



Town of Salisbury

5 Beach Road

Salisbury, Massachusetts 01952

RING'S ISLAND NEIGHBORHOOD PRESERVATION DISTRICT (NPD) COMMITTEE

Email: ringsislandnpd@gmail.com

Exemption Verification Form

Many alterations of an NPD Property are exempt from the NPD review process. However, to obtain a building permit applicants need to provide documentation verifying that this exempt status.

1. Fill out the form below.
2. Assemble related plans, if required.
3. Deposit the application and documentation in the NPD Committee mail slot at Town Hall .
4. Email the NPD Committee at the above address to inform them of the completed form.
5. The NPD Committee will affirm (or reject) the exemption status and sign the form, which will then be scanned and emailed to the applicant.

Date: _____

Applicant Name _____ **Signature** _____

Email _____ **@** _____ **Phone:** _____

Property Address: _____

Project Description (attach additional pages, if needed):

Exemption Verification Requested For (circle all that apply):

- | | |
|---|---|
| 1. Routine maintenance. | 7. Addition or accessory building that is not visible from a public way. |
| 2. Temporary buildings, such as trailers, tents, manufactured buildings, porta-potties, etc. | 8. Addition or accessory building that is not not within 60 feet of a public way. |
| 3. Interior building alterations. | 9. Reconstruction of an NPD building damaged or destroyed by fire, storm or other disaster, where the planned reconstructed building does not increase the gross floor area* of the original building either by more than 1,000 square feet <u>or</u> by more than 30%. |
| 4. Exterior alterations that do not increase the size of the building. | 10. Other: _____ |
| 5. Structures that are not buildings or parts of buildings, such as trellises, pergolas, yard ornaments, hardscape, and similar structures. | |
| 6. Small addition (does not increase the gross floor area* either by more than 1,000 square feet or by more than 30%). | |

For Items 6, 7 or 8 provide the following documentation:

Attach a plan showing the footprint and gross floor area* of the existing and proposed building(s) on the property, the relationships of the buildings to other structures on the property and the distance from the public way.

For Item 9 provide the following documentation:

Attach a plan showing the footprint and gross floor area* of the building(s) as it (they) existed prior to the disaster damage as well as a plan showing the footprint and gross floor area of the proposed building(s) on the property, the relationships of the buildings to other structures on the property and the distance from the public way.

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- * **Gross Floor Area Definition:** The sum of the horizontal area of the several non-basement floors of a building, as measured to the outside surfaces of exterior walls, including halls, stairways, vents, elevator shafts, mechanical equipment rooms, inner courts, attached garages, enclosed porches and balconies, attic storage areas, and other common space or uninhabitable space.

FOR COMMITTEE USE ONLY

Determination:

Exemption from NPD review is:

_____ *Verified*

_____ *Not Verified*

Determination made by:

_____ *the Chairman or Acting Chairman of the Ring's Island NPD Committee*

or

_____ *vote at an open meeting of the Ring's Island NPD Committee*

Signature _____

Printed Name and Position _____

Date _____

Projects that are not exempt must complete an Application for Certificate to Alter for review by the Committee.