



Brewster Planning Board

2198 Main Street
Brewster, MA 02631-1898
(508) 896-3701 x1133
brewplan@brewster-ma.gov

Date & Time Received
Town Clerk's Office

PLANNING BOARD APPLICATION

Please provide twelve (12) copies of the application along with ten (10) 11" x 17" sized plans and two (2) 18"x 24" sized plans for the Planning Board. Please also provide an electronic copy of the application and plans in pdf format.

____ Site Plan Review

____ Site Plan Review Waiver

____ Special Permit

____ Modification

Date _____ Application # _____

Name of Applicant _____ Phone _____

Address _____ Email _____

Owner, if different _____ Phone _____

Address _____ Email _____

Name of Representative _____ Phone _____

Company Name _____

Address _____ Email _____

Property Address _____

Map _____ Lot _____ Zoning District(s) _____

Deed of property recorded in Barnstable County Registry of Deeds:

Book _____ Page _____ AND/OR

Land Court Certificate of Title No. _____

Project Description (Please include Use per Chapter 179, Table1 Use Regulations.)

If Modification, please provide a brief explanation of the requested change/modification.

Staff Review: Uses requiring a Special Permit under Site Plan Review may also be required to apply for Staff Review as set forth in the Code of the Town of Brewster, Massachusetts Chapter 83. If the proposal requires Staff Review, it is required that an application be filed for Staff Review, prior to an application for Site Plan Review, and that Staff Review be completed before the Planning Board begins Site Plan Review.

Filed for Staff Review (check) Yes _____ Date filed _____ No _____

Date of Staff Review _____

The Applicant is responsible for the accuracy of the information provided in this application.

Signature of Owner or Authorized Representative: _____
(If not Owner, please attach Agent Affidavit)

Site Plan Review Requirements

To be considered complete, a formal Site Plan Review application shall include the information listed below. The Planning Board may require additional information, if necessary, to complete its review.

- ☐ A description of the proposed use or uses of the property.*
- ☐ Evidence by the applicant of his title or interest in the property (deed, purchase and sale agreement, lease or similar instrument).
- ☐ Names and addresses of abutting property owners within three hundred (300) feet.
- ☐ An estimate of the cost of site improvements, including but not limited to the following:*
- ☐ Paving
 - ☐ Drainage
 - ☐ Sidewalks
 - ☐ Retaining Walls

- ☐ Landscaping
- ☐ Outdoor Lighting Facilities
- ☐ A site plan (map) showing the following information:
 - ☐ Title of drawing including name and address of applicant and person responsible for preparation of such drawing
 - ☐ North arrow, date and scale- minimum scale 1" = 40'
 - ☐ Ruled box for date and Board signatures
 - ☐ Lot size and zoning classification*
 - ☐ Boundaries of property plotted to scale
 - ☐ Proposed use(s) of the property*
 - ☐ Location and dimensions of all existing and proposed buildings including setback distances and square footage calculations for each use*
 - ☐ Location and design of parking and loading areas
 - ☐ Delineation of both regular and handicapped spaces
 - ☐ Delineation of reserved parking areas
 - ☐ Proposed surface materials
 - ☐ Proposed ingress and egress routes including location of road cuts
 - ☐ Location and design of all existing or proposed site improvements including:
 - ☐ Walkways and sidewalks
 - ☐ Refuse storage and disposal
 - ☐ Drains and culverts
 - ☐ Retaining walls and fences
 - ☐ Outdoor storage areas, if any
 - ☐ Outdoor lighting facilities
 - ☐ Existing trees of more than four (4) inches in diameter, including those located in road rights-of-way
 - ☐ Existing water courses, wetlands, Conservancy District boundaries, and other natural features of the site
 - ☐ Location of wells and/or septic systems, accompanied by design plan(s)
 - ☐ Elevation plan (11" x 17")
- ☐ Grading and drainage plan showing existing and proposed contours, accompanied by drainage calculations demonstrating structures have been sized using a 25 year design storm
- ☐ Landscaping plan including:
 - ☐ Calculation of proposed green space
 - ☐ Location, size and type of shade trees

****Applicants requesting a Site Plan Review Waiver shall provide, at a minimum, the items noted above.***