



Town Of Newbury

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

SITE PLAN REVIEW APPLICATION FORM

1. DATE OF APPLICATION: 5/7/2025

2. PROJECT LOCATION:

Street Address: 2 Old Point Road

Assessor's Map & Lot No.: U02-153 & U02-154

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

ZONING OVERLAY DISTRICT (Check as applicable):

- ☐ Water Supply Protection Overlay District
- ☐ Wireless Communications Services Overlay District
- ☒ Plum Island Overlay District
- ☒ Flood Hazard Overlay District
- ☐ Adult Entertainment Overlay District

4. APPLICANT(S): Name: Vincent Godin, The Cottages Commercial LLC

Address: 14 Plum Island Blvd

Newbury, MA 01951

Telephone/Fax Numbers: (866) 990-7092

Email Address: vgodin@plumislandproperties.com

5. OWNER(S): Name: See Above

Address: _____

Telephone/Fax Numbers: _____

Email Address: _____

6. If applicant is not owner, state interest or status of applicant in land. Submit with application a copy of any option, purchase agreement, power of attorney, 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.

7. Applicant's Representative: Stephen Sawyer P.E., Millenium Engineering, Inc.
(Attach written authorization.)

8. Is a Special Permit required from the Zoning Board of Appeals, the Planning Board, or the Board of Selectmen? X yes ___ no

If "yes", specify the type and status of that application.
(Received Approval February 2024)

The project has received approval from the Newbury Zoning Board for a Special Permit.

9. Is a variance required from the Zoning Board of Appeals? ___ yes X no

If "yes", specify the type and status of that application.

10. Will the project be served by:

Public Water System? X yes ___ no

Public Sewer System? X 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? X yes ___ no

If "yes," specify the type and status of the application to the Conservation Commission.

TOWN OF NEWBURY
PLANNING DEPARTMENT

SITE PLAN REVIEW APPLICATION CHECKLIST

Applicant Name: Vincent Godin, Plum Island Properties, LLC

Site Address: 2-8R Old Point Road

	Required (yes/ TBD)	Date completed/ submitted	COMMENTS
Meet with Town Planner, Building Inspector, et al	Yes	4/23/25	Submitted denial request to Bldg. Insp.
Complete and submit application form to Planning Board, along with:	Yes	5/7/25	
a. Brief narrative of proposed project (16 copies plus pdf)	Yes	5/7/25	
b. Project site plan (16 copies plus pdf)	Yes	5/7/25	
c. Traffic impact assessment (16 copies plus pdf)	TBD		No change in use from original application
d. Environmental Impact Assessment (16 copies plus pdf)	TBD		No change in use from original application
e. Community Impact Assessment/Fiscal Impact Assessment (16 copies plus pdf)	TBD		No change in use from original application
Submit administrative fee	Yes	5/7/25	
Submit deposit for consultant review	Yes	1/6/21	
File application with Town Clerk	TBD		
Obtain certified abutters list from Assessors Office	Yes	4/22/25	
Submit legal notice for public hearing to newspaper for publication	Yes		First publication not less than 14 days before date of public hearing
Notify abutters of public hearing by certified mail	YES		Will be done once Public Hearing is scheduled
Performance Guarantee:	TBD by Planning Board		