



# TOWN OF TOPSFIELD

## ZONING BOARD OF APPEALS

8 West Common Street, Topsfield, Massachusetts 01983

## ZONING BOARD OF APPEALS

### APPLICATION FORM A

**APPLICATION FEE \$200**

#### ZONING BOARD OF APPEALS APPLICATION GUIDELINES:

- Questions regarding the application should be directed to the ZBA Administrator or Building Inspector (978-887-1522).
- See the Building Inspector for permit denial.
- Procure an application from the ZBA Website, ZBA Administrator, Building Inspector or Town Clerk.
- See Assessor's Office for Abutters' List. *Two stamped envelopes must be submitted with the application for each abutter as well as for the six surrounding towns.*
- File with the Town Clerk. "Each application for a special permit shall be filed by the petitioner with the town clerk and a copy of said application, including the date and time of filing certified by the town clerk, shall be filed forthwith by the petitioner with the special permit granting authority." (M.G.L. Chapter 40A, Section 9)
- The petitioner, after filing with the Town Clerk, files the granting authority's copies with the ZBA Administrator who receives application for the permit granting authority, in this case the Zoning Board of Appeals.

Lynne Bermudez  
ZBA Administrator  
617-797-2135  
lbermudez@topsfeld-ma.gov

53-179/113

179

6 CENTRAL STREET REALTY TRUST  
RAYMOND LAWTON, TRUSTEE  
240 BOSTON STREET  
TOPSFIELD, MA 01983  
978-887-0005

Date 6/29/23

Pay to the  
Order of

Town of Topsfield  
Two Hundred

\$ 200.00

00/100 Dollars



Security Features  
Included  
Details on Back.



EASTERN BANK  
BOSTON, MA 02110  
EASTERNBANK.COM  
1-800-EASTERN

For

ZBA app fee

Caroline Ginter

MP

⑆011301798⑆ 0601624605⑈ 0179

# Application for Zoning Relief

## Form A

Before you file this application, it is necessary that you be familiar with the requirements for filing plans and other materials in support of this application as specified in the Topsfield Zoning Bylaws and the Topsfield Zoning Board of Appeals Rules and Procedures that are available from the Town Clerk.

Incomplete applications will not be considered unless waivers are previously obtained from the Zoning Board of Appeals

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### BOARD USE ONLY

Date Filed:

Date Action Due

Public Hearing:

Decision:

Revised Form Date: 04/26/2011

NATURE OF APPLICATION:

- X   Petition for Special Permit pursuant to Article   III  , Section  3.02  of the Zoning Bylaw.
- Petition for Finding pursuant to Article       , Section        of the Bylaw.
- X   Petition for a Variance from Article   III  , Section  3.05 , of the Zoning Bylaw.
- Petition for Site Plan Review pursuant to Article IX of the Zoning Bylaw (and the Guidelines and Performance Standards for Activities Subject to the Provisions of Article IX of the Topsfield Zoning Bylaw; and Supplement Form C for submitted requirements and formats).
- Petition for a Comprehensive Permit pursuant to G.L.c. 40B, Section 20-23.
- Appeal from the decision dated \_\_\_\_\_ of the Building Inspector or others pursuant to L.L. c. 40A, Section 15.

DESCRIPTION OF APPLICANT:

- a. Name 6 Central Street Realty Trust, Raymond Lawton, Trustee
- b. Address 240 Boston St., Topsfield, MA 01983
- c. Phone Number 978-887-0005 office 617-908-1814 cell
- d. Interest in Premises (e.g., owner, tenant, prospective purchaser, etc.) owner  
(Attach copy of lease and/or letter of authorization from owner, if applicable)

DESCRIPTION OF PREMISES:

- a. Assessor's Map 41 , Lot(s) 37 , Zoning District BV
- b. Location of Premises (number and street) 6 Central Street
- c. Name and address of legal owner (if different from Applicant) same
- d. Deed to the Premises recorded at (if known):  
  x   Essex South District Registry of Deeds, Book 32465 Page 144  
       Essex South Registry District of the Land Court, Certificate Number
- e. Prior zoning decisions affecting the Premises (if any):  
Date of Decision                      Name of Applicant                                       
Nature of Decision
- f. Present use of the Premises commercial office space
- g. Present structures conform to current Zoning Bylaw.        Yes   x   No. If no, in what respect does it not conform. set backs

**PROPOSAL** (attach additional sheets if necessary):

- a. General Description:  
Convert the existing building to (2) residential units by making modifications to  
the interior; add/change interior walls, add (1) kitchen and (1) shower, and add

2nd egresses on both floors.

b. If proposal is for construction or alteration of an existing structure, please state:

	FRONT	REAR	SIDE(S)
1. Setbacks required per bylaw	<u>40</u>	<u>30</u>	<u>30' 30</u>
2. Existing setbacks	<u>N/C</u>	<u>33'</u>	<u>12' 11'</u>
3. Setbacks proposed	<u>N/C</u>	<u>27'</u>	<u>12' 8'</u>

	FRONTAGE	AREA
4. Frontage and area required by bylaw	<u>N/C</u>	<u>N/C</u>
5. Existing frontage (s) and area	<u>1</u>	<u>1</u>
6. Frontage (s) and area proposed	<u>1</u>	<u>1</u>

	FEET	STORIES
7. Existing Height	<u>N/C</u>	<u>2</u>
8. Height proposed	<u>N/C</u>	<u>2</u>

c. Other town, state or federal permits or licenses required, if any:

#### NECESSARY ACCOMPANYING DATA:

It is required that every application be accompanied by appropriate supporting data. Failure to submit appropriate and complete data could result in delay and/or denial of application for zoning relief. Place a check next to the applicable accompanying supporting data:

##### Variance of Special Permit Applications:

(See Zoning Board of Appeals Rules and Procedures Section III)

All required supporting data attached ☒ Yes ☐ No

##### Site Plan Review Applications:

(See Town of Topsfield Zoning Bylaw, Article IX, Section 9.05. See also Guidelines and Performance Standards for Activities Subject to the Provisions of Article IX of the Topsfield Zoning Bylaw)

All required supporting data attached ☐ Yes ☐ No

##### Comprehensive Permit Applications:

(See G.L.c. 40B, Sections 20-23)

All required supporting data attached ☐ Yes ☐ No

##### Appeals from decisions of Building Inspector or Others:

(See Zoning Board of Appeals Rules and Procedures, Section III (1) (e))

All required supporting data attached ☐ Yes ☐ No

If all required supporting data is not attached, why not:

Plot plan to be provided

6/29/23

Date

[Signature]  
Signature of Applicant

**TOWN OF TOPSFIELD, MA  
ZONING BOARD OF APPEALS**

**Application Supplement Form C  
Site Plan Review Submittal Requirements & Formats**

Submittal Distribution Requirements and Formats:

1. An applicant shall file with the Town Clerk copies of all required documents in the quantities and forms as outlined below. The Clerk's copy of the required documents shall be kept on file by the Town Clerk for the duration of the permitting process and the remaining copies shall be distributed immediately by the Town Clerk to the following:

	Plan
Town Clerk	1
Granting Authority *	7
Granting Authority electronic	1
Reviewing Engineer	1
Conservation Commission	1
Public Works Department (Water & Highway)	1
Board of Health**	1
Historical Commission**	1
Building Inspector**	1
Fire Department**	1
Police Department**	1
Tree Warden**	1
Planning Board or Board of Appeals if not the Granting Authority **	1

\* Two full size and five reduced size (11" x 17")

\*\* Reduced size plans (11" x 17" ) are acceptable

Additional copies of any and all documents shall be furnished if requested by the Granting Authority or any other Board, Commission or Department.

