

**APPLICATION for MINOR MODIFICATION
TO AN APPROVED SITE PLAN**

**APPLICANT/
CONTACT:** Name: _____
Address: _____
Phone Number: _____
E-mail: _____

OWNER: Name: _____
Address: _____
Phone Number: _____

*** If applicant is different than owner(s), a letter of authorization from the owner must accompany this form.**

PROJECT LOCATION: Street Address: _____
Assessors' Map: _____ Lot(s): _____
Zoning District(s): _____ Lot Size: _____

DATE OF PREVIOUS SITE PLAN APPROVAL: _____

PROPOSED MODIFICATION(S): *Applicable only to projects with previously existing site plans.*

- Increase of impervious surface (other than parking or buildings) in excess of 750 sq. ft.: _____sq. ft.
- Reduction or relocation of number of parking spaces.
- Decrease of landscaping equal to or less than 15%: _____%
- Relocation/shifting of structures, parking spaces, or other site amenities more than 1 ft. and less than 5 ft.
- Request by applicant to revise condition(s) of previous decision.
- Other: _____

PERMITS/APPROVALS:

Attach any previous or pending decision documentation regarding the site plan to be modified (*such as special permit, variance, finding, etc.*) received from the Planning Board, Zoning Board of Appeals, Conservation Commission, Preservation Commission, and/or Historic District Commission.

SUBMITTAL REQUIREMENTS:

- Application fee made payable by check to the Town of Danvers (\$100 plus \$.10 x additional gross floor area)
 - 1 Completed Site Plan Approval checklist.
 - 1 Completed application and all supporting documentation. (*any previous Board or Commission decisions*)
 - 1 Letter providing owner(s) authorization. (*if owner is not the applicant*)
 - 1 Project narrative describing the proposed modification(s) and listing all requested waivers.
 - 6 FOLDED and STAPLED** copies of all plan and elevation sets to be modified.
 - 1 Completed Application for Commercial/Industrial Electric Service if applicable. (*available online*)
 - Electronic PDF format of all plans, elevations, and applicable reports/studies.
- (*Can be submitted on CD or e-mailed to dfields@danversma.gov*)

Signature of Applicant/Agent: _____ **Date:** _____

For Department Use Only:
Date Comments Due _____
Date of Planning Board Hearing: _____

***Must be submitted at least 30 days prior to Planning Board hearing.
*Incomplete filings will not be accepted.**