



Application Date: _____

Town of Scituate Planning Board
Application for Approval of a Site Plan Administrative Review (Major*)
April 2016, May 2021

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: _____

Please provide Zoning District(s): _____

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.*

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

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.
- ☐ 2) A check made out to the Town of Scituate for \$500 - \$750
- ☐ 3) A certified list of abutters from the Town of Scituate Assessor's Office. **Green cards for certified mailings to abutters must be delivered to the Planning Board office prior to the public hearing.**
- ☐ 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) PDF files of the full application package (application form, deed, P&S is applicable, CAD File, etc.) and plan by e-mail concurrently with the physical receipt of the hard copies of the application and plan in the office.
- ___7) Information sufficient to show that the application meets the standards of review of Scituate Zoning Bylaw Section 770.6

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.