

**COMMUNITY PLANNING AND DEVELOPMENT COMMISSION
(CPDC)**

REQUEST FOR WAIVER FROM SITE PLAN REVIEW

Subject Property: _____ Applicant: _____
Address: _____ Name: _____
_____ Address: _____
_____ Phone/Email: _____ Applicant's Signature: _____

Assessor's Map _____ Lot _____ Telephone: _____
Applicant is Owner _____; or is submitting herewith written permission from Owner to
make this application _____.

Current Use of Property:

Proposed Use of Property:

Description of Project:

Estimated Cost of Construction: _____

Justification for Waiver of Site Plan Review:

___The construction, expansion or alteration only involves the interior renovation of an existing space and the proposed changes will not result in an adverse impact in the areas described in Zoning By-Laws Sections 4.3.3.5 or 4.3.3.6.

___The proposed change in use is in the same use category and will not result in an adverse impact in the areas described in Zoning By-Laws Sections 4.3.3.5 or 4.3.3.6.

___The property has undergone site plan review and approval within the past five years and the proposed changes will not result in an adverse impact in the areas described in Sections 4.3.3.5 or 4.3.3.6. Date of the previous approval: _____.

List of all Plans and Documents submitted with this application:

List of all Permits and Approvals Required or Applied for:

Waiver request Application Checklist:

- ___A. Request for Waiver form completed and signed.
- ___B. Existing photographs of the site and areas to be changed.
- ___C. A sketch or plot plan of the site (at a scale of 1" = 50' or greater), showing existing parking layout and number of spaces, access drives and curb-cuts, loading/unloading spaces, access drives and curb cuts, signs, walkways, sidewalks, landscaped areas, location of exterior lights, building locations and dimensions, and natural features such as wetlands and water courses.
- ___D. A copy of all other completed permit applications submitted for this project.
- ___E. Justifications on a separate sheet(s) of paper, as to how no adverse impact in the areas described in Section 4.3.3.5. (See filing requirements and procedures for Site Plan Review) of the Reading Zoning By-Laws would result from this proposal.

___F. **Abutters List and Envelopes:**

The Applicant shall submit a Request for Certified Abutters List, properly authorized by the Town Planner, to the Board of Assessors. Upon application the Applicant shall submit the list, certified by the Board of Assessors, of all abutters and abutters within 300 feet of the subject property and all other parties of interest, together with a stamped, plain (NO RETURN ADDRESS) envelope addressed to each of the above.

___G. **Nine (9) copies of the above application and all supportive material shall be submitted to the Community Services Department at Town Hall one week prior to the scheduled CPDC meeting. The CPDC meets twice a month, usually on the second and fourth Monday of the month.**