



Town of Newbury

Office of

The Select Board

Newbury Municipal Offices

12 Kent Way, Suite 200

Newbury, MA 01922

978-465-0862, ext. 301

TOWN OF NEWBURY SELECTBOARD

APPLICATION FOR SPECIAL PERMIT

1. Date of Application: _____
2. Location of Property:

Street Address: _____

Assessor's Map and 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 (if applicable): _____
5. Name of Applicant: _____

Address of Applicant:_____

Telephone/Fax Numbers of Applicant:_____

E-mail of Applicant:_____

6. Name of Owner:_____

Address of Owner:_____

Telephone/Fax Numbers of Owner:_____

E-mail of Owner: _____

7. If applicant is not owner, state interest or status of applicant in land. (attach 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: Name, address, telephone number and e-mail of Applicant's Representative or Agent, if any. (Attach signed written authorization from Applicant.)

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" then specify the type and status of the application.

11. Will the project be served by:

Public Water System: Yes ____ No ____

Public Sewer System: Yes ____ No ____

12. 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?
13. Will the work on the property require DEP or EPA approval? ☐yes ☐no
If “yes” then describe the reason for the approval.
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14. Is an environmental study or document required for this project under state or federal law? ☐yes ☐no
If “yes” then specify the type of study and agency requiring study.
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15. 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:
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16. Attach a list of abutters, owners of land directly opposite on any public or private way or street, and abutters to the abutters within three hundred (300) feet of the property line of the subject parcel(s), including abutters in any bordering town, and the planning board of every abutting city or town. This list must be certified by the Town Assessor’s office as being accurate.
17. 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, structure, or addition size proposed;
 - g) Projected parking spaces required;
 - h) Entrance and Egress
 - i) A calculation of existing and proposed lot coverage;
 - j) How the project conforms with the Master Plan;
 - k) Confirmation that the project will in no way, during construction or thereafter, adversely affect the existing or potential quality or quantity of water that is available in the Water Supply Protection District;
 - l) How the project is designed to avoid substantial disturbance of the soils, topography, drainage, vegetation, and other water-related natural characteristics of the site to be developed;
 - m) Provisions to protect against the discharge of hazardous materials or wastes to the environment due to spillage, accidental damage, corrosion, leakage, or vandalism;
 - n) Compliance with the Town’s Zoning By-Laws.

18. Attach nine (9) copies of a project site plan at a scale of 1" = 40' or less prepared by a Professional Engineer or Architect registered in the State of Massachusetts, containing at a minimum the following:

- 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

Signature of Owner

Date