

3.5 Site Plan Review

3.5.3. Applicability

A. Site plan review shall apply to the following:

1. Major Site Plan Review . . .
2. Minor Site Plan Review . . .
3. **Administrative Site Plan Review** - New construction or any alteration, reconstruction, renovation or change in use of any multi-family, commercial, industrial, institutional, or municipal building or use which is not subject to Major or Minor Site Plan Review but which involves one or more of the following:
 - a. The addition of less than 1,000 square feet of gross floor area, or
 - b. Exterior alteration/renovation of an existing building or premises, visible from a public or private street or way which includes any of the following:
 - i) installation or replacement of awnings
 - ii) change in a building's exterior surface material
 - iii) rearrangement or addition of windows or doors
 - iv) façade reconstruction/replacement
 - v) roofing if the Building Inspector determines the roof to be a distinctive architectural feature of the building
 - c. The redesign, alteration, expansion or modification of an existing parking area or the creation of a new parking area involving the addition of up to nine new parking spaces
 - d. The redesign of the layout/configuration of an existing parking area of ten to nineteen parking spaces
 - e. A change in curb cuts/vehicular access to a site from a public way
 - f. Installation or alteration of sidewalks and other pedestrian access improvements
 - g. Removal of hedges, living shrubs, and trees greater than four inches in caliper
 - h. Installation of fencing or retaining walls
 - i. Outdoor placement of cargo containers, sheds, membrane structures, equipment and materials
 - j. Removal/disturbance/alteration of 5,000 – 10,000 square feet of impervious surface
 - k. The conversion of a residential use to a permitted non-residential or mixed-use
 - l. Installation of a wireless communication facility as defined in this *Zoning Bylaw*
4. Consideration of activities subject to administrative site plan review may be advanced to minor or major site plan review status at the determination of the Building Inspector or the Board when the collective scope and/or quantity of the proposed activities is substantial enough to merit review by the Board at a public meeting.