



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

**Town of Scituate Planning Board**  
**Application for Approval of a**  
**Site Plan Administrative Review**  
April, 2016

**1. General Information**

Address of site \_\_\_\_\_

Map-Block-Lot	Parcel Size (Total Area & Upland Area in acres)	Zoning District(s)

**Please complete all of the following:**

Existing Use (please check one):

Retail  Office  Warehouse  Other Business  Residential  Other

Please describe type of business if applicable: \_\_\_\_\_

Proposed Use (please check one):

Retail  Office  Warehouse  Other Business (please explain)

Please describe type of business: \_\_\_\_\_

Proposed Construction (please check one):

- Change in business or commercial use without use of additional building or ground area.
- Construction, alteration or enlargement of existing structure. Indicate whether new floor space will be added and area in sq. ft.: \_\_\_\_\_.
- Expansion of ground area occupied by business or commercial use of \_\_\_\_\_ (name use) of \_\_\_\_\_ sq. ft.
- Establishment of business in structure not previously used for business or commercial purposes proposed. Area to be occupied: \_\_\_\_\_

Required information on parking (required spaces must be based on 760.6 Table of Minimum Requirements)

- Number of existing parking spaces
- Number of parking spaces required by structures or uses in existence on 1/1/88
- Number of parking spaces required by additional area or new use.\*

**2. Applicant Checklist**

- The following must be included with all applications for Site Plan Administrative Reviews:
- 1) Eighteen copies of the completed application form and folded site plan. All information required by Scituate Zoning Bylaw Section 770.5 must be shown (see attached.)
  - 2) A check made out to the Town of Scituate for \$350.
  - 3) A certified list of abutters from the Town of Scituate Assessor's Office.
  - 4) A copy of the current deed and most recent tax bill showing all taxes due are paid in full.
  - 5) A sketch showing dimensions, colors, wording and materials of proposed signs. The location of signs must be included on the site plan.
  - 6) Information sufficient to show that the application meets the standards of review of Scituate Zoning Bylaw Section 770.6 (see attached.)

### 3. Applicant Information

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone (cell phone preferred)

\_\_\_\_\_  
E-mail

### 4. Owner Information

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone (cell phone preferred)

\_\_\_\_\_  
E-mail

### 5. Applicant's Representative Information

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Cell phone

\_\_\_\_\_  
E-mail

### 6. Signatures

The undersigned, being the applicant for a Site Plan Administrative Review for property with location, proposed use and acreage as described as above, hereby submits the attached plan in accordance with the Scituate Zoning Bylaw Section 730.

\_\_\_\_\_  
Name of Applicant or Authorized Representative

\_\_\_\_\_  
Signature of Applicant or Authorized Representative

\_\_\_\_\_  
Name(s) of Owner(s) if different from applicant

\_\_\_\_\_  
Signature of Owner if different from applicant

The owner of the property must sign this form, or provide a deed, signed lease or Purchase & Sale Agreement, or an authorization for a signature by a representative, which the owner has signed.

\* If more than 5 new spaces are required, the application is considered a Major Site Plan Review.