2. An electronic copy of all documents shall be submitted to the Granting Authority, formatted in a single paginated PDF file with descriptive bookmarks for each plan set and for each document on either a CD or DVD disc.
3. An electronic copy of the final plans with same format as in section "4.11.2." above, and a full size hard copy of said plans showing the Signatures of the Granting Authority and date of approval shall be submitted to the Granting Authority.

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**SUMMARY:**

\* Granting Authority: **(2) Full Scale, (5) Reduced Size 11 x 17**  
 Town Clerk, Review Engineer, Conservation, Public Works: **Full Scale**  
 All Others: **Reduced Size 11 x 17**

**Total: (6) Full Scale; (12) Reduced Size 11 x 17; (1) electronic copy**

## TOWN OF TOPSFIELD, MA ZONING BOARD OF APPEALS

### Application Supplement Form B

Attach to this form a copy of the Assessor's map (scale 1" equals 200') showing the property and all other properties and roadways within 300 feet of any portion of the property. Also, show the lot number and lot owner's name on each lot within the 300'.

List below the lot owner names and mailing addresses as shown in the Assessors' records, beginning with the property of the Applicant (locus).

Applicant's Name, Mailing Address: 6 Central Street Realty Trust,  
Raymond Lawton, Trustee, 240 Boston Street, Topsfield, MA 01983  
 Telephone No. 978-887-0005 office 617-908-1814 cell

Locus: \_\_\_\_\_

Map	Block	Location	Owner	(If different from location) Mailing Address
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**SEE ATTACHED LIST**

If needed, attach additional sheets. \_\_\_\_\_

### Assessor's Certification

To the Topsfield Zoning Board of Appeals:

This is to certify that, at the time of the last assessment for taxation made by the Town of Topsfield, the names and mailing addresses of the parties assessed as owners of land within 300' of the parcel of land shown in the attached sketch were as listed.

Authorized Signature  
 Assessors' Office \_\_\_\_\_

Date of Verification \_\_\_\_\_





## TOWN OF TOPSFIELD

### BOARD OF ASSESSORS

8 West Common Street

Topsfield, Massachusetts 01983

Telephone: (978) 887-1514 Fax: (978) 887-1502

This form must be completed and Assessor fee of \$20.00 must be paid before release of the certified abutters list.

Submission Date **Tuesday, June 27, 2023** Issue Date **Tuesday, June 27, 2023**

Department requiring list: **Zoning Board of Appeals**

300 Ft. ☒ 100 Ft. ☐ (Conservation Only) ☐ Direct Abutters

Person/Party requesting list: **Raymond Lawton**

Address: **240 Boston Street, Topsfield, MA**

Phone #: **978-887-0005** Email Address **carolineg@lawtonwelding.com** Misc: \_\_\_\_\_

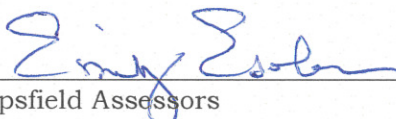
Property Owner: **6 Central Street Realty, Raymond Lawton**

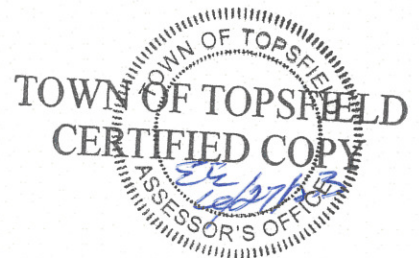
Assessor's Map(s) **41** Lot(s) **37** Location **6 Central Street**

Assessor's Fee Paid: ☒ Yes \_\_\_\_\_ No

The Assessors' Office requires ten (10) working days to certify an Abutters List. This list is valid for sixty days only from date of issue.

Certified By:

  
\_\_\_\_\_  
Topsfield Assessors



### **Certification of Parties in Interest**

The Board of Assessors of the Town of Topsfield do hereby certify, in accordance with the provisions of Section 10 and 11 of Chapter 808 of the Acts of 1975, that the following named persons, firms and corporations are parties in interest, as in said Section 11 defined, with respect to the premises herein above described.





