



**TOWN OF YARMOUTH
BUILDING DEPARTMENT
1146 Route 28, South Yarmouth, MA 02664
508-398-2231 ext. 1261 Fax 508-398-0836**

SITE PLAN REVIEW SUBMITTAL OUTLINE

- **Meetings**--The Site Plan Review Team convenes Tuesdays at 1:30 PM on an as needed basis.
- **Confirm Design Review Committee Hearing is scheduled.**
- **Scheduling**--Applicants shall submit completed application packages to the Building Dept. by no later than Friday at 12:00pm in order to be placed on the agenda one week from the following Tuesday, if time permits.
- **Applications**—Application packages for the Formal Site Plan Review Process shall include the following:
 - i. Eight (8) sets of certified site plans and proposed floor plans
 - ii. Nine (9) sets of certified site plans are required if the structure is within 100 feet of a wetland
 - iii. Electronic version of all submittal documents in PDF form emailed to rfallon@yarmouth.ma.us.
- **Site Plans**—Proposed site plans shall include the following information:
 - i. Compliance with Zoning Bylaw Sections 103.3.1—Site Plan Review, 103.3.4—Plans and 301.4 and the Engineering Dept. check list.
 - ii. Parking Demand Table in relation to the proposed use and square footage of the building
 - iii. All applicable Title V Septic System information
- **Building Plans**—Existing & Proposed Floor Plans shall depict room areas (rooms), dimensions and use, if known,
Exterior Building Elevations of all sides, depicting those items listed on the “Design Guidelines” attached to the application package.

Notes: 1. incomplete packages will not be accepted by the Building Department or distributed to Site Plan Review Team Members.

2. Agendas will be limited to a maximum of two (2) reviews, if time permits.

Mark Grylls, Director of Inspectional Services/Building Commissioner



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SITE PLAN REVIEW APPLICATION

Date: _____ Office Use Only: *Review Date* _____
Time _____

Property Address: _____

Assessors' Map _____ Parcel(s) _____

Zoning District(s): _____ Flood Zone: _____

Business Name: _____

Applicant's Name: _____

Owner or Corp. Name (if different): _____

Applicant's Address: _____

Applicant's Phone No.: _____

Engineer/Surveyor's Name(s): _____

Description of Proposed Project (attach additions pages if necessary):

What is the square footage of land disturbance? _____

List of all Hazardous Materials and Quantities (attach if necessary):

Is the Proposed Construction Within 100 Feet of a Wetland? Yes _____ No _____

List and Attach Copies of Prior Board of Appeals Petitions. This information can be obtained from the Board of Appeals Office.

Signature of Applicant _____ Date _____