

Case Number:	PB		RECEIVED BY TOWN CLERK
Date Submitted:			
Hearing Date:			



TOWN OF EASTHAM PLANNING BOARD
MAJOR SITE PLAN
EASTHAM CORRIDOR SPECIAL DISTRICT (ECSD)

2500 State Highway, Eastham, MA 02642
 All Departments 508-240-5900
 www.eastham-ma.gov

- Application must be completed in its entirety to avoid delays in processing.
- Form must be received by Planning Department with appropriate fees, prior to filing deadline.
- **Submittal must include a denial letter or zoning determination from the Eastham Building Commissioner.**
- File one (1) original and twelve (12) copies of this application with 11"x17" project plans with the Planning Department.

Major Site Plan approval shall be granted upon a favorable vote of a majority of the Planning Board upon a determination that all of the requirements listed in Section V, District I, subsection G, ECSD District Wide Development Standards, have been satisfied and a public hearing shall be required.

Property Address: _____ **Map:** _____ **Parcel:** _____

Zoning District:

CORE COMMERCIAL	<input type="checkbox"/>	TRANSITION COMMERCIAL	<input type="checkbox"/>	OFFICE RESIDENTIAL	<input type="checkbox"/>	LIMITED COMMERCIAL	<input type="checkbox"/>	TRADE PARK	<input type="checkbox"/>
-----------------	--------------------------	-----------------------	--------------------------	--------------------	--------------------------	--------------------	--------------------------	------------	--------------------------

Building Commissioner's Letter of Denial or Zoning Determination Attached: YES ____ NO ____

OWNER NAME:	APPLICANT NAME*
Owner Address:	Applicant Address:
City, State, ZIP:	City, State, ZIP:
Phone:	Phone:
Email:	Email:
Owner Signature:	Applicant Signature:
<i>If there are multiple owners of a property (i.e. an Association), please list names and signatures and attach.</i>	<i>*If applicant is not the owner of record of the property, written authorization from the owner must accompany this application.</i>
CONTACT/REPRESENTATIVE*:	
Name:	Phone:
Mailing Address:	Email:

Total Acreage: _____

Are there any existing Special Permits or Variances associated with this property? Yes ____ No ____

Description of Proposal *(Please attach separate narrative if additional space is needed):*

MAJOR SITE PLAN REVIEW CATEGORIES - CHECK ALL THAT APPLY		ENTER PROPOSED SIZES/DIMENSIONS/AMOUNTS
<input type="checkbox"/>	Exterior construction or expansion of structure(s) resulting in an increase between 501 – 3000 of the building footprint or exterior of building or site area.	Proposed Square Footage:
<input type="checkbox"/>	Increase greater than 500 sf of additional site coverage	Proposed Site Coverage:
<input type="checkbox"/>	Change of Use	Former/Proposed Use:
<input type="checkbox"/>	Creation of 5 -10 additional parking spaces	# Parking Spaces Proposed:
<input type="checkbox"/>	Changes to site access, pattern of pedestrian and/or vehicular movement within the site or in relation to adjacent properties or streets, including interconnection(s) between adjacent lots	Attach Description & Plans:
<input type="checkbox"/>	2-3 new interior Accessory Dwelling Units (ADUs) (no change to building footprint)	# ADUs:
<input type="checkbox"/>	1-3 new dwelling units, principal or accessory use	# New Dwelling Units:
<input type="checkbox"/>	For Pre-Existing Non-Conforming Structures/Uses: A pre-existing, non-conforming structure or use may change or expand up to 1000 square feet of the building footprint or exterior of building or site area or undergo a change of use in accordance with Section V, District I, subsection H.3.b, Major Site Plan Review, provided that the following criteria are determined to be met:	
<input type="checkbox"/>	The property shall have no more than one defined curb cut onto Route 6 or shall provide an interconnection to an adjacent property to limit future curb cuts onto Route 6;	# Existing Curb Cuts: ____ Interconnection provided or proposed? YES ____ NO ____
<input type="checkbox"/>	A landscaped area of at least 20 feet in depth wide exists or will be provided and shall be maintained on the subject property along its road frontage; or, for pre-existing non-conforming sites where the building is within 30 feet of the road Right of Way a landscaped area of at least 12 feet shall be required.	Landscaped Area Exists? YES ____ NO ____ Dimensions of Landscaped Area: _____
<input type="checkbox"/>	The amount of parking in the Front Yard area shall be reduced <i>Front Yard = A space extending the full width of the lot between the front line of the nearest building wall or structure and the front lot line. On corner lots or lots with frontage on two roadways, the front yard shall extend along the frontage on both streets.</i>	# Parking Spaces to be removed from Front Yard Area: ____
<input type="checkbox"/>	The <u>specific change or expansion</u> shall comply with all dimensional standards in the ECSD	Attach description/plans/checklist indicating compliance for the specific change(s) proposed:

1. Proposed Site Coverage Calculation:

PROPOSED SITE COVERAGE				
GROSS HORIZONTAL AREA	STRUCTURE	ATTACHED ROOFED STRUCTURE (SQ.FT.)	DETACHED ROOFED STRUCTURE (SQ. FT.)	TOTALS (SQ. FT.)
BASEMENT				
FIRST FLOOR				
SECOND FLOOR				
THIRD FLOOR				
TOTAL				

Note: See Eastham Zoning Bylaw Section III for Site Coverage definition.