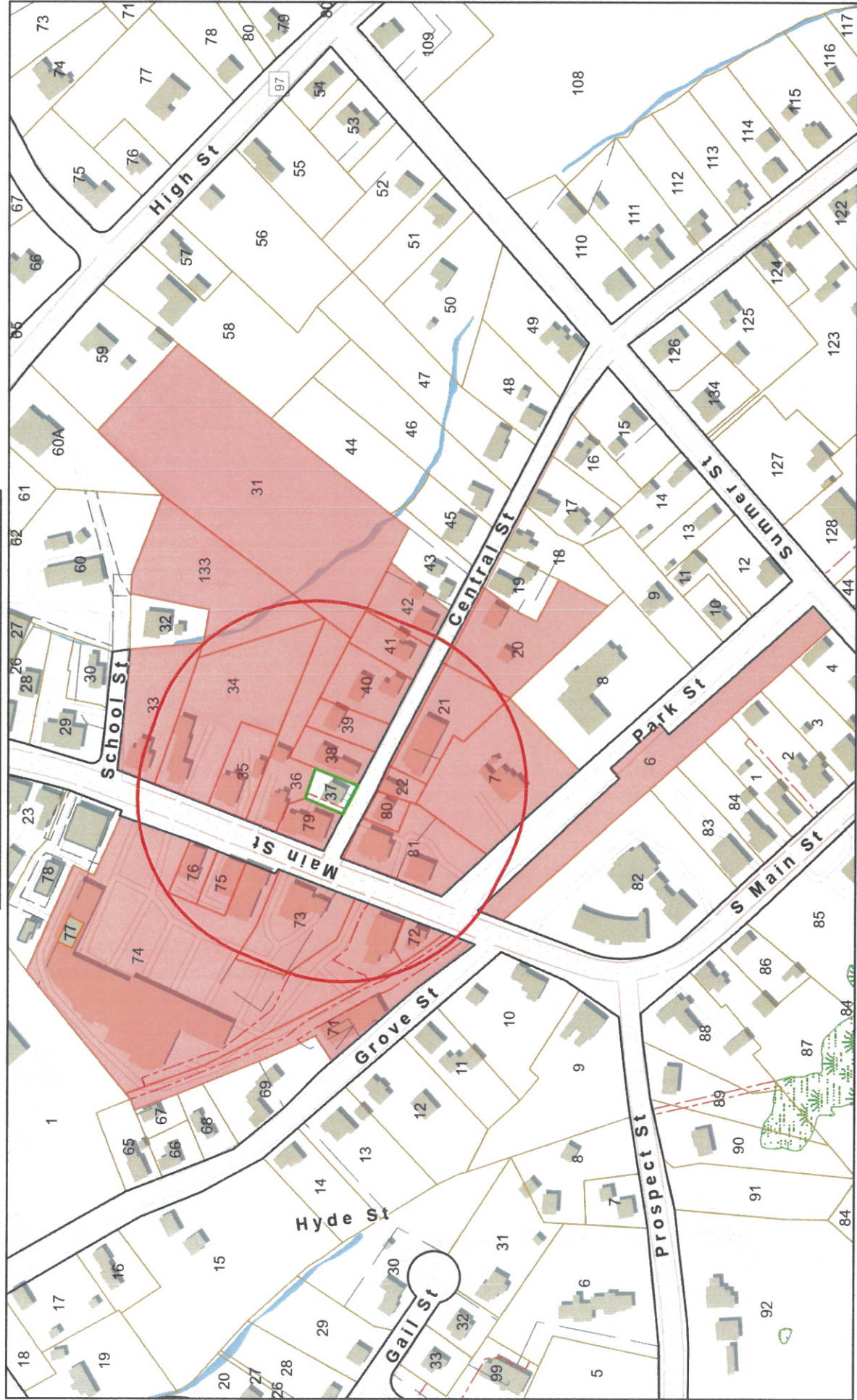
June 27, 2023

Town of Topsfield, MA

1 inch = 250 Feet



www.cai-tech.com



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.





June 27, 2023

TOWN OF TOPSFIELD  
CERTIFIED COPY  
ASSESSOR'S OFFICE  
RAYMOND TR

**Subject Property:**

Parcel Number: 41-37  
CAMA Number: 41-37  
Property Address: 6 CENTRAL ST

Mailing Address: LAWTON RAYMOND TR  
240 BOSTON ST  
TOPSFIELD, MA 01983

**Abutters:**

Parcel Number: 40-71  
CAMA Number: 40-71  
Property Address: 7 GROVE ST

Mailing Address: GROVE REALTY PARTNERS LLC  
7 GROVE ST  
TOPSFIELD, MA 01983

Parcel Number: 40-72  
CAMA Number: 40-72  
Property Address: 2 MAIN ST

Mailing Address: CARGILL WILLIAM R JR TR  
2 MAIN ST  
TOPSFIELD, MA 01983

Parcel Number: 40-73  
CAMA Number: 40-73  
Property Address: 16 MAIN ST

Mailing Address: HAVERHILL SAVINGS BANK  
380 WELLINGTON ST TOWER B  
LONDON, ON N6A4S4

Parcel Number: 40-74  
CAMA Number: 40-74  
Property Address: 30 MAIN ST

Mailing Address: TOPSFIELD VILLAGE SHOPPING  
50 BROAD ST  
SALEM, MA 01970

Parcel Number: 40-75  
CAMA Number: 40-75  
Property Address: 24 MAIN ST

Mailing Address: TIRTH LLC  
151 THOMPSON RD  
WEBSTER, MA 01570

Parcel Number: 40-76  
CAMA Number: 40-76  
Property Address: 32 MAIN ST

Mailing Address: THEODOROU LEONIDAS  
24 KINSMAN LN  
TOPSFIELD, MA 01983

Parcel Number: 40-79  
CAMA Number: 40-79  
Property Address: 17 MAIN ST

Mailing Address: RIVERSKY REALTY PARTNERS LLC  
7 GROVE ST  
TOPSFIELD, MA 01983

Parcel Number: 40-80  
CAMA Number: 40-80  
Property Address: 5 CENTRAL ST

Mailing Address: CHARETTE PROPERTY MANAGEMENT L  
5 CENTRAL ST  
TOPSFIELD, MA 01983

Parcel Number: 40-81  
CAMA Number: 40-81  
Property Address: 15 MAIN ST

Mailing Address: INSTITUTION OF SAVINGS IN NEWB  
PO BOX 32  
IPSWICH, MA 01938

Parcel Number: 41-133  
CAMA Number: 41-133  
Property Address: 35R MAIN ST

Mailing Address: JAMES S PRICE INC  
23 AARON DR  
TOPSFIELD, MA 01983



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6/27/2023

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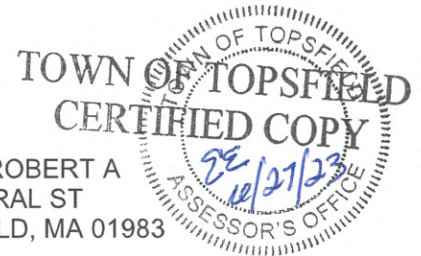
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# 300 feet Abutters List Report

Topsfield, MA

June 27, 2023



Parcel Number: 41-20  
CAMA Number: 41-20  
Property Address: 21 CENTRAL ST

Mailing Address: TRAVIS ROBERT A  
21 CENTRAL ST  
TOPSFIELD, MA 01983

Parcel Number: 41-21  
CAMA Number: 41-21  
Property Address: 15 CENTRAL ST

Mailing Address: NEW ENGLAND TELEPHONE CO  
PO BOX 152206  
IRVING, TX 75015

Parcel Number: 41-22  
CAMA Number: 41-22  
Property Address: 7 CENTRAL ST

Mailing Address: SEVEN CENTRAL LLC  
68 HILL ST  
TOPSFIELD, MA 01983

Parcel Number: 41-31  
CAMA Number: 41-31  
Property Address: 15 SCHOOL AV

Mailing Address: ESSEX COUNTY GREENBELT ASSOCIA  
82 EASTERN AVE  
ESSEX, MA 01929

Parcel Number: 41-33  
CAMA Number: 41-33-0  
Property Address: 37 MAIN ST

Mailing Address: UNKNOWN  
37 MAIN ST  
TOPSFIELD, MA 01983

Parcel Number: 41-33  
CAMA Number: 41-33-1  
Property Address: 37 MAIN ST Unit 1

