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

TOWN OF EASTHAM

MINOR SITE PLAN APPROVAL
EASTHAM CORRIDOR SPECIAL DISTRICT (ECSD)

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.
- **Submittal must include a denial letter or zoning determination from the Eastham Building Commissioner.**
- File one (1) original and one (1) copy of the application packet including project plans with the Planning Department.

Property Address: _____ Map: _____ Parcel: _____
Zoning District: _____
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:
If there are multiple owners of a property (i.e. an Association), please list names and signatures and attach.		**If applicant is not the owner of record of the property, written authorization from the owner must accompany this application.*
CONTACT/REPRESENTATIVE*:		
Name:		Phone:
Mailing Address:		Email:

	MINOR SITE PLAN REVIEW CATEGORIES - CHECK ALL THAT APPLY	ENTER PROPOSED SIZES/DIMENSIONS/AMOUNTS
☐	Exterior construction, expansion or alteration of structure(s) less than or equal to 500 sf of the building footprint or exterior of building or site area.	Proposed Square Footage:
☐	Additional Site Coverage of less than or equal to 500 sf	Proposed Site Coverage:
☐	Creation of 1- 4 additional parking spaces, and the parking is not located in front of lot.	# Parking Spaces:
☐	Creation of one (1) new interior Accessory Dwelling Unit (ADU).	# ADUs:
☐	For **Pre-Existing Non-Conforming Structures/Uses:** Change or expansion up to 250 sf of building footprint or exterior of building or site area	Proposed site coverage/Square Footage:

Lot Size: _____

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):*

_____

_____

_____

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:

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 V.I.G for Setback Requirements.

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. ***Failure to include all information &/or plans and documentation could cause a delay or denial of your project.***

Application Instructions: Minor Site Plan Approval
Town of Eastham Zoning By-laws Section V Eastham Corridor Special District

The Planning Board or its designee, in coordination with pertinent Town staff, shall review the application for compliance with the standards set forth in Zoning Bylaw Section V as well as all pertinent State and local regulations. The Planning Board or its designee may approve an application subject to such reasonable conditions as may be necessary or appropriate to:

a. Enforce compliance with the pertinent requirements of the Eastham Zoning Bylaw.
b. Protect the health, safety, convenience, and general welfare of the inhabitants of the Town of Eastham.

- ☐ Filing Fee ($25.00)
- ☐ One (1) original and one (1) copy of the application packet including floor plan, elevation and septic design, and supporting information as pertinent to proposed project.
- ☐ **Denial Letter or Zoning Determination from Building Commissioner**
- ☐ Checklist showing compliance with applicable design standards and/or dimensional requirements
- ☐ Narrative statement describing the project.
- ☐ Building Floor Plans and Elevations (Existing & Proposed) - *(Reduced size plans acceptable 11x17)*
- ☐ **Site Plan:** *For Minor Site Plan Review, the site plan may be prepared by the applicant. However, the Planning Board or designee may require the submission of additional information and/or may require information be prepared by a licensed professional if it is determined that such information is necessary to make an informed decision.*
  All site plans shall be prepared using an appropriate scale and be based upon reliable datum, 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.
  - ☐ Existing and proposed structures.
  - ☐ The existing and proposed location of loading areas, driveways, walkways, access and egress points, and the location and number of parking spaces.
  - ☐ The location for exterior components on the site such as refuse containers, benches, mechanical components etc.
  - ☐ Proposed landscape plan showing 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 with dimensions.

- **Please indicate "NA" for items not applicable to the project.**
- **Please attach a written request for a waiver for items included on this checklist as necessary.**

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.

MINOR SITE PLAN REVIEW COMPLIANCE CHECKLIST CHART

Use the chart below to indicate compliance with design/dimensional standards – pertinent to the zoning district and specific to the proposed changes. Attach additional explanatory information as necessary. **Please refer to Zoning Bylaw Section V.I.G – ECSD District Wide Development Standards (# 1-10) for complete description of all development standards.**

CHECK BOXES BELOW OR ENTER "NA"	DESIGN STANDARDS	CORE COMMERCIAL	TRADE PARK	TRANSITION COMMERCIAL	OFFICE RESIDENTIAL	LIMITED COMMERCIAL
☐	Minimum Lot Size	20,000 sf	40,000 sf	40,000 sf	40,000 sf	40,000 sf
☐	Minimum Frontage Building Setback	20' on Route 6 5' on Brackett Rd	25'	25'	25'	25'
☐	Maximum Frontage Building Setback	30' on Route 6 15' on Brackett Rd	NA	50'	50'	
☐	Side Setback	10' on Route 6 0'-15' on Brackett Rd	10'	10'	10'	10'
☐	Rear Setback	10'	10'	10'	10'	10'
☐	Parking Setback	At least 20' behind front building façade	10'	At least 20' behind front Building facade	At least 20' behind front Building facade	At least 20' behind front Building facade
☐	Maximum Individual Building Footprint	3,000 sf in front of lot; 8,000 sf if located behind frontage buildings	10,000 sf	3,000 sf in front of lot; 8,000 sf if located behind frontage buildings	2,000 sf in front of lot; 5,000 sf if located behind frontage buildings	3,000 sf in front of lot; 8,000 sf if located behind frontage buildings
☐	Maximum Total Building Coverage	50%	50%	30%	30%	30%
☐	Maximum Lot Coverage	80%	80%	80%	65%	65%
☐	Maximum Building Height	2 stories or 30' for pitched roofs at least 7/12; 20' for flat-roofed buildings or for roofs with a slope less than 7/12.	2 stories or 30' for pitched roofs at least 7/12; 20' for flat-roofed buildings or for roofs with a slope less than 7/12.	2 stories or 30' for pitched roofs at least 7/12; 20' for flat-roofed buildings or for roofs with a slope less than 7/12.	2 stories or 30' for pitched roofs at least 7/12; 20' for flat-roofed buildings or for roofs with a slope less than 7/12.	2 stories or 30' for pitched roofs at least 7/12; 20' for flat-roofed buildings or for roofs with a slope less than 7/12.
☐	Gross Floor Area on 2nd Floor	Less than or equal to 40% of a building's total gross floor area	Less than or equal to 40% of a building's total gross floor area	Less than or equal to 40% of a building's total gross floor area	Less than or equal to 40% of a building's total gross floor area	Less than or equal to 40% of a building's total gross floor area

CHECK BOXES BELOW OR ENTER "NA"	DESIGN STANDARDS	CORE COMMERCIAL	TRADE PARK	TRANSITION COMMERCIAL	OFFICE RESIDENTIAL	LIMITED COMMERCIAL
☐	Façade Variation	5' setback or projection every 40'		5' setback or projection every 40'	5' setback or projection every 40'	5' setback or projection every 40'
☐	Pocket Park/Pedestrian Plaza	50 sf per development site				
☐	Landscaping	Street trees 1 every 35' 4" min. caliper; landscaping required in front yard area	Minimum 10' wide landscaped area	Street trees 1 every 35' 4" min. caliper; Minimum 25' wide landscaped area	Minimum 25' wide landscaped area	Minimum 25' wide landscaped area
☐	Parking Lot Landscaping	100 sf between every 10 spaces	100 sf between every 10 spaces	100 sf between every 10 spaces	100 sf between every 10 spaces	100 sf between every 10 spaces
☐	Route 6 Access	Maximum curb cut width: 12' feet per lane Only one Route 6 curb cut allowed		Maximum curb cut width: 12' feet per lane Only one Route 6 curb cut allowed	No Route 6 access allowed; must use secondary road access	Maximum curb cut width: 12' feet per lane Only one Route 6 curb cut allowed