



Town of Westport
Planning Board
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Form SPA-1
Request for Determination and Approval of Minor Site Plan with Waivers
Under
Article 15 of the Westport Zoning By-Laws

Application No. _____ Date _____

This application form shall be filed by the petitioner with the Town Clerk. A copy of said application form including date and time of filing certified by the Town Clerk shall be filed forthwith by the petitioner with the Planning Board along with all other plans, materials and required fees. **Seven (7)** copies of the application and plans shall be filed with the Planning Board.

Purpose of Site Plan Approval

To protect the health, safety, convenience, property values, and general welfare of the inhabitants of the Town of Westport by providing for review of plans for uses and structures which may have significant impacts on traffic; municipal and public services and utilities; environmental and design quality; and community character.

Waiver of Technical/Procedural Compliance

The Planning Board may, upon written request of the applicant, waive any of the technical requirements of Westport's Site Plan Approval Rules and Regulations and the procedures of this Bylaw where the project involves relatively simple development plans or constitutes a minor site plan.

As a guideline, an application for a permit to build, alter, or expand any non-residential building, structure or use in any district where such construction will not exceed 1,000 square feet of gross floor area, or an application that will not generate the need for more than five (5) parking spaces may be considered a minor site plan.

(Please print legibly or type)

Filed with Town Clerk:

Date: _____

Signature of Town Clerk

Owner/Applicant Information:

1. Full name, full mailing address and telephone number of all owner(s) of the land to which this application applies:

2. Full name, full mailing address and telephone number of the applicant if different from the above:

Site Information:

1. Address of land to which this application applies:

2. Assessors Map/Lot: _____

3. Descriptive Location: _____

4. Lot Area in square feet/acres: _____

5. Zoning District(s): Residence/Agricultural Business Unrestricted

6. Is the site located in any overlay district such as the Aquifer Protection or Flood Plain District?
Y__ N__ If yes, indicate the overlay district(s): _____

7. Existing and Proposed Conditions:

	Existing	Proposed
Use of the Property		
Number of Buildings:		
Total Gross Floor Area:		
Parking Spaces:		
Loading Areas:		
Signs:		
Lighting Fixtures:		

8. Brief description of project, including number and size of new buildings, parking/loading areas, signs, lighting, and stormwater management provisions: (plan and appropriate supporting documents, including recommendations from the Building Inspector and Fire Department, must be submitted with this Request):

9. Has this property ever been the subject of a Zoning Board of Appeals Action? Y_____ N_____
If "Yes", describe the Board's action, the date of its decision and provide a copy of the decision.

10. Describe other permits applied for, such as Building Permit, Septic Permit, Soil Permit, State Highway Curb Cut Permit, Order of Conditions, whether they have been granted, and the date they were granted:

11. List the plans, assessor's maps, reports and other materials you are submitting at this time:

12. State the full name, mailing address and telephone of any attorney or other person who is authorized by you to appear and represent you before the Board:

The undersigned agrees that the Planning Board or its agent(s) may enter upon and inspect the site during normal working hours for the purpose of reviewing this application.

The undersigned hereby applies for minor site plan approval by the Board, in belief that the plan conforms to the Board's Rules and Regulations for Site Plan approval and further agrees to not commence any work on site until the statutory approval period has lapsed.

Date: _____ Signature(s) of Owner(s): _____

CHECKLIST/Evaluation: In evaluating a Request and rendering a Determination of Minor Site Plan status and waiver of technical and or procedural/administrative compliance, the Planning Board shall consider whether the proposal would adversely affect the Performance Standards listed below and may require conditions and safeguards deemed necessary to realize, within reason, these performance standards. Please indicate if your proposal is in compliance with each standard or be prepared to discuss reasons why any non-compliance is either Non-Applicable or Inconsequential.

#	Non-Applicable	Inconsequential	In Compliance	SPA Required	Performance Standards
1					Provide convenience and safety of vehicular and pedestrian movement within the site, and in relation to adjacent streets, properties, buildings, structures, and other improvements.
2					Buffer and protect adjoining premises against detrimental or offensive uses.
3					Provide adequate and functional off-street loading and unloading of vehicles, goods, products, materials and equipment incidental to the normal operation of the establishment.
4					Provide adequate access to each structure for fire and service equipment and adequate provision for utilities and stormwater drainage consistent with the functional requirements of the Planning Board's Subdivision Rules and Regulations to the extent applicable, and all applicable local, state and federal codes, statutes, by-laws, policies, standards and regulations.
5					Minimize negative impacts to the environment by limiting or eliminating: volumes of cut and fill; removal of trees 6" caliper or larger and other vegetation; removal of stone walls; impact on wetland resources, wildlife habitat and other areas of environmental sensitivity; flooding and other impacts of stormwater flow both on- and off-site; soil erosion; and air, water, noise and light pollution.
6					Prevent contamination of groundwater and surface water from onsite wastewater disposal systems or operations on the premises involving the use, storage, handling, or containment of hazardous substances by utilizing Best Management Practices in accordance with all statutes, by-laws, regulations and policies governing these activities.
7					Promote compatibility among uses by controlling the visibility of parking, storage, or other outdoor service areas viewed from public ways or from premises residentially used or zoned.
8					Divide large expanses of parking with landscaping and shade trees and minimize lighting intrusion and the glare from headlights.
9					Screen service facilities located near the perimeter of the site, including but not limited to: garbage collection, recycling containers, refrigeration units, and utility areas.
10					Relate buildings and structures to the natural and built environment by attention to appropriate scale, massing, height and other factors necessary to achieve harmony with the surrounding natural environment, neighborhood, and Town as a whole.
11					Minimize obstruction of scenic views from publicly accessible locations.
12					Ensure compliance with the provisions of this Zoning Ordinance including, but not limited to, parking, loading, and signage.