Mailing Address: PENTA ALEXANDRA  
37 MAIN ST UNIT 1  
TOPSFIELD, MA 01983

Parcel Number: 41-33  
CAMA Number: 41-33-2  
Property Address: 37 MAIN ST Unit 2

Mailing Address: LEWIS JEAN ANN  
37 MAIN ST UNIT 2  
TOPSFIELD, MA 01983

Parcel Number: 41-33  
CAMA Number: 41-33-3  
Property Address: 37 MAIN ST Unit 3

Mailing Address: TALLAKSEN HOLDINGS LLC  
30 SUNRISE RD  
BOXFORD, MA 01921

Parcel Number: 41-33  
CAMA Number: 41-33-4  
Property Address: 37 MAIN ST Unit 4

Mailing Address: ROLLINS AMANDA  
37 MAIN ST UNIT 4  
TOPSFIELD, MA 01983

Parcel Number: 41-34  
CAMA Number: 41-34  
Property Address: 35 MAIN ST

Mailing Address: TOPSFIELD MAC REALTY TRUST LLC  
35 MAIN ST  
TOPSFIELD, MA 01983

Parcel Number: 41-35  
CAMA Number: 41-35  
Property Address: 27 MAIN ST

Mailing Address: MARSTON STREET LLC  
19 HIGH RIDGE RD  
TOPSFIELD, MA 01983

Parcel Number: 41-36  
CAMA Number: 41-36  
Property Address: 23 MAIN ST

Mailing Address: VAN GEYTE FINE PROPERTIES LLC  
PO BOX 234  
CHESTER, NH 03036



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6/27/2023

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# 300 feet Abutters List Report

Topsfield, MA  
June 27, 2023

TOWN OF TOPSFIELD  
CERTIFIED COPY

Parcel Number: 41-38  
CAMA Number: 41-38  
Property Address: 8 CENTRAL ST

Mailing Address: EIGHT CENTRAL PROPERTIES LLC  
245 WETHERSFIELD ST  
ROWLEY, MA 01969

Parcel Number: 41-39  
CAMA Number: 41-39  
Property Address: 12 CENTRAL ST

Mailing Address: RICHARDSON GREEN INC  
PO BOX 499  
MIDDLETON, MA 01949

Parcel Number: 41-40  
CAMA Number: 41-40  
Property Address: 14 CENTRAL ST

Mailing Address: HAUG VERNON L JR TR  
PO BOX 377  
TOPSFIELD, MA 01983

Parcel Number: 41-41  
CAMA Number: 41-41  
Property Address: 18 CENTRAL ST

Mailing Address: MANOS GLENN  
18 CENTRAL ST  
TOPSFIELD, MA 01983

Parcel Number: 41-42  
CAMA Number: 41-42  
Property Address: 20 CENTRAL ST

Mailing Address: REHAK WALTER F JR  
20 CENTRAL ST  
TOPSFIELD, MA 01983

Parcel Number: 41-6  
CAMA Number: 41-6  
Property Address: 8 SUMMER ST

Mailing Address: MASS BAY TRANSPORTATION AUTH  
77 FRANKLIN ST - 9TH FLR  
BOSTON, MA 02110

Parcel Number: 41-7  
CAMA Number: 41-7  
Property Address: 6 PARK ST

Mailing Address: SPMD - SAFETY STRATEGIES FOR H  
50 DUNHAM RD STE 3200  
BEVERLY, MA 01915



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6/27/2023

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OUTLINE CONSTRUCTION SPECIFICATION

A. GENERAL NOTES

1. All work and materials shall conform with state and local codes and regulations, and shall be in accordance with good construction standards.
2. All dimensions to face of stud unless otherwise noted
3. Verify all dimensions prior to ordering materials and/ or fabrication. Do not scale off drawings. Notify architect of any discrepancies in the plans prior to constructing areas in question.

B. SITE WORK:

1. N/A

C. FOUNDATION AND SLAB CONSTRUCTION:

1. N/A

D. FLOOR CONSTRUCTION:

1. Joists: Existing to remain
2. Decking: Existing to remain
3. Insulate: Floors above unconditioned space to min R-30 using closed cell spray foam.
4. Finish flooring: As per plans or owner's selection.
5. Underside Finish: Finish underside of floor joists with UL-L501 Fire Rated Ceiling

E. WALL CONSTRUCTION:

1. Studs: 2x4 interior studs @ 16" on center, except where indicated. - Refer to Table R602.3(1) Fastener Schedule for Structural Members.
2. Top Plates: Cap walls with double top plate overlapped at corners and intersection with bearing partitions.
3. Sheathing: Existing to remain
4. Siding: Patch Existing where exterior door & windows are being installed
5. Trimboards, casings, and soffits: Match Existing
6. Thermal barrier: Existing to remain
7. Finish: Install 1/2" Blueboard & plaster, prep, primed and painted with 2 finish coats. (colors selected by Owner)

F. ROOF CONSTRUCTION:

1. Framing: Existing to remain
2. Ties: Existing to remain
3. Sheathing: Existing to remain
4. Roof Shingles: Existing to remain
5. Trim: Existing to remain
6. Soffits and Porch ceiling: Existing to remain
7. Insulation: Existing to remain
8. Finish: Existing to remain

G. DOORS AND WINDOWS:

1. Windows: (Refer to window schedule) Window and ext. doors shall be Energy Star rated and qualify for Federal Tax Credits. Install pre-finished aluminum cap flashing on windows and 6" wide "Vycor" membrane flashing around entire opening sealed to nailing flange and sheathing window openings. Install bituthane membrane pan flashing at sill.
2. Door sizes: Shall be as noted on plans and be approved by Owner.
3. Wind Pressure Rating: All exterior windows and doors to have min. 30 DP rating, which meet or exceed local wind pressure exposure ratings. Selected manufacturers shall provide product test documentation verifying compliance prior to ordering materials.
4. Exterior Doors: Fiberglass entry doors Thermatru or equal. (see window schedule for exterior glass doors)
5. Interior Doors: Refer to plans for sizing. Owner to approve material, style, and finish.

H. INTERIOR MILLWORK:

1. Install paint grade window and door casings, and baseboard per Owner's Selection
2. Install new Cabinetry by others

I. MECHANICAL, ELECTRICAL & FIRE PROTECTION:

1. HVAC & Plumbing: Review heating system options with owner. Provide all piping, ductwork and fittings as per code. Fixtures and faucets shall be approved by Owner.
2. Electrical: Assess existing overhead service, panel and breakers. Upgrade as needed for separate meters. Install electrical, communication, outlets, switches, lighting, CAT 5 cable and TV jacks as per plan or as directed by Owner
3. Light Fixtures: Electrical contractor shall furnish all equipment and fixtures. Final locations of all fixtures to be approved by Owner.
4. Smoke, Heat and CO Detectors: Install hard wired smoke detectors, carbon monoxide and heat detectors as required by the local fire department.