- 2. Proposed Site Coverage (Total): _____ sq. ft.
- 3. Lot Size: _____ sq. ft.
- 4. Proposed Site Coverage Ratio: _____ % [Site Coverage (2) ÷ Lot Size (3)]
- 5. Existing Site Coverage: (if a reconstruction project)

EXISTING SITE COVERAGE				
GROSS HORIZONTAL AREA	STRUCTURE	ATTACHED ROOFED STRUCTURE (SQ.FT.)	DETACHED ROOFED STRUCTURE (SQ. FT.)	TOTALS (SQ. FT.)
BASEMENT				
FIRST FLOOR				
SECOND FLOOR				
THIRD FLOOR				
TOTAL				

- 6. Existing Site Coverage (Total): _____ sq. ft.
- 7. Existing Site Coverage Ratio: _____ % [Site Coverage (6) ÷ Lot Size (3)]
- 8. Site Coverage Increase: _____ sq. ft.
- 9. Percentage of Expansion: _____ % [Site Coverage Increase (8) ÷ Lot Size (3)]

10.

FRONT SETBACK		REAR SETBACK		SIDE SETBACK 1		SIDE SETBACK 2	
EXISTING	PROPOSED	EXISTING	PROPOSED	EXISTING	PROPOSED	EXISTING	PROPOSED

Note: See Eastham Zoning Bylaw Section IX.B for Setback Requirements.

Please be advised that by making this application, you are authorizing the Planning Board members and their agents to make site inspection of your property. It is imperative that the Street and Property in question are marked. This form must be filled out completely. Please contact Town Planner with any questions prior to filing deadline. **Failure to include all information &/or plans and documentation could cause a delay or denial of your project.**

Application Instructions: Major Site Plan Approval EASTHAM CORRIDOR SPECIAL DISTRICT

Completed forms, plans and supporting information must be received by the filing deadlines posted in the Planning Board's office with the appropriate fee to be assigned to the earliest possible meeting at which the case can be heard. The Planning Board shall hold a hearing within sixty-five (65) days of receipt of a completed application and shall make a decision within ninety (90) days of opening the public hearing. Abutter notification will be done by the Planning Board office. Associated fees for this application are \$250.00 filing fee, \$25.00 for the certified list and labels, plus \$8.00 per abutter for the meeting notice by certified mail and notice of final decision by regular mail.

- Filing Fee (\$250.00)
- Abutter Certification (\$25.00)
- Abutter Mailing Fee (\$8.00 per Abutter)
- Original plus twelve (12) copies of the application along with original plus twelve (12) sets of plans, including floor plan, elevation and septic design, and supporting information shall be filed with the Planning Board.
- Denial Letter or Zoning Determination from Building Commissioner**
- Schedule of Construction Procedures (*Including any proposed removal or demolition of major structural components - required for all renovations, alterations or additions*)
- Narrative statement describing the project.
- Building Floor Plans and Elevations (Existing & Proposed) - (*Reduced size plans acceptable 11x17*)
- A checklist showing compliance with the design standards and/or dimensional requirements**

- All site plans shall be prepared by a Registered Professional Land Surveyor or a Registered Professional Civil Engineer.** All site plans shall be on standard 11" x 17" sheets, and each shall be at a defined scale suitable for the content of the topic covered on the sheet and shall include the following:
 - The location and boundaries of the lot, adjacent street/ways and a list showing names and addresses of direct abutters and abutters to the abutters within 300 feet,
 - Existing and proposed topography showing 2-foot contours, identifying the datum (i.e., "benchmark") used and significant land features, natural and man-made, including, but not limited to, the location of wetlands, streams, bodies of water, drainage swales and areas subject to flooding,
 - Existing and proposed structures, including dimensions and all elevations,
 - The existing and proposed location of loading areas, driveways, walkways, access and egress points, and the location and number of parking spaces,
 - The location and description of all proposed on site wells, water supply systems, storm drainage systems, utilities, sites for enclosed refuse containers and location and capacity of septic systems,
 - Proposed landscape plan showing the location and description of screening, fencing, plantings, significant trees and finished grade contours,
 - The location and description of existing signs and the location and a sketch of proposed signs,
 - The location and description of existing and proposed open space or recreation areas,
 - A lighting plan showing existing and proposed exterior lighting, including building and ground lighting,
 - A plan for the control of sedimentation and erosion if applicable,
 - All easements, restrictions and covenants,

PLEASE ATTACH WRITTEN REQUEST FOR WAIVERS FOR ANY ITEMS ON CHECKLIST

I acknowledge that the above information is included in the application OR I have indicated items seeking waivers (W). Omitting an item could result in a delay in processing your application.

X (please sign) _____

Questions regarding the applicability of any of the above requirements to a specific project can be addressed to the Zoning Officer (Building Commissioner) or Town Planner. Applicable fees must be submitted with the application.