

APPLICATION for SITE PLAN REVIEW

**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: _____

Review Type (check one):

Design Review: _____ **Intermediate Review:** _____

PERMITS/APPROVALS:

Attach any previous or pending decision documentation regarding the site plan to (*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. (*see fee schedule*)
- 1 Completed application and all supporting documentation. (*any previous Board or Commission decisions*)
- 1 Letter providing owner(s) authorization. (*if the owner is not the applicant*)
- 1 Project narrative describing the proposal
- 1 Form W listing all requested waivers.
- 5 **FOLDED** and **STAPLED** copies of all plan and elevation sets.
- 1 Completed Application for Commercial/Industrial Electric Service if applicable. (*available online*)
- 3 Copies of Stormwater Management/Sedimentation Control Plan (*if disturbing more than one 20,000 sq. ft. of land*)
- Electronic PDF format of all plans, elevations, and applicable reports/studies. (*Can be submitted on flash drive or emailed to jmorris@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.**