

CITY OF BEVERLY PLANNING DEPARTMENT – PERMIT APPLICATION PROCEDURES

[Pursuant to Chapter 53 of Acts of 2020]

Issued: May 14, 2020

On Friday, April 3, 2020, Governor Baker signed into law Chapter 53 of the Acts of 2020, *An Act to Address Challenges Faced by Municipalities and State Authorities Resulting from COVID-19*. Section 17 of the Act modifies state and local laws governing the submission and process of permit applications for the duration of the State of Emergency declared by Governor Baker on March 10, 2020.

The City of Beverly is implementing Chapter 53, Section 17 as follows. Portions of the Act are summarized below. Please see referenced sections for complete text.

§17(a) Definitions

"Permit": a permit, variance, special permit, license, amendment, extension, or other approval issued by a permit granting authority pursuant to a statute, ordinance, bylaw, rule or regulation, whether ministerial or discretionary.

"Permit granting authority" (or "PGA"), a local, district, county or regional official or a local, district, county or regional multi-member body that is authorized to issue a permit.

PERMIT APPLICATIONS §17(b)(i) – For so long as the State of Emergency remains in effect, the Act governs the submission of permit applications. Permit applications may be filed as set forth below (if the applicable permit granting authority is not listed in the chart below, please submit to the City Clerk and it will be forwarded).

"An application for a permit shall be deemed duly filed and accepted as of the date of the filing by the applicant if filed with and certified as received by the city or town clerk."

Applications to Permit Granting Authorities may be filed as follows:

- **By first class mail:** Application to the Beverly City Clerk, 191 Cabot Street, Beverly, MA 01915, **and the appropriate number of** copies of the Application and all submission materials, **including application fee**, to the appropriate permit granting authority (see the chart on the following page for the number of copies required by each board or commission). **Postmarks must demonstrate the Application and submission materials were mailed in advance of the application deadline for the respective board or commission.**
- **Drop off at Beverly City Hall:** Applications may be dropped off at City Hall, using the rear entrance to access the drop-off box in the hallway between the outer and inner doors. Application and all submission materials, **including application fee**, must be submitted in a single envelope or container, with the appropriate permit granting authority noted. See the chart on the following page for the number of copies required by each board or commission.
- **Electronically:** Attachment of the requisite application form and supplemental materials by email to the City Clerk with "cc" to the appropriate permit granting authority **and** receipt by first class mail of a check for the applicable application fee. **The City Clerk's office will acknowledge receipt of the application via email response, certifying receipt of application.**

Payment of application fees: Application fees must be paid by check or cash. Online payment is not available at this time; please check back for updates.

Mail waiting period: Please keep in mind that the City of Beverly has in place a 24-hour waiting period on all mail or packages received by the City. Therefore, we recommend also sending applications via email.

BOARD or COMMISSION	ELECTRONIC FILING: clerks@beverlyma.gov with cc to:	HARD COPIES: City of Beverly 191 Cabot St. Beverly, MA 01915	NUMBER OF HARD COPIES:	SUBMISSION REQUIREMENTS AT: All questions regarding submission requirements should be directed by email to the applicable department prior to submission.
Conservation Commission	jpirrotta@beverlyma.gov jbean@beverlyma.gov NERO_NOI@mass.gov	Attn: Conservation Commission	7	http://www.beverlyma.gov/boards-commissions/conservation-commission/application-materials/
Design Review Board	ehutchings@beverlyma.gov jbean@beverlyma.gov	Attn: Design Review Board	1	http://www.beverlyma.gov/boards-commissions/design-review-board/
Historic District Commission	ehutchings@beverlyma.gov	Attn: Historic District Commission	1	http://www.beverlyma.gov/boards-commissions/historics-district-commission/
Parking & Traffic Commission	dwyne@beverlyma.gov cmcpherson@beverlyma.gov	Attn: Parking & Traffic Commission	1	http://www.beverlyma.gov/boards-commissions/parking-and-traffic-commission/
Planning Board	dwyne@beverlyma.gov cmcpherson@beverlyma.gov	Attn: Planning Board	4	http://www.beverlyma.gov/boards-commissions/planning-board/

NOTE: All building permit applications shall continue to be filed through the Building Department electronic submission website at: <http://www.beverlyma.gov/online-permit-center/>