

Case Number:		RECEIVED BY TOWN CLERK
Date Submitted:		
Hearing Date:		
Application Revised May 15, 2023		



TOWN OF EASTHAM SITE PLAN APPROVAL - RESIDENTIAL

- 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
- **Digital Renderings of proposed structure(s) strongly encouraged (3D Drawings/Photos Mockups etc.)**

APPLICATION TYPE

Site Plan Approval Standard (Planning Board) <input type="checkbox"/>	Site Plan Approval Special Permit (ZBA) <input type="checkbox"/>	Site Plan Approval Variance (ZBA) <input type="checkbox"/>
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Property Address: _____ **Map:** _____ **Parcel:** _____

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

OWNER NAME:	APPLICANT NAME:*
Owners Address:	Applicants Address:
City, State, ZIP:	City, State, ZIP:
Phone:	Phone:
Email:	Email:
Owner Signature:	Applicant Signature:
CONTACT/REPRESENTATIVE*:	
Name:	Phone:
Mailing Address:	Email:

Directions to the property: _____

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

Total Lot Area: _____ **Lot Area Buildable Upland:** _____

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, list case numbers or Book/Page numbers: _____

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

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 21 for definitions for **Site Coverage**, **Lot Area** and **Buildable Upland***

2. Proposed Site Coverage (Total): _____ sq. ft.

3. Lot Size: _____ sq. ft.

4. Proposed Site Coverage Ratio: _____ %
 [Site Coverage (2) ÷ Lot Area **Buildable Upland** (3)]

5. Existing Site Coverage:

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 Area **Buildable Upland** (3)]

8. Site Coverage Increase: _____ sq. ft.

9. Percentage of Expansion: _____ %
 [Site Coverage Increase (8) ÷ Lot Area **Buildable Upland** (3)]

10.

STREET 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 less than 10,000 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)

_____ **Lot between 10,000 – 19,999 sq. ft.** where a proposed addition or expansion of an existing dwelling exceeds 2.5% of the lot area (Line 9) and/or the site coverage ratio including the addition is equal to 15% (Line 4) and where the site coverage ratio for a new dwelling or the addition of an accessory building causes the site coverage ratio to be equal to 15% (Line 4) of the lot area and/or equal to or greater than 2,000 square feet (Line 2), the project requires Site Plan Review - Residential approval. Lot containing 20,000 square feet or more, where the site coverage exceeds 3,000 sq. ft. (Line 2).

_____ **Lot contains 40,000 sq. ft. or more** and a deed restricted two-family dwelling in accordance with Section 10 the project requires Site Plan Review - Residential approval.

_____ **Seashore District exceeding 200 sq. ft.** 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 10 – Site Plan Approval – Residential, if the addition or expansion exceeds 200 square feet.

_____ **Clear Cutting within 6-Foot perimeter of property**
Clear cutting of vegetation within the six (6) foot perimeter vegetation setback, where removal of vegetation is not subject to any other regulatory review may be approved by the Planning Board or its designee without a public hearing provided that abutters sharing a common lot line have been notified of proposed site work no less than fourteen (14) days prior to the date of approval, and no abutter has requested a public hearing. In making its determination, the Planning Board or its designee shall utilize applicable sections of zoning bylaw Section 10 Site Plan Approval.

EXEMPTIONS FROM SITE PLAN REVIEW:

Any interior changes to existing framed structures where alterations will not result in changes to the exterior of the building footprint or visible changes to the site are exempt from site plan review.

Any project resulting in an increase of 200 square feet or less of site coverage, as defined in Section 21 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.

Basements, attics and sheds under 200 sq. ft are exempt from Site Coverage calculation see Site Coverage Definition in Section 21

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 (ZONING BYLAW SECTION 10.3.2)

The Planning Board and in the case of Site Plan Special Permit, the Zoning Board of Appeals, shall approve a site plan in the form submitted or with such reasonable conditions relating to the standards and criteria delineated in this section.

PROVIDE PROJECT NARRATIVE THAT ADDRESSES THE REVIEW CRITERIA DESCRIBED BELOW

- 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.**
 - **Landscaping:** Grade changes, plantings, fencing, and other aspects of landscaping, shall be compatible with the existing natural vegetation on the lot and surrounding area. Clearing of existing native vegetation shall be minimized to the greatest extent possible. Proposed landscaping shall integrate with buildings on the lot and with abutting properties. A minimum of 50% of proposed plants shall be species native to Cape Cod and which are appropriate to the site.

