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.

<table>
<thead>
<tr>
<th>Property Address</th>
<th>Assessor Map</th>
<th>Lot</th>
</tr>
</thead>
</table>

**Name of Applicant**  
Name of Applicant  
Address of Applicant  
Email address  
Phone/Fax numbers

**Name of Owner (if not applicant)**  
Name of Owner  
Address  
Email  
Phone/fax

**Name of Engineer**  
Name of Engineer  
Firm  
Address  
Email  
Phone/fax

**Name of Attorney**  
Name of Attorney  
Firm  
Address  
Email  
Phone/fax

**Name of Architect**  
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)
5. That he/she understands and hereby agrees that, in addition to the Application Fee identified in Paragraph 2 above, if the Community Planning and Development Commission, in the course of its review of this application, determines at its sole and absolute discretion that review of all or any part of this proposed project by (an) outside, independent consultant(s) of the Commission's sole choosing is necessary for proper evaluation of this project or its possible effects on any matter of public interest, that he/she shall immediately provide to the Department of Community Development of the Town of Reading (a) certified checks(s) payable to the consultant(s) in an amount equal to the estimated cost of the consultant services, and that he/she further understands and hereby agrees that the Town of Reading shall issue no Certificate of Occupancy for this project until any and all such consultant fees which have been duly imposed subject to Site Plan Review Rules and Regulations have been paid in full;

6. That he/she understands and hereby agrees that no Building Permit shall be issued by the Town of Reading until this Application is approved or approved with modifications and/or conditions, that no Certificate of Occupancy shall be issued until the project has been duly certified as completed in full accordance with approved plans, or has been bonded to the Town by the Applicant to guarantee such completion, and that the subject property shall not be occupied or used until said Certificate of Occupancy is issued, or such bonding provided;

7. That he/she understands and hereby agrees that pursuant to law, notification of this Application and required public hearing(s) must be placed in a local newspaper at the Applicant's expense.

Applicant's signature_____________________________Date:__________________

Date of Application Receipt:_______________________

This application is Complete in accordance with Section 4.6.4.1.B of the Reading Zoning Bylaw and authorized for filing with the Town Clerk:
Town Planner, as Clerk to CPDC_____________________________Date:___________________

**Estimated Cost of Construction:** For the purposes of this application the Building Inspector shall make the determination of the Site Plan Review application fee based upon the following fee schedule:

<table>
<thead>
<tr>
<th>Estimated Cost of Construction (ECC)</th>
<th>Filing fee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $500,000</td>
<td>$10 per $1,000 of ECC</td>
</tr>
<tr>
<td>$500,000 to $999,999</td>
<td>$5,000, plus $3 per $1,000 of ECC in excess of $500,000</td>
</tr>
<tr>
<td>$1,000,000 to $7,499,999</td>
<td>$6,500, plus $1 per $1,000 of ECC in excess of $1,000,000</td>
</tr>
<tr>
<td>$7,500,000 or more</td>
<td>$13,000, plus $4 per $10,000 of ECC in excess of $7,500,000</td>
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