

**APPLICATION for ADMINISTRATIVE 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 SITE PLAN APPROVAL: _____

PROPOSED MODIFICATIONS: (please specify in the project narrative)

- ___ Changes to infrastructure and/or utilities.
- ___ Increase in landscaping.
- ___ Façade and/or elevation changes.
- ___ Shifting or structures, parking spaces or other site amenities less than one (1) foot.
- ___ Shifting of Handicapped parking spaces.

SUBMITTAL REQUIREMENTS:

- ___ Completed application and all supporting documentation *(any previous Board or Commission decisions)*
- ___ Letter providing owner(s) authorization. *(if the owner is not the applicant)*
- ___ Project narrative describing the proposal modification and listing all requested waivers.
- ___ **6 FOLDED and STAPLED** copies of all plan and elevation sets.
- ___ 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 emailed to dfields@danversma.gov.)

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

<p>For Department Use Only: Date Comments Due: _____ Date of Planning Board Hearing: _____</p>	<p>* Must be submitted 14 days prior to the requested Planning Board hearing. * Incomplete filings will not be accepted.</p>
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