

TOWN OF EASTHAM  
PLANNING BOARD  
2500 State Highway  
Eastham, MA 02642



Case Number:     PB      
Date Submitted: \_\_\_\_\_  
Hearing Date: \_\_\_\_\_

Received by Town Clerk:

**SITE PLAN APPROVAL –**  
**SPECIAL PERMIT APPLICATION**

Map \_\_\_\_\_ Parcel \_\_\_\_\_  
FEE: **\$250.00**

Form must be completed in its entirety in order to avoid delay.  
Form must be received by the Planning Board, with appropriate fee, prior to the filing deadline posted in the Planning Department.  
File original plus twenty (20) copies of this form and original plus twenty (20) sets of 11x17” plans with the Planning Board. The original signatures are filed with the Town Clerk.

OWNER: \_\_\_\_\_ APPLICANT\* \_\_\_\_\_

Owner’s Address: \_\_\_\_\_ Applicant’s Address: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Applicant Signature \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Location: \_\_\_\_\_ Lot #(s): \_\_\_\_\_ Block # \_\_\_\_\_

Total Acreage: \_\_\_\_\_ sq. ft.

Public Ways to be Used: \_\_\_\_\_

Existing Private Ways to be Used: \_\_\_\_\_

Briefly describe the scope and purpose of this project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Received by Eastham Town Clerk:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Signature: \_\_\_\_\_

Building Inspector’s Letter of Denial:

Date: \_\_\_\_\_

Attached: Yes \_\_\_\_\_ No \_\_\_\_\_

**\*If applicant is not the owner of record of the property, written authorization from the owner must accompany this application.**

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 TO FACILITATE IDENTIFICATION. PLEASE PROVIDE DIRECTIONS IF NECESSARY.

**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 days (90) 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.*

- Original plus twenty (20) copies of the application along with original plus twenty (20) sets of plans, including floor plan, elevation and septic design, and supporting information shall be filed with the Planning Board.
- All site plans shall be prepared by a Registered Professional Land Surveyor and 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 showing the location and description of screening, fencing, plantings, significant trees and finished grade contours.
  - 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.
  - a plan for control of erosion, if applicable.

I acknowledge that the above information is included in the application OR I have indicated items seeking waivers (W). Omitting an item or indicating could result in a delay from the Planning Board. N/A is not an acceptable answer.

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 Inspector) or Town Planner. Applicable fees must be submitted with the application.***

APPLICATION CHECKLIST