

Case Number:	PB	RECEIVED BY TOWN CLERK
Date Submitted:		
Hearing Date:		
Application Revised 9/19/19		



TOWN OF EASTHAM PLANNING BOARD SITE PLAN APPROVAL - RESIDENTIAL

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.

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

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

OWNER NAME:	APPLICANT NAME:*
Owner's Address:	Applicant's 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:

Directions to the property: _____

Year Lot was created: _____ Year house &/or Structures were constructed: _____

Lot Size: _____

Present Use of Property: _____

Total Number of Buildings on Lot _____ Number of Habitable Dwellings on Lot _____

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

If yes, please list case numbers or Book/Page numbers: _____

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

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.

1. Proposed Site Coverage Calculation:

PROPOSED SITE COVERAGE				
GROSS HORIZONTAL AREA	DWELLING	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	DWELLING	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

SITE PLAN REVIEW DETERMINATION
(Check applicable statement)

- _____ Lot contains less than 20,000 sq. ft. and resulting Site Coverage Ratio is greater than 15% (Line 4) and/or Percentage of Expansion is greater than 2.5% (Line 9), the project requires Site Plan Review - Residential approval. NOTE: Project may also require Special Permit from Zoning Board.
- _____ Lot contains 20,000 sq. ft. or more and resulting Site Coverage is greater than 3,000 sq. ft. (Line 2), the project requires Site Plan Review - Residential approval.
- _____ Lot contains 40,000 sq. ft. or more and a deed restricted two-family dwelling in accordance with Section IX (A) (2), the project requires Site Plan Review - Residential approval.
- _____ Any proposed addition to or expansion of an existing dwelling or accessory structure in District F: Seashore District must submit an application to the Eastham Planning Board under Section XIV – Site Plan Approval – Residential, if the addition or expansion exceeds 200 square feet.
- _____ Any project resulting in an increase of 200 square feet or less of site coverage, as defined in Section III of the Eastham Zoning Bylaw, shall be exempt from Site Plan Approval – Residential. No more than one (1) exemption shall be granted within a five (5) year period.
- _____ Proposed project does not meet above review thresholds, therefore, the project does not require Site Plan Review - Residential approval.

RESIDENTIAL SITE PLAN APPROVAL SUPPORTING DOCUMENTATION

Site Coverage

Project proponents must fill out and submit "Site Coverage Calculation Worksheet" with Residential Site Plan Approval applications.

Floor Plans

Existing and proposed floor plans need to be submitted. These do not need to be full size sets of drawings. If the floor plans submitted are not to scale, they need to be fully dimensioned. If reductions of scaled drawing are submitted, either a graphical scale or percent reduction needs to be noted.

Project Documentation

- If project is a reconstruction/expansion project please provide photograph(s) of existing structure.
- If applicable, please provide documentation of project approvals that have been granted by the Board of Health (or its Agent), Conservation Commission or Zoning Board of Appeals.
- If project is located within the Cape Cod National Seashore, please provide "Seashore Building Area Computation" form (available at the Building Department Office) with application.

Site Data

Existing Building Footprint: _____ Square Feet

Proposed Building Footprint: _____ Square Feet Existing

Existing Mean Grade Level: _____ Feet (Elevation)

Proposed Mean Grade Level: _____ Feet (Elevation)

Existing Maximum Building Height: _____ Feet

Proposed Maximum Building Height: _____ Feet

Please indicate any square footage not contributing to the site coverage calculation. _____ Square Feet

Reason and Location _____

Standards and Criteria (Section XIV [E]):

Describe how the proposed project meets the following criteria (use additional paper if necessary):

1. The landscape shall be preserved in its natural state insofar as practical. The Board shall encourage the applicant to avoid grade changes and the removal of native vegetation and soil.

2. The proposed development shall relate harmoniously to the terrain and to the use, scale and proportions of existing and proposed buildings in the neighborhood.

3. Proposed development shall be in harmony with the prevailing character height and scale of other buildings in the neighborhood and the Town through the use of appropriate scale, massing, building materials, screening, lighting and other architectural techniques.

4. Proposed building sites shall avoid impact on steep slopes, flood plains, hilltops, dunes, scenic views and wetlands.

5. The protection of unique or significant environmental resources including protection and maintenance of groundwater quality and recharge volume and the water quality of coastal and fresh surface water bodies.

6. The site plan shall maximize the convenience and safety of vehicular and pedestrian movement within the site and in relationship to adjacent ways.

Please refer to the Residential Site Plan Approval Guidance Document found on the Planning and Zoning webpage: http://www.eastham-ma.gov/Public_Documents/EasthamMA_Planning/index

All information must be submitted at the time of filing. Incomplete applications may be delayed in processing, or refused to be heard by the Planning Board. Applicable fees must be submitted with the application.

Application Instructions/Checklist: Site Plan Approval – Residential Town of Eastham Zoning By-laws Section XIV

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 days (90) of opening the public hearing. Abutter notification will be done by the Planning Board office.

- Filing Fee (\$250.00)
- Abutter Certification (\$25.00)
- Abutter Mailing Fee (\$8.00 per Abutter)

- Denial Letter or Zoning Determination from Building Commissioner**

**For properties located within the National Seashore*

- Cape Cod National Seashore (CCNS) Building Area Computation Sheet *(Note the computation sheet must be verified and initialed by CCNS Representative. Sheet available on Town of Eastham website)*

- If an environmentally sensitive area, letter of review from the Conservation Agent or Conservation Commission Order of Conditions.

- Twelve (12) copies of the application along with Twelve (12) sets of reduced plans not to exceed 11"x17", including existing and proposed floor plans, proposed elevations and septic design, and supporting information shall be filed with the Planning Board. Building permit quality documents should be submitted.
 - (12) copies of certified plot/site plan of existing conditions in 11" x 17"
 - (12) copies of certified plot/site plan of proposed changes in 11" x 17"
 - (12) copies existing floor plan in 11" x 17"
 - (12) copies of proposed floor plan in 11" x 17"
 - (12) copies of all proposed elevations in 11" x 17"
 - (12) copies of existing or proposed septic upgrades in 11" x 17" (important for staff review of application)If upgrades to the septic are proposed, letter of review from the Health Agent or Board of Health Approval.

- 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 streets/ways and the names of direct abutters.
 - Existing and proposed topography showing two foot contours showing “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 area subject to flooding and also any existing native vegetation
 - 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.
 - Proposed landscape plan or narrative description explaining the location and description of screening, fencing, plantings, significant trees and finished grade contour.
 - A lighting plan showing existing and proposed exterior lighting, including building and ground lighting and/or a cut sheet/spec sheet for all proposed outdoor lighting fixtures.

NOTE: A WAIVER MUST BE REQUESTED FOR ANY MATERIALS NOT PROVIDED ON THE 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.