Additions & Renovations to the  
6 Central Street

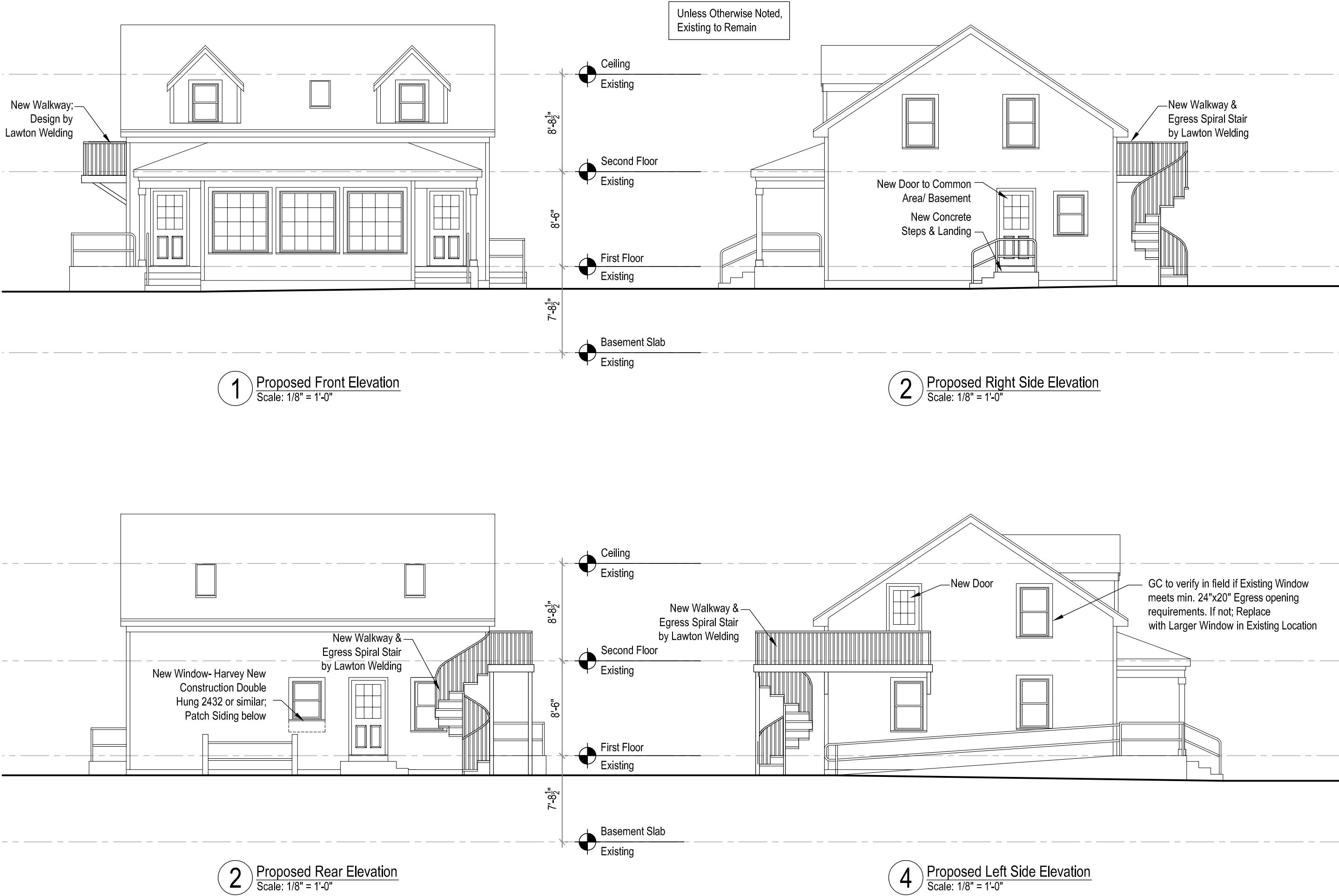
6 Central Street, Topsfield MA

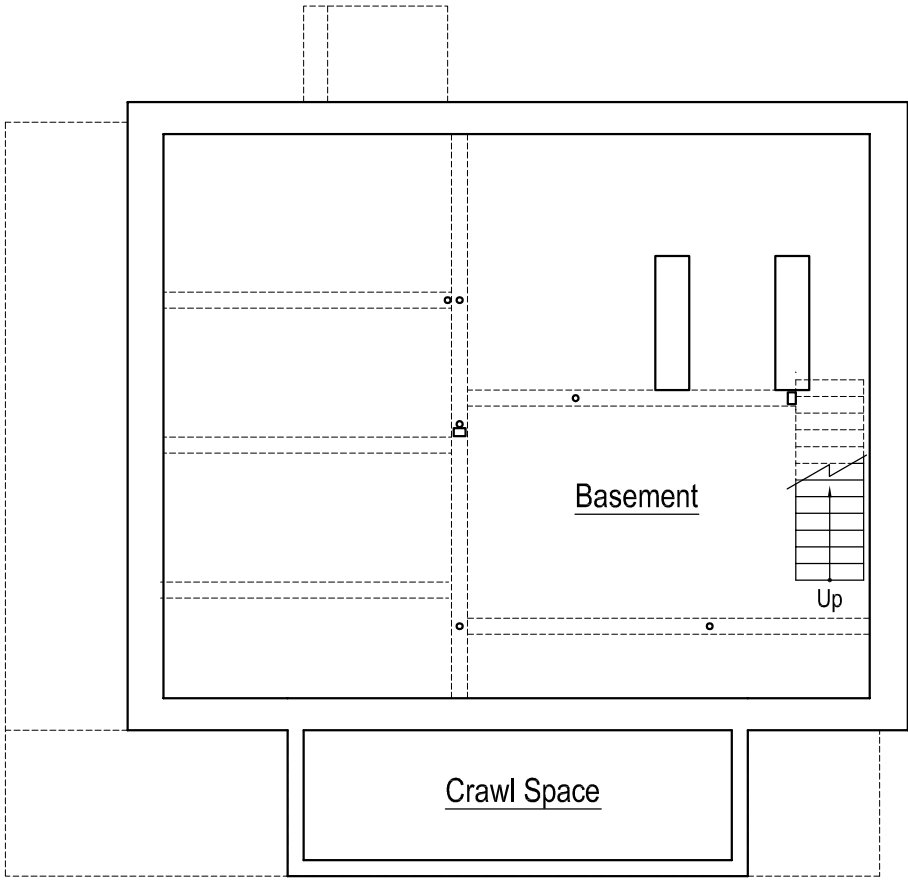
SHEET INDEX

- T1 -----COVER SHEET  
- OUTLINE CONSTRUCTION SPECS.  
- EXTERIOR ELEVATIONS  
- SHEET INDEX

ARCHITECTURAL DRAWINGS:

