environmental Protection (DEP) Stormwater Management Policy Handbook and Technical Handbook as most recently amended, whether or not the proposed work falls within the jurisdiction of the Wetlands Protection Act and in accordance with the Town's Stormwater Management Plan (SWMP);
- z) Temporary and permanent erosion control measures.

Signature of Applicant/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_