



Town of Reading

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Community Planning and Development Commission

APPLICATION AND REQUIREMENTS

Site Plan Review and Minor Site Plan Review Section 4.6. of the Reading Zoning Bylaws

Applicability:

The following types of activities and uses require Site Plan Review by the CPDC:

- a. Exterior Alteration of 500 square feet of horizontal or vertical area or more;
- b. Construction or expansion of a Parking Lot involving 15 spaces or more;
- c. New Construction or a change of use requiring the creation or addition of 15 or more parking spaces.

The following types of activities and uses require Minor Site Plan Review by the CPDC:

- a. Interior Alteration of 2,000 square feet or more;
- b. Minor Exterior Alteration of 500 square feet of horizontal or vertical area or more that is limited to doors, paint, awnings, railings, step replacement, handicapped ramps or building code compliance measures;
- c. New construction or a change of use requiring the creation or addition of fewer than 15 parking spaces;
- d. New construction or a change of use to an existing institutional, commercial, or multi-family structure.

Exemption from Site Plan Review: Single Family and Two Family dwellings structure and routine maintenance or in-site replacement of buildings are exempt from Site Plan Review.

Procedures:

Site Plan Review:

Applicants for site plan approval shall submit fourteen (14) copies of the site plan, application, and supporting materials in accordance with the Checklist for Site Plan Review to the CPDC through the Town Planner's office for review, and within three (10) days thereafter request a determination from the Town Planner on completeness of application. The Town Planner shall make a determination of completeness within ten (10) days of receipt of such application. For details on the Checklist for Site Plan Review, Applicants shall refer to the adopted Site Plan Review Guidelines, Regulations and Standards.

Minor Site Plan Review:

Applicants for Minor Site Plan Review shall submit eight (8) copies of the application, project narrative, photographs of the existing site or area to be altered, a rendering, site plan, plot plan or sketch and other supporting material in accordance with the Checklist for Minor Site Plan Review to

the CPDC through the Town Planner's Office. Projects subject to Minor Site Plan Review may be eligible for administrative approval if the proposed construction, expansion or alteration will not result in any adverse impact or surrounding areas. For details on the Checklist for Minor Site Plan Review, Applicants shall refer to the adopted Site Plan Review Guidelines, Regulations and Standards.

Property Address _____ **Assessor Map** _____ **Lot** _____

Name of Applicant _____

Address of Applicant _____

Email address _____

Phone/Fax numbers _____

Name of Owner (if not applicant) _____

Address _____

Email _____

Phone/fax _____

Name of Engineer _____

Firm _____

Address _____

Email _____

Phone/fax _____

Name of Attorney _____

Firm _____

Address _____

Email _____

Phone/fax _____

Name of Architect _____

Firm _____

Address _____

Email _____

Phone/fax _____

Current Use of the property: _____

Proposed Use of the Property _____

Brief Description of Project _____

Estimated construction cost of the project \$ _____

Proposed Building Size (SF) _____ **Lot size** _____ **# parking spaces provided** _____

List other Permit Requirements (list date of application thereof):

Conservation Commission _____

Zoning Relief _____

Public Works _____

Board of Selectmen _____

Board of Health _____

Historical Commission _____

State Permits: DEP _____

MHD _____

Other _____

21E filing _____

List of all easements, liens, mortgages, restrictions, or other encumbrances: _____

CERTIFICATIONS

The undersigned hereby certifies:

1. For Site Plan Review: That fourteen (14) complete copies of this application, Checklist for Site Plan Review and all attachments have each been enclosed in one envelope, have been delivered to the Public Services Department, and have been marked as follows:

One each to:

**Town Engineer
Municipal Light Department
Fire Department
Police Department**

**Building Inspector
Conservation Commission
Health Department**

Two each to:

Town Planner

Five each to:

CPDC

In addition, one (1) full copy is to be delivered by the Applicant to the Board of Health, as a separate but related filing; the Applicant is then to deliver a receipt from the Board of Health to the Town Planner;

2. For Minor Site Plan Review: That eight (8) complete copies of this application and all attachments have been enclosed and delivered to the Public Services Department.

3. That he/she has delivered the Certified List of 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.

4. That he/she has delivered to the Town Planner a certified check for the required Application Fee in the amount of \$ _____; (Fee not required for Minor Site Plan Review)