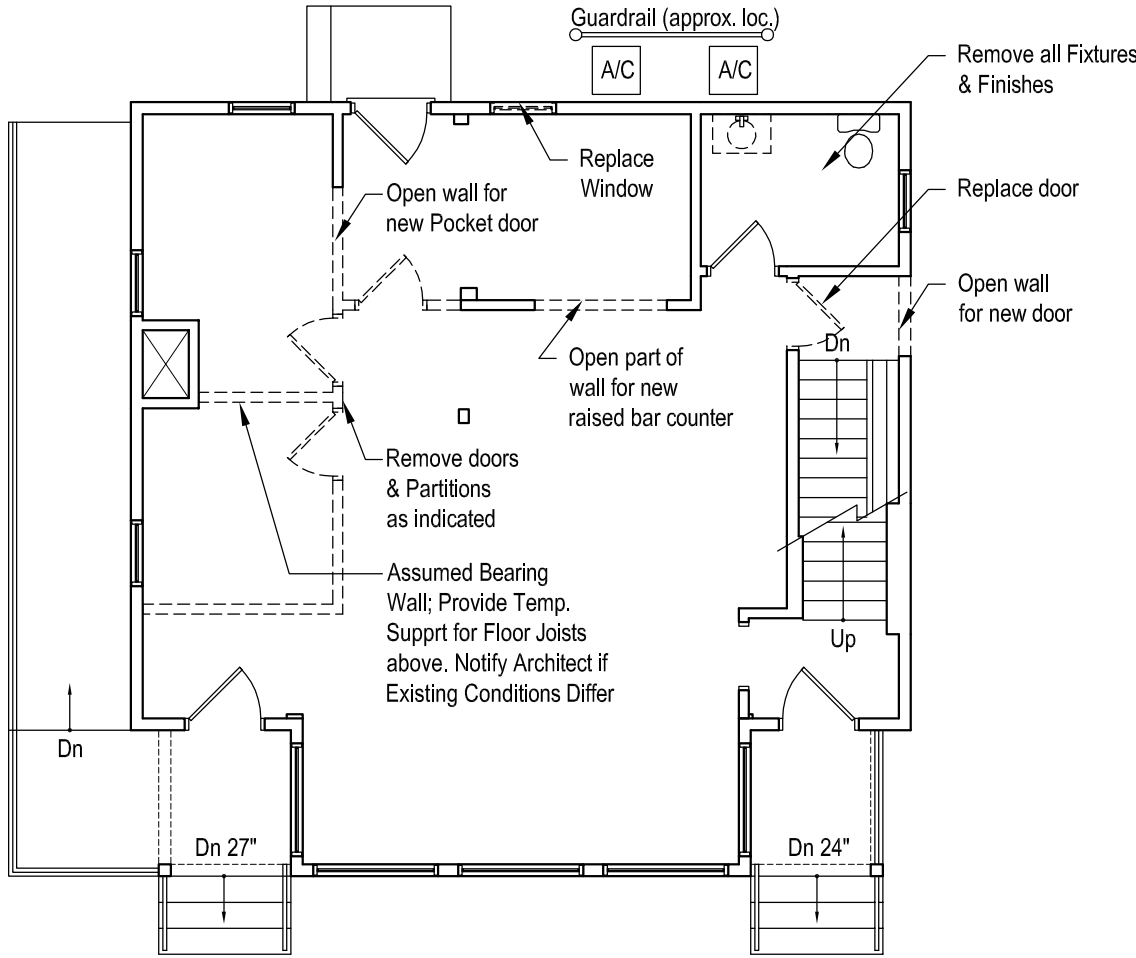
- D1 ----- EXISTING/ DEMO PLANS  
A1 ----- BASEMENT PLAN  
- FIRST FLOOR PLAN  
A2 ----- SECOND FLOOR PLAN



