

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



## TOWN OF EASTHAM PLANNING BOARD

# SITE PLAN APPROVAL - SPECIAL PERMIT

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 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: \_\_\_\_\_

Public Ways to be used \_\_\_\_\_

Private Ways to be used: \_\_\_\_\_

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):*

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*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	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.

**PROJECTS REQUIRING SITE PLAN SPECIAL PERMITS  
(Check applicable statement)**

- \_\_\_\_\_ The construction or exterior alteration of any commercial, retail and/or mixed use structure.
- \_\_\_\_\_ The change, alteration or expansion of use of any commercial, retail and/or mixed use structure.
- \_\_\_\_\_ The change, in whole or in part, of any residential use to a non-residential use, or of any non-residential use to a residential use.
- \_\_\_\_\_ Change of an existing use/structure which constitutes a more intensive use of land, which includes:  
 \_\_\_\_\_ (1). Changes any pattern of pedestrian or vehicular movement within the site or in relation to adjacent properties or streets including access by emergency vehicles, or creates more pedestrian or vehicular traffic than the existing use,  
 \_\_\_\_\_ (2). Requires or will add more parking spaces,  
 \_\_\_\_\_ (3). Uses a greater portion of the lot,  
 \_\_\_\_\_ (4). Requires a special permit in the district where the existing use is permitted as a matter of right.
- \_\_\_\_\_ Outside display of devices, goods or other objects for sale, rent or for the promotion of the business outside, if kept in place after daily business hours. (See Zoning Bylaw Section XIII.B.e for further information.)

## Application Instructions: Site Plan Approval – Special Permit Town of Eastham Zoning By-laws Section XIII

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.

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

- 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)*
- 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.
- 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 site wells, water supply systems, storm drainage systems, utilities, sites for enclosed refuse containers and location and capacity of septic systems.
- Proposed landscape plan or narrative description explaining the location and description of screening, fencing, plantings, significant trees and finished grade contour.
- The location and description of existing signs (a photograph is acceptable) and the location and 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 and/or a cut sheet/spec sheet for all proposed outdoor lighting fixtures.
- A plan for control of erosion, if applicable.

**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.*