



Town of Reading Massachusetts

Community Planning and Development Commission

Minor Site Plan Review
August 28, 2017

Applicability:

A Minor Site Plan Review by the CPDC is required if the proposed construction or site alteration involves any of the following:

- a** Exterior alteration of 500 square feet or more of horizontal or vertical area that is limited to doors, paint, awnings, railings, step replacement, handicapped ramps or building code compliance measures, for a site within the Business B Zoning District;
- b** Redevelopment or alteration of a site, or the interior of a building, in such a manner that the proposed site or building function is anticipated to generate unreasonable visual or auditory impacts to abutters; or
- c** An existing site that becomes a nuisance to public health, safety or welfare (i.e., due to routine traffic spillover, excessive noise, site illumination beyond the hours of operation, etc.) as evidenced by substantiated complaints to the Police Department and/or Public Services Office.

Exemption from Minor Site Plan Review: Single-family and two-family structures, routine maintenance, and in-kind replacement of lighting, mechanical systems and landscape features are exempt from Minor Site Plan Review.

Procedures:

For a Minor Site Plan Review, applicants shall submit six (6) copies of the following:

- o A written narrative explaining the proposed changes;
- o Photographs of the existing site or area to be altered;
- o A rendering, site plan, plot plan or sketch; and
- o An electronic version of all plans and documents submitted.

Applicants shall also submit a Certified Abutters List and one (1) stamped, addressed envelope for each abutter. The Community Development Director will use these envelopes to mail a courtesy notice of the Minor Site Plan Review to each abutter.

Applicants are strongly encouraged to double-side whenever possible. All plans must be to scale.

Administrative Approval:

The CPDC, through regulation, may authorize the Community Development Director to grant Administrative Approval for a Minor Site Plan Review with or without conditions provided the proposed construction, expansion or alteration is not anticipated to result in any adverse impact on surrounding areas.

Application:

Property Address _____

Assessors Map _____ **Lot** _____

Name of Applicant _____

Address _____

Email _____

Phone / Fax _____

Name of Owner (if not applicant) _____

Address _____

Email _____

Phone / Fax _____

Name of Engineer _____

Firm _____

Address _____

Email _____

Phone / Fax _____

Name of Attorney _____

Firm _____

Address _____

Email _____

Phone / Fax _____

Name of Architect _____

Firm _____

Address _____

Email _____

Phone / Fax _____

Current Use of the Property _____

Proposed Use of the Property _____

Brief Description of the Project _____
