



Application Date: _____

Town of Scituate Planning Board
APPLICATION FOR APPROVAL OF A SITE PLAN REVIEW
IN THE VILLAGE CENTER & NEIGHBORHOOD (VCN) DISTRICT
September, 2019

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. **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) 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.

7. Existing Conditions

Current Property Use: _____

Existing Lot Size (SF): _____

Existing Frontage of Public Street(s) (Linear Feet): _____

Existing Base Zoning District:

Gateway Business Subdistrict (GDG-GWB): _____

Greenbush Village Center Subdistrict (GDG-GVC): _____

New Driftway Transit Village Subdistrict (GDG-NDTV): _____

Driftway Business Park Subdistrict (GDG-DBP): _____

North River Residential Neighborhood (GDG-NRN): _____

Driftway Conservation & Recreation District (GDG-DCR): _____

North River Conservation & Recreation Subdistrict (GDG-NRCR): _____

Existing Overlay Zoning District:

Saltmarsh and Tideland Conservation (D): _____

Flood Plain and Watershed Protection (F): _____

Water Resources Protection District (WRPD): _____

Wireless Communication District (WCD): _____

8. Proposed Development

PROPOSED USES:

(See Section 420 – Table of Use Regulations)

Proposed Uses Allowed:

By Right (with Planning Board Approval): _____

By Special Permit (by the Planning Board, SP authority for the VCN): _____

Describe the Proposed Use(s): _____

FRONTAGE ZONES AND TRANSITIONAL BUFFERS:

(See Scituate Zoning Map - Village Center & Neighborhoods (VCN) Greenbush-Driftway Gateway District (GDG))

Is the property and proposed use located in a Pedestrian Frontage Zone (See Section 580.2.C): _____

If so, does it meet the requirements of this Section: _____

Is the property and proposed use located in a Transitional Buffer Zone (See Section 580.2.D): _____

If so, does it meet the requirements of this Section: _____

ALLOWED BUILDING TYPES:

(See Section 580.3.B Table 1 – Allowed Building Types in the VCN District)

Proposed Building Types	Permitted in the VCN District? (Y/N)
Single-Family Detached Dwelling	
Cottage/Cottage Court	
Two-Family Dwelling	
Single-Family Attached Dwelling (Row House/Townhouse)	
Multi-Family Building	
Live/Work Building	
General Commercial Building	
Mixed Use Building	
Flex Space/Fabrication Building	
Community and Civic Building	
Gas Backwards Building	
Other Approved by Planning Board (See Section 580.3.E)	

Describe the Proposed Buildings(s): _____

(Complete **Attachment A** and **See Section 750** if you are building a Single-Family Attached Dwelling (Townhouse or Rowhouse), Multi-Family Building, Live/Work Building, Mixed Use Buildings, General Commercial Building, or Gas Backward Building)

RESIDENTIAL DENSITY:

(See Section 580.4 – Density and Bulk Standards)

Base Density:

Building Type	# of DUs Proposed	Density Proposed (DUs/Acre)	District	Allowed By Right or Special Permit?
Single-Family Detached Dwelling				
Two-Family Dwelling/Cottage Court				
Single-Family Detached Dwelling, Live/Work Bldg				
Multi-Family, Mixed Use Building				

Useable Floor Space and Bulk: Do the proposed type of Dwelling Units meet the minimum or maximum useable floor space?

Studio (400 S.F. Minimum): _____

1-Bedroom Unit (600 S.F. Minimum): _____

2-Bedroom Unit (900 S.F. Minimum): _____

Cottage (1,400 GFA and 2 Bedrooms Maximum): _____

Dwelling Units Per Building (24 DUs Maximum without Special Permit): _____

Density Bonus Requested: If the applicant is applying for a Density Bonus Special Permit from the Planning Board are the following standards met (See Section 580.4.C)?

Civic Zone Improvement (See Sec. 580.2.B) in Addition to Required Outdoor Amenity Space (Sec. 752): _____

Land acquisition/donation to Town/designated non-profit agency for recreational purposes within the VCN district in addition to Required Outdoor Amenity Space (Sec. 752): _____

Sidewalks and pathways: _____

Streetscape improvements: _____

Public parking spaces and publicly-accessible parking facilities: _____

Additional affordable housing units above the number required by this Section: _____

VCN-GDG DISTRICTS AND DEVELOPMENT STANDARDS

Are there additional development and design standards that apply to your application under Section 580.9?

9. Additional Application Forms

DEVELOPMENT AND DESIGN STANDARDS

Commercial, Mixed Use, Multi-Family Development: If your application includes the development of business, commercial, mixed use or multi-family buildings see Section 750 and complete Attachment A.

Sustainable Development: If your development is in a Water Resources Protection Overlay District, Floodplain & Watershed Protection Overlay District, or Village Center & Neighborhood districts see Section 751 – Low Impact Design Standards and complete Attachment B.

Parking: If your application includes the parking for commercial, mixed use or multi-family buildings see Section 760 Parking Requirements and complete Attachment F.

OPEN SPACE DESIGN STANDARDS

Outdoor Amenity Space: If your application includes the development of business, commercial, mixed use, or multi-family buildings, or a cottage court see Section 752 – Open Space Standards and complete Attachment C.

PUBLIC REALM STANDARDS

Public Streets and Sidewalks: If your application includes the construction of new public streets or sidewalks, or the improvement to existing public streets and sidewalks see Section 753 – Public Realm Standards and complete Attachment D.

FAIR HOUSING AND AFFORDABILITY STANDARDS

Affordable Housing: If your application includes the production of new affordable housing units see Section 754 – Fair Housing and Affordability Standards and complete Attachment E.