



**Town of Brewster**  
2198 Main Street  
Brewster, MA 02631-1898  
508-896-3701 x1133  
brewplan@brewster-ma.gov

**STAFF REVIEW APPLICATION**

Application # \_\_\_\_\_

**Check categories that apply (other than a single or two-family dwelling):**

- A new principal non-residential building
- An increase in floor area by more than 500 square feet through either a new accessory building or a 500 square foot building addition or an increase in lot coverage by 10% or more
- Alteration to a parking facility having 10 or more spaces
- Removal of existing vegetative ground cover from more than 10,000 square feet of site area
- Any Change of Use of an existing building and/or property as listed in Chapter 179 of the Code of the Town of Brewster, Massachusetts
- A development required by the Zoning By-law to seek Staff Review
- A new personal wireless services facility
- A new medium or large-scale wind energy turbine, as defined in Chapter 179, Article IX, Section 179-40.2, Subsection C
- A new utility-scale solar energy installation
- Other: \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Tel. # \_\_\_\_\_ E-mail \_\_\_\_\_

Address of Proposed Work \_\_\_\_\_

Current Map \_\_\_\_\_ Current Lot \_\_\_\_\_ Zoning District \_\_\_\_\_

Owner's Name/Mailing Address \_\_\_\_\_

Agent/Contractor Name \_\_\_\_\_ Tel. # \_\_\_\_\_

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

Description of Work \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## STAFF REVIEW SUBMISSION REQUIREMENTS

***Please submit an electronic copy of your Staff Review Application and accompanying documents to the Planning Department via e-mail to [brewplan@brewster-ma.gov](mailto:brewplan@brewster-ma.gov).***

Please submit **2** copies of the Staff Review Application along with the following:

- A. Site Plan (2 copies).** Please provide a (11" x 17") plan showing the following:
1. The location and boundaries of the site and any lots proposed.
  2. An indication of each zoning district and overlay district involved.
  3. The use and ownership of adjacent premises, approximate location of buildings within 50 feet of the site and, if the proposal may include on-site sewage disposal, the approximate location of any wells on or off the premises within 300 feet of the leaching field or other discharge locations.
  4. The existing and proposed buildings, streets, ways, drives, walks, service areas, parking spaces, loading areas, fences and screening, utilities, waste storage and disposal facilities, wells and drainage facilities, to the extent these have been designed.
  5. The existing and proposed topography and vegetation, indicating areas of retained vegetation and identifying the location of any trees exceeding eight inches in trunk diameter 4 ½ feet above grade, if proposed for removal, and identifying size and species of trees and shrubs to be planted, if known.
  6. An indication of wetlands if known and other areas subject to control under the Wetlands Protection By-law, and the one hundred foot zone surrounding such areas.
  7. The location of signs and exterior lighting and accompanying materials to describe those elements if known.
- B. Building plans (2 copies).** Building plans and elevations in a general manner.
- C. Any other information (12 copies).** Other information that could assist staff in understanding the proposal. Please note that **12** copies of any documents other than the application, site plan, and building plans are required.

***\*For early stages of review, or for non-required review, the requirements above do not apply.***

Please contact the Planning Department at 508-896-3701 x1133 or by email at [brewplan@brewster-ma.gov](mailto:brewplan@brewster-ma.gov) with any questions. Thank you.