- 2. Proposed development shall be compatible with the prevailing character of other buildings and uses on the site and in the neighborhood and the Town through the use of appropriate height, scale, massing, setbacks, building materials, screening, lighting and other architectural techniques.**
 - **Prevailing Character:** Examples of distinguishing architectural features, height, scale, massing, setbacks and average site coverage based on best available information within the neighborhood shall be considered in context with the proposed development as elements of the prevailing character of the neighborhood. Distinguishing architectural features and examples of historic or aesthetic significance on a building shall be preserved and maintained or replaced with similar elements where feasible and where desirable.
 - **Height and Scale:** The proposed project shall be compatible with other structures on the lot and in the neighborhood and shall maintain balanced proportions in relation to building scale, height, width, roof shape and roof pitch.

- **Massing:** The proposed project shall maintain balanced proportions in relation to the lot area and other structures in the neighborhood. The proposed project shall utilize architectural techniques to help reduce the building massing, including but not limited to the following:
 - The use of dormers, upper floor setbacks, large overhangs, porches and façade variation.
 - The use of interconnected building elements to help make the structure appear smaller than a single mass of the same volume.
 - **Setbacks:** Where feasible and/or permitted, the proposed project shall be sited on the lot in order to maintain and/or enhance or if applicable, create a street front appropriate to the prevailing character of the neighborhood.
 - **Building Materials:** The exterior siding, roof, windows, doors, and trim shall be compatible with desirable and traditional materials used in the community or found within the neighborhood. The use of innovative building materials shall not be discouraged or prohibited provided they are compatible with the prevailing character of the neighborhood.
 - **Lighting:** Exterior lighting shall be down shielded to minimize light pollution.
 - **Architectural Techniques:** Where feasible and/or applicable, the short dimension of the structure shall be oriented toward the street and garage doors shall be oriented away from the street.
3. **Proposed building sites shall avoid impact on steep slopes, flood plains, hilltops, dunes, scenic views and wetlands.**
- Unique physical features and sensitive habitats on the site and/or in the neighborhood shall be considered in context and where feasible, shall be incorporated into the proposed project.
4. **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.**
- Where applicable, the proposed project shall demonstrate avoidance and/or mitigation of detrimental environmental impacts resulting from development.
5. **The site plan shall maximize the convenience and safety of vehicular and pedestrian movement within the site and in relationship to adjacent ways.**
- The proposed project shall provide adequate site lines for vehicles entering and exiting the property.
 - Whenever feasible, the proposed project shall provide adequate space to allow vehicles, including emergency vehicles, to turn around on the property.
 - Whenever feasible, avoid straight entrance driveways.

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.

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. **Site coverage is calculated based on buildable upland portion of the Lot Area**

Project Narrative

Provide a written narrative with supporting plans, photos and/or digital renderings that address the Site Plan Review standards and criteria listed under Zoning Bylaw Section 10.3.2.

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 on Eastham Website) with application.

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.

Application Instructions/Checklist: Site Plan Approval – Residential

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.

<input type="checkbox"/>	Filing Fee (\$250.00)
<input type="checkbox"/>	Abutter Certification (\$25.00)
<input type="checkbox"/>	Abutter Mailing Fee (\$8.00 per Abutter)
<input type="checkbox"/>	Denial Letter or Zoning Determination from Building Commissioner
<input type="checkbox"/>	Project Narrative addressing Site Plan Review Standards and Criteria
<input type="checkbox"/>	<i>*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)</i>
<input type="checkbox"/>	<u>If an environmentally sensitive area</u> , letter of review from the Conservation Agent or Conservation Commission Order of Conditions.
<input type="checkbox"/>	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. Digital Renderings of proposed structure(s) strongly encouraged (3D Drawings/Photos Mockups etc.)
<input type="checkbox"/>	(12) copies of certified plot/site plan of existing conditions in 11" x 17"
<input type="checkbox"/>	(12) copies of certified plot/site plan of proposed changes in 11" x 17"
<input type="checkbox"/>	(12) copies existing floor plan in 11" x 17"
<input type="checkbox"/>	(12) copies of proposed floor plan in 11" x 17"
<input type="checkbox"/>	(12) copies of all proposed elevations in 11" x 17"
<input type="checkbox"/>	(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.
<input type="checkbox"/>	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: <ul style="list-style-type: none"> <input type="checkbox"/> The location and boundaries of the lot, adjacent streets/ways and the names of direct abutters. Total Lot Area and Buildable Upland Area. <input type="checkbox"/> 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 <input type="checkbox"/> Existing and proposed structures, including dimensions and all elevations. <input type="checkbox"/> The existing and proposed location of loading areas, driveways, walkways, access and egress points, and the location and number of parking spaces. <input type="checkbox"/> Proposed landscape plan or narrative description explaining the location and description of screening, fencing, plantings, significant trees and finished grade contour. Trees greater than or equal to 24 inches in diameter. <input type="checkbox"/> 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 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 (Signature) _____