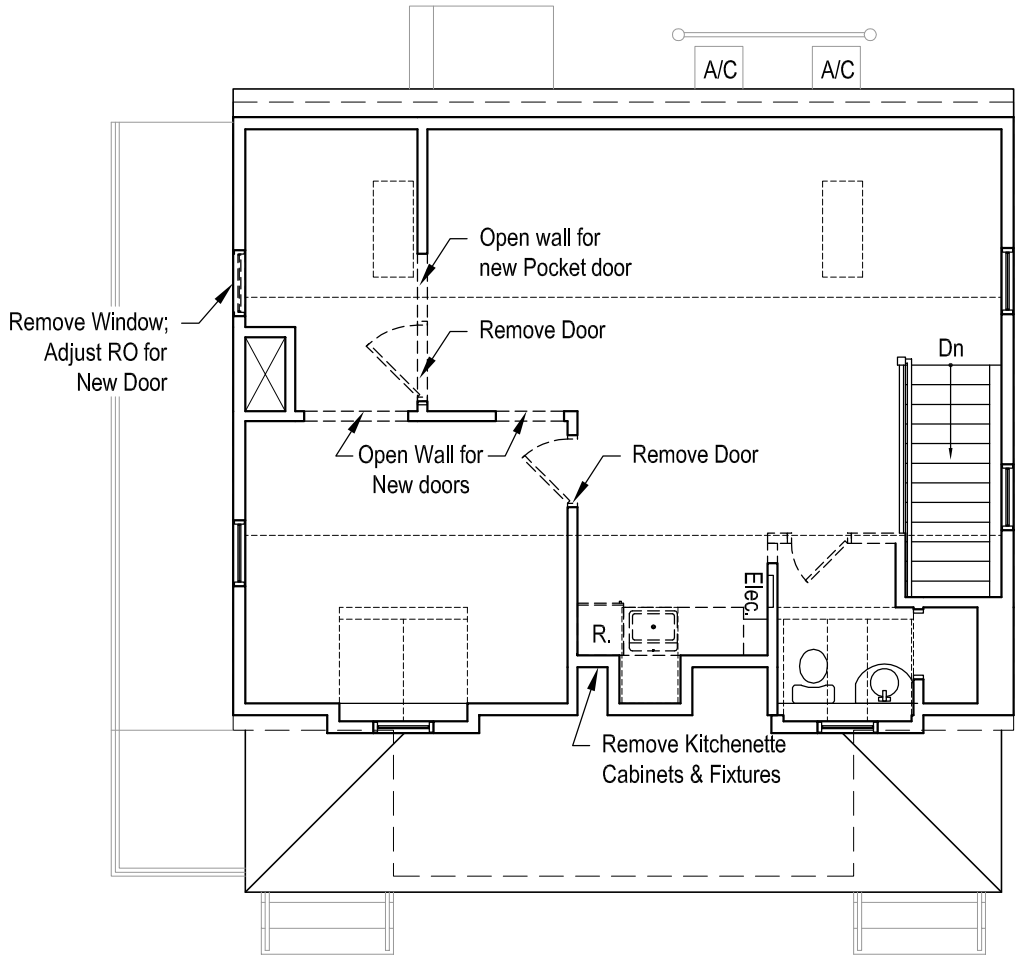


1 Existing/ Demo Basement Plan  
Scale: 1/8" = 1'-0"

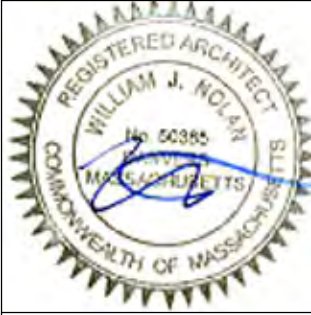
Floor Plan Legend	
New Wall	
Existing Wall to Remain	



2 Existing/ Demo First Floor Plan  
Scale: 1/8" = 1'-0"



3 Existing/ Demo Second Floor Plan  
Scale: 1/8" = 1'-0"



Additions and Renovations to  
**6 Central Street**  
6 Central Street - Topsfield, MA

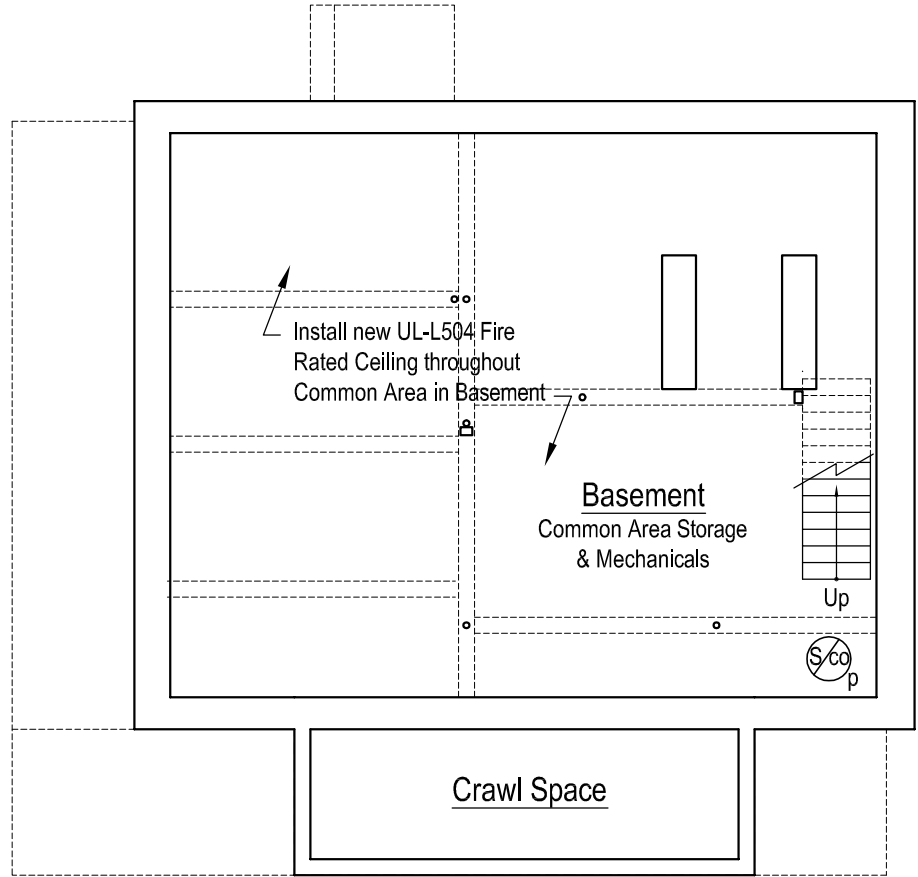
Existing/ Demo Plans

Date: May 8, 2023 Scale: 1/8"=1'-0"

