Town of Rockport Planning Board Site Plan Review Application.

Date: __________________

Introduction
This application is for Site Plan Approval under Section X of the Rockport Zoning Bylaw. Prior to completing this application, an applicant is strongly urged to read Section X in its entirety as many questions may be answered by the provisions of that section. Furthermore, being aware of what information you may be required to provide as part of your application documents will minimize the chances for delay in the determination of the application. At a minimum, the time from submission of the application until a public hearing and a decision from the planning Board is just over 30 days.

Type of Site Plan Application
An applicant may be applying for Site Plan Review for either a Minor Construction Project or a Major Construction Project under Section X(3). You will need to decide which type of review will be required for your project. **The fee for a minor construction project is $300 and $500 for a major construction project.** A Major Construction Project will require the additional documentation listed in the Site Plan Checklist form that can be found on the Planning Board page of the Town Website.

Project Location:
Street Address_______________________________
Parcel No. __________ Map No. ______________
**Zoning:**

What is the Zoning for the Location, including any Zoning Overlay Districts that would affect the location? You should consult the Official Town Zoning Map for this Information. _________________________________.

**Owner Information:**

Name: _______________________________________________. If the property is owned jointly, all owners’ names should be listed. Provide the full owner's name for properties owned by a corporation, partnership, or limited liability company.

Address: _______________________________________________. Provide the legal address of all owners if different from the address of the property location.

Owner email address ________________________________

Owner phone number ________________________________

Owner Fax ________________________________

**Owner’s Representative: _______________________________.** An Owner’s Representative is someone other than the property owner. An Owner’s representative shall be a licensed professional such as a surveyor, attorney, engineer, or architect who has been retained by the Owner to represent the Owner before the Planning Board. An Owner’s representative shall provide the Planning Board with a written authorization signed by the Owner to appear before the Planning Board.

Representative Address ________________________________

Phone ________________________________

Email ________________________________

Fax ________________________________
Brief Project Narrative:

Gross Floor Area is defined in the Zoning Bylaw as follows:

The square footage of the floor area within the perimeter of the exterior walls of a Building or a combination of Buildings. A Gross Floor Area calculation makes no deduction for interior architectural features such as stairs, hallways or closets. Subsurface basements and attic space with a ceiling height of no more than 7 feet at its highest point are excluded from a Gross Floor Area calculation. Notwithstanding the preceding sentence, a calculation of Gross Floor Area solely for determining whether Site Plan Review is required for a residential structure shall include the gross floor area of a basement and attic.

Project Detail:

<table>
<thead>
<tr>
<th>Gross Floor Area of an existing principal building</th>
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<tr>
<td>Gross Floor Area of any existing accessory building(s)</td>
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<tr>
<td>Gross Floor Area of any proposed principal building</td>
</tr>
<tr>
<td>Gross Floor area of any proposed accessory building(s)</td>
</tr>
<tr>
<td>Total Gross Floor Area of existing and proposed buildings</td>
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</tbody>
</table>
Approvals from other Boards or Agencies

Frequently, an applicant seeking Site Plan Review must also obtain approvals from other departments, boards, commissions or agencies for the same project. A Site Plan Approval does allow an applicant to construct a house that is too large for the lot size. It cannot permit a variance for a side yard setback so it is less than what is required under the Zoning Bylaw. It cannot allow construction within a wetland buffer zone. **If you need an approval from another board, a commission, or agency for the same project, you should first obtain that approval before you seek Site Plan Approval.** What happens at another board, commission or agency may ultimately affect the Site Plan you submit for approval to the Planning Board.

Other Permits or Approvals you may require:

1. A Variance or Special Permit from the Zoning Board of Appeals.
2. A Certificate of Appropriateness from the Historic Preservation Commission
3. An approval from the Conservation Commission. (See General Town Bylaw Chapter 14).
4. Approval by the Building Inspector for construction in a Coastal Flood Plain District (Section VIII, Zoning Bylaw).

List any approvals from other Departments, Boards, Commissions or Agencies you will need in addition to Site Plan approval:

_____________________________________________________________.

Site Plan Review Submissions

Required Submissions and the Site Plan Contents are listed in Section (X)5-6 of the Zoning Bylaw. **In addition, if your residential project will have exterior lighting, then you must submit a lighting plan that demonstrates the lighting complies with Chapter 14, Section (E)(6) of the General Bylaws.**

_____________________________________________________________  Dated:


August 2021

**Signature of Owner** (if the owner is a corporation or limited liability corporation then the signer must be an officer or member, respectively, of the entity and the signature shall indicate the position held by the signer).

_________________________________________________________________________  Dated:

**Signature of Authorized Representative**