



**Scituate Planning Board**  
Updated May 2021  
**REQUEST FOR SITE PLAN WAIVER**

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**Checklist for applicants:**

When minor changes to a site are proposed, the Planning Board may waive the process of Site Plan review when it deems the proposed site work to be minor or insignificant in nature or effect (Scituate Zoning Bylaw Section 770.2) When applying for a waiver of Site Plan requirements, please include the following:

- \_\_\_\_ 1) Ten copies of this form, the deed to the property, and a signed purchase and sale agreement or documentation authorizing submission by someone other than the owner, as applicable;
- \_\_\_\_ 2) 10 copies of a Site Plan; if changes to the façade or signs are proposed, 10 copies of elevations and/ or a drawing of the sign as applicable. All plans 11' x 17" or larger must be folded.
- \_\_\_\_ 3) 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.
- \_\_\_\_ 4) A check for \$250 payable to the Town of Scituate;
- \_\_\_\_ 4) A copy of a completed Request for Abutters form;
- \_\_\_\_ 5) A copy of the most recent tax bill showing all taxes due on the property are paid in full.
- \_\_\_\_ 6) Where changes to parking are proposed the Planning Board may require review of the system for stormwater management including drainage calculations prepared by a Registered Professional Engineer. Please check with the Planning Board staff to determine what is required.

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**Required Information:**

LOCATION (Street address): \_\_\_\_\_  
ASSESSOR REF: MAP \_\_\_\_\_ BLOCK \_\_\_\_\_ PARCEL \_\_\_\_\_  
ZONING DISTRICT(s): \_\_\_\_\_

DESCRIPTION OF PROPOSED CHANGE TO SITE OR BUILDING: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICANT(S): \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

PROPERTY OWNER(S) IF DIFFERENT FROM APPLICANT: \_\_\_\_\_  
\_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

AGENT IF ANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

EXPLAIN WHY YOU BELIEVE THE PROPOSED WORK IS MINOR IN NATURE OR  
EFFECT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WILL A NEW SIGN BE NEEDED ? YES/ NO  
IF YES PLEASE ATTACH DRAWING OF SIGN WITH MATERIALS, COLORS AND DIMENSIONS.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_