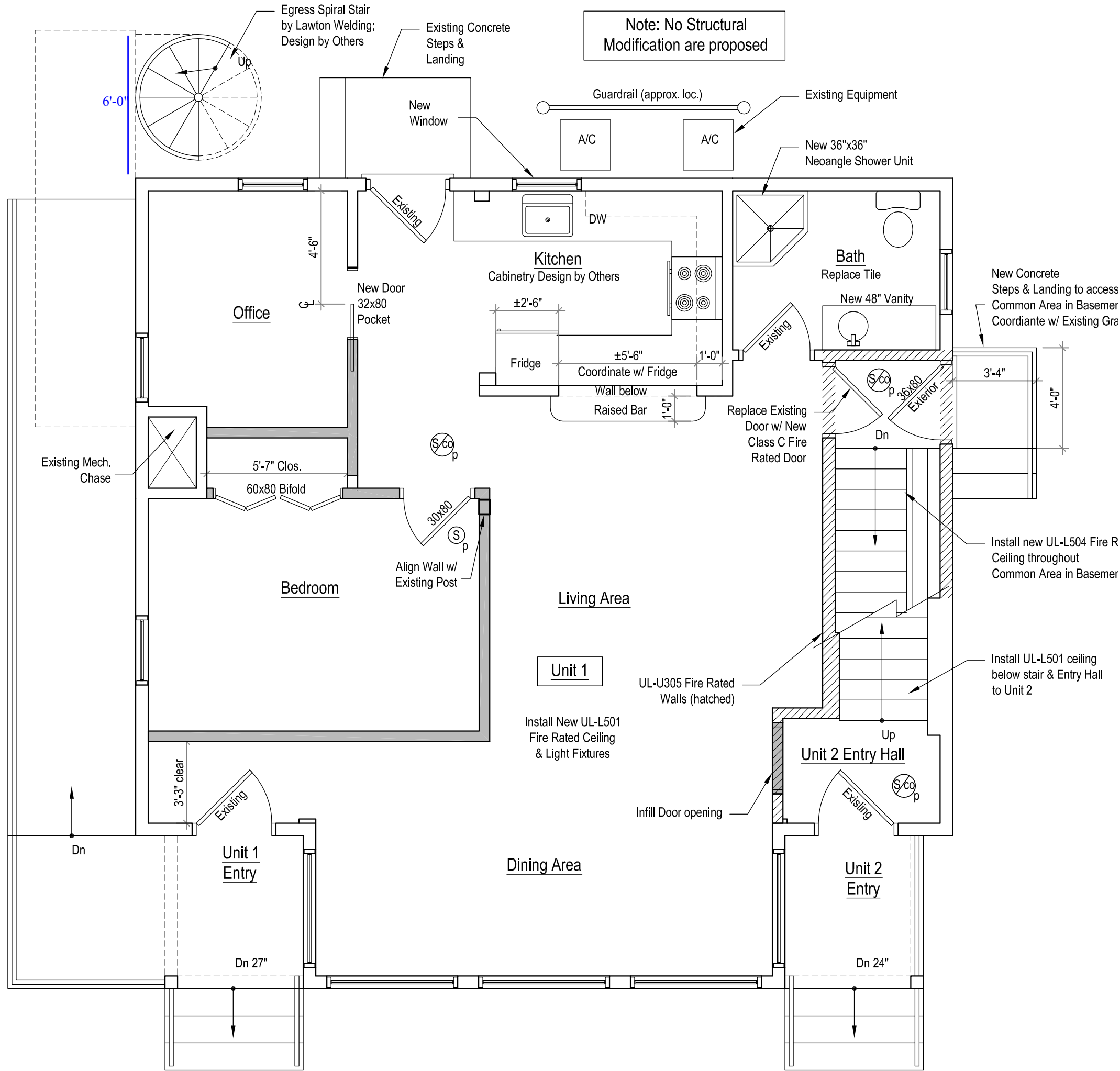
Drawing Number  
**D1**



Floor Plan Legend	
New Wall	
Existing Wall to Remain	
Demo Wall	
Photo sensitive smoke detector (hard wired)	
Combination photo sensitive smoke/carbon monoxide detector	
Heat detector	



1 Proposed Basement Plan  
Scale: 1/8" = 1'-0"



2 Proposed First Floor Plan  
Scale: 1/4" = 1'-0"

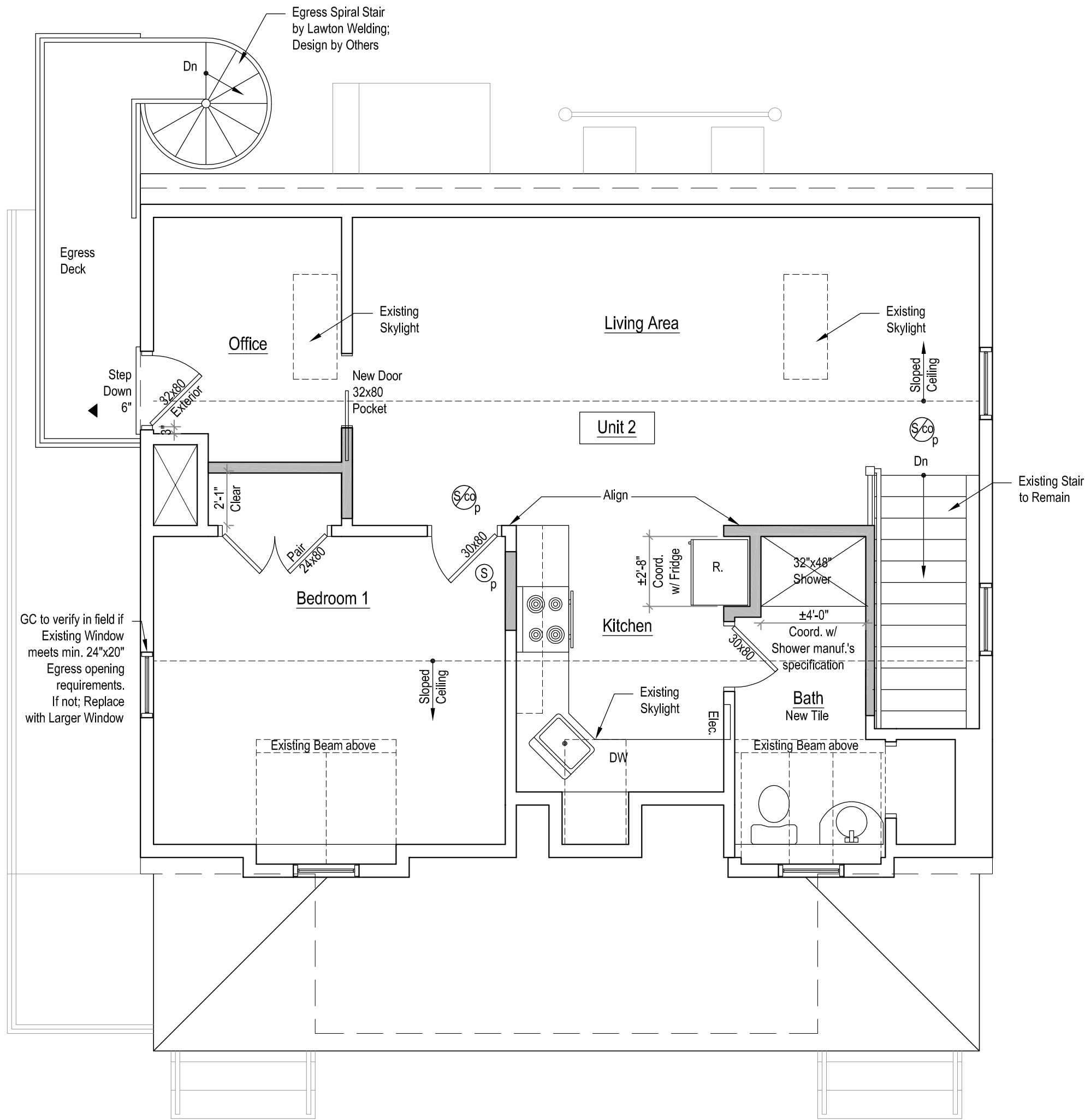


Additions and Renovations to  
**6 Central Street**  
6 Central Street - Topsfield, MA

First Floor Plan  
Proposed  
Date: May 8, 2023  
Scale: As Noted

Drawing Number  
**A1**  
© 2023 by Savoie Nolan Architects LLC

Floor Plan Legend	
New Wall	<div></div>
Existing Wall to Remain	<div></div>
Demo Wall	<div></div>
Photo sensitive smoke detector (hard wired)	<div>S</div> <div>p</div>
Combination photo sensitive smoke/carbon monoxide detector	<div>S/CO</div> <div>p</div>
Heat detector	<div>H</div>



1 Proposed Second Floor Plan UNIT 2  
Scale: 1/4" = 1'-0"



Additions and Renovations to  
**6 Central Street**  
6 Central Street - Topsfield, MA

Second Floor Plan  
Proposed

Scale: 1/4"=1'-0"

Date: May 8, 2023

Drawing Number

**A2**