

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



TOWN OF EASTHAM
MODIFICATION OF SITE PLAN/SPECIAL PERMIT/VARIANCE

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.
- File one (1) original and twelve (12) copies of this application with 11"x17" project plans with the Planning Department.

NOTE: Separate applications and filing fees are required if modifications are needed from both Planning Board and Zoning Board of Appeals.

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

Application for modification to the following: (check one per application)			
PLANNING BOARD		ZONING BOARD OF APPEALS	
Site Plan Approval Residential		Special Permit	
Site Plan Approval - Commercial		Variance	
Minor Site Plan Approval			
Major Site Plan Approval			
Site Plan - Special Permit			
Special Permit			
Variance			
Case Number (Original Approval):		Case Number (Original Approval):	

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: _____

Description of Proposed Modification (Please attach separate narrative if additional space is needed):

Complete the following section only if the proposed modification results in changes to the originally approved site coverage.

1. Proposed Site Coverage Calculation:

APPROVED 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)

PROPOSED/MODIFIED 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)]

Complete the following section only if the proposed modification results in changes to the originally approved setbacks

10.

FRONT SETBACK		REAR SETBACK		SIDE SETBACK 1		SIDE SETBACK 2	
APPROVED	PROPOSED	APPROVED	PROPOSED	APPROVED	PROPOSED	APPROVED	PROPOSED

Please be advised that by making this application, you are authorizing the Planning Board and/or Zoning 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/Checklist:

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 (\$90.00)
- Abutter Certification (\$25.00)
- Abutter Mailing Fee (\$8.00 per Abutter)

**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) INCLUDE ORIGINAL AND MODIFIED CALCULATION IF APPLICABLE
- If an environmentally sensitive area, letter of review from the Conservation Agent or Conservation Commission Order of Conditions. – If applicable
- 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 originally approved conditions in 11" x 17"
 - (12) copies of certified plot/site plan of modified changes in 11" x 17"
 - (12) copies originally approved floor plan in 11" x 17" if applicable
 - (12) copies of modified floor plan in 11" x 17" if applicable
 - (12) copies of all originally approved elevations in 11" x 17" if applicable
 - (12) copies of all modified elevations in 11" x 17" if applicable
 - (12) copies of existing and modified 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: **For modifications: Site Plans must clearly delineate proposed modifications.**
 - 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 showing 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.

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.