



# ***Town of Salisbury***

***5 Beach Road  
Salisbury, Massachusetts 01952***

## ***RING'S ISLAND NEIGHBORHOOD PRESERVATION DISTRICT (NPD) COMMITTEE***

Email: [ringsislandnpd@gmail.com](mailto:ringsislandnpd@gmail.com)

## **CHECKLIST for Application for a Certificate to Alter**

### **STEP 1 - PREPARING THE APPLICATION PACKAGES**

**Applicant shall prepare six (6) 'packages', each containing the following:**

- A. Completed Application form
- B. Photographs showing existing buildings and site conditions on the property
- C. Building elevations showing building configuration, dimensions, roof, windows, doors and other architectural elements and building materials
- D. Certified Plot Plan showing the footprint, setbacks and relationships of existing and proposed buildings to other structures, exterior circulation, and points of entry
- E. Rationale for demolition if demolition is proposed
- F. Plan of the site renewal after demolition, if new construction is not proposed.
- G. Any other plans that may help to demonstrate the proposed building design or demolition

### **STEP 2 - ASSEMBLING THE APPLICATION PACKAGES**

- H. Assemble all of the items into six (6) paper clipped packages
- I. Assessor's Office - Acquire two (2) copies of the Certified Abutters List (\$25 fee)

### **STEP 3 - REVIEW OF THE APPLICATION PACKAGES**

- J. Deliver the Application Packages to the Ring's Island NPD Committee's mail slot at Town Hall and email the committee at [ringsislandnpd@gmail.com](mailto:ringsislandnpd@gmail.com) to let the committee know it is there.
  - The Committee Chairman or Acting Chairman will review the submission for errors and omission
  - All applicable time periods, per the NPD bylaw (Chapter 163 of Salisbury General Bylaws), shall not begin until this review is complete and the packages are delivered to the Town Clerk for filing.
  - The Committee Chairman or Acting Chairman will endeavor to review and forward all packages to the town Clerk with 3 business days.

Date of Committee Receipt

Application Accepted by the Ring's Island NPD Committee for filing

### **STEP 4 - SUBMISSION OF THE APPLICATION PACKAGES**

- K. Submittal to the Town Clerk - The Ring's Island NPD Committee will forward all six (6) packages, two (2) Abutters Lists and payment to the Town Clerk.
- L. The Ring's Island NPD Committee will contact you within a few days to schedule your hearing.

### **STEP 5 - ADDITIONAL ITEMS**

- M. Abutter's Notices will be mailed by the Ring's Island NPD Committee Secretary using the labels that the Applicant purchased from the Assessor's office and provided in the package.



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### **Application for a Certificate to Alter**

The goal of this application is to provide a clear understanding of proposed alterations, and how they vary from the existing conditions.

#### **Instructions:**

Fill out **Part A** of this application for new construction of a principal building, an accessory building<sup>1</sup> and/or a substantial additions<sup>2</sup>. As noted in the checklist, applicants should provide building elevations showing the proposed configuration and building materials; a plan showing the footprint and relationships of buildings to other structures, exterior circulation, and points of entry; and any other plans which may help to demonstrate the proposed building design.

Fill out **Part B** of this application for demolition<sup>3</sup>, your application should provide the rationale for demolition and the proposed improvement of the site following demolition, i.e., new construction or site renewal. If new construction, the applicant should also fill in **Part A**; if site renewal, a plan should be attached.

Any parts of the application created or compiled using a computer must also be submitted electronically in the form of a .PDF (Portable Document Format) file or files. This includes, but is not limited to written descriptions, digital photographs, engineering or architectural drawings, building diagrams, plot plans, survey maps, and aerial photographs.

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<sup>1</sup> ACCESSORY BUILDING: A detached building, the use of which is customarily incidental and subordinate to that of the principal building, and which is located on the same lot as that occupied by the principal building.

<sup>2</sup> SUBSTANTIAL ADDITION: Any addition to an NPD Building that is enclosed by walls and a roof and that increases the gross floor area of the NPD Building either by more than 1,000 square feet or by more than thirty percent (30%).

<sup>3</sup> DEMOLITION: The act of pulling down, destroying, removing or razing fifty percent (50%) or more of a building, or commencing the work of destruction of fifty percent (50%) or more with the intent of completing the same.

## **Part A - New Construction**

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

**Applicant Name** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Email** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Project Description (attach additional pages, if needed):**

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### **Information Provided:**

- \_\_\_\_\_ *Photos/drawings showing existing buildings and site conditions on the property*
- \_\_\_\_\_ *Building elevations showing the proposed buildings, their configuration, building materials, and site conditions.*
- \_\_\_\_\_ *Plan showing the footprint and relationships of proposed buildings to other structures, exterior circulation, and points of entry.*
- \_\_\_\_\_ *Other information which may help to demonstrate the proposed building design (describe):*

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## **Part B - Demolition**

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

Applicant Name \_\_\_\_\_ Signature \_\_\_\_\_

Email \_\_\_\_\_ Phone: \_\_\_\_\_

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

Project Description (attach additional pages, if needed):

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### **Information Provided:**

\_\_\_\_\_ *Rationale for Demolition*

\_\_\_\_\_ *Photos/drawings showing existing buildings and site conditions on the property*

\_\_\_\_\_ *If new construction is proposed, complete Part A of this application.*

\_\_\_\_\_ *If new construction is not proposed, provide a plan of the site renewal after demolition.*

\_\_\_\_\_ *Other Information which may help to demonstrate any proposed site renewal (describe):*

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