



**TOWN OF EASTHAM
PLANNING BOARD**
2500 State Highway
Eastham, Massachusetts 02642

**Received by Town
Clerk:**

FEE \$250.00

MAP _____ PARCEL _____

Case Number: PB - _____
Date Submitted: _____
Hearing Date: _____

**SITE PLAN APPROVAL –
RESIDENTIAL APPLICATION**

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 plus original plus twenty (20) sets of 11x17” plans with the Planning Board. The originals are filed with the Town Clerk.

OWNER(S):	APPLICANT*
Owner’s Address:	Applicant’s Address:
City, State, ZIP:	City, State, ZIP:
Phone:	Phone:
Email:	Email:
Owner(s) Signature(s):	Applicant Signature
<i>If there are multiple owners of a property (i.e. joint ownership or an Association), please list names and signatures and attach.</i>	
Contact/Representative*:	Phone:
Email:	

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

Directions to the Property (public or private?): _____
Year lot was created _____ Year house &/or structures were constructed _____
Are there any existing Special Permits or Variances associated with this property? Yes No
If yes, please list Case Numbers or Book/Page numbers _____
Lot Size: Total Acreage _____ square feet

Description of Project:

Present Use of Property _____
Total Number of Buildings on Lot _____ Number of Habitable Dwellings on Lot _____
Building Inspector’s Letter of Denial: Attached: Yes _____ No _____ Date Issued: _____

PLEASE BE ADVISED THAT BY MAKING THIS APPLICATION, YOU ARE AUTHORIZING 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: 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. Associated fees for this application are \$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.

___ Twenty (20) copies of the application along with Twenty (20) 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.

- ___ Twenty (20) copies of certified plot/site plan of existing conditions in **11" x 17"**
- ___ Twenty (20) copies of certified plot/site plan of proposed changes in **11" x 17"**
- ___ Twenty (20) copies existing floor plan in **11" x 17"**
- ___ Twenty (20) copies of proposed floor plan in **11" x 17"**
- ___ Twenty (20) copies of all proposed elevations in **11" x 17"**
- ___ Twenty (20) 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.

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

___ All site plans shall be prepared by a Registered Professional Land Surveyor and a Registered Professional Civil Engineer. All site plans shall be current and 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 landscaping, showing the location and description of screening, fencing, plantings, significant trees and finished grade contours.
- ___ a lighting plan showing existing and proposed exterior lighting, including building and ground lighting.

___ **\$250.00** Application Fee ___ **\$25.00** Abutter Certification ___ **\$8.00** per Abutter

I acknowledge that the above information is included in the application OR I have indicated items seeking waivers and I understand that failure to include all information &/or plans and documentation could cause a delay or denial of the project:

X (please sign) _____

Questions regarding the applicability of any of the above requirements to a specific project can be addressed to the Town Planner.

Applicable fees must be submitted with the application.

PROPOSED SITE COVERAGE

1. **Proposed Site Coverage Calculation:**

Gross Horizontal Area	Dwelling	Attached Roofed Accessory Structure (sq. ft.)	Detached Roofed Accessory Structure (sq. ft.)	TOTALS (sq. ft.)
Finished Basement				
First Floor				
Second Floor				
Third Floor				
TOTALS				

NOTE: See Section III of the Zoning By-Laws 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)]

EXISTING SITE COVERAGE

5. **Existing Site Coverage Calculation:** (if a reconstruction project)

Gross Horizontal Area	Dwelling	Attached Roofed Accessory Structure (sq. ft.)	Detached Roofed Accessory Structure (sq. ft.)	TOTALS (sq. ft.)
Finished Basement				
First Floor				
Second Floor				
Third Floor				
TOTALS				

NOTE: See Section III of the Zoning By-Laws for Site Coverage definition.

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)]

**SITE PLAN REVIEW DETERMINATION
(Check applicable statement)**

_____ Lot contains less than 20,000 sq. ft. and resulting Site Coverage Ratio is greater than 0.15 (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.

_____ 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 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.