



Town of Brewster  
Planning Board  
Ch. 179 Application Cover Sheet

**FOR TOWN OFFICIAL USE ONLY**

TOWN CLERK RECEIVED:

PERMIT NUMBER ASSIGNED:

Project Location:

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Assessors Map(s) and Parcel(s)

\_\_\_\_\_  
Deed/ Title Reference

\_\_\_\_\_  
Zoning District(s)

Applicant:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

Property Owner (if different than Applicant):

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

Professional Representative:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

Type of Application (Check as applicable):

- ☐ Special Permit  
(Zoning Bylaw Section 179-51 or list other or different Zoning Bylaw Sections, as applicable, below)
- ☐ Site Plan Review (Zoning Bylaw Section 179-63)
- ☐ Decision Modification (Provide relevant case number/s below)
- ☐ Decision Extension (Provide relevant case number/s below)
- ☐ Other (List Zoning Bylaw Section/s below)

Brief Project Description: \_\_\_\_\_

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Signatures

\_\_\_\_\_  
Applicant Date

\_\_\_\_\_  
Property Owner (if different than Applicant) Date

\_\_\_\_\_  
Professional Representative (as applicable) Date

*If the Applicant is not the Owner, the Application materials shall include the Owner's written consent or authorization to make application, or evidence that the Applicant's interest in the property is sufficient to make application (e.g. lease, P&S Agreement, etc.).*

*The burden is on the applicant to provide accurate, sufficient and complete information in the application. Attached is a checklist of materials and information required to be submitted for a complete application. Incompleteness could be cause for delays in review or denial of an application.*

*By making application, the Owner and Applicant hereby authorize the Planning Board and its agents to conduct site visits, at reasonable times, to assist in review of the application.*

*Please refer to current Planning Board schedule for application filing deadlines and associated meeting dates. The Board will make best efforts to work within this filing schedule but is not obligated to do so; the Board's review timelines are established under the Brewster Code and Massachusetts General Laws. In its discretion, the Board may agenda matters, which do not require public hearings, for the next available meeting even if received after the respective filing deadline.*

**Submit to: Brewster Planning Department  
Town Offices- 2198 Main Street  
Brewster, Massachusetts 02631-1898  
(508) 896-3701 x 1133  
brewplan@brewster-ma.gov**



Planning Board  
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Brewster, Massachusetts  
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**Attachment**  
**Chapter 179 (Zoning) Planning Board Application**  
**Required Submission Materials Checklist**

To be considered complete, an application shall include the materials and information listed below, as deemed applicable, necessary or material to a given case by the Planning Board.

- The Planning Board may waive or modify submission requirements (except review fees) in light of the specific circumstances presented in a given case.
- The Planning Board may require additional, revised or supplemental information, as necessary, during its review of an application.
- Note, applicants are not required to handle noticing. As applicable, Planning Department Staff obtains the certified abutters list and handles abutter and newspaper notifications.
- Twelve (12) hard copies of all materials are required to be submitted (including any supplemental or revised materials that might be provided through the course of review).
- One (1) electronic copy of all materials is required to be submitted (including any supplemental or revised materials that might be provided through the course of review).
- Twelve (12) hard copies of Site and Building Plans must be provided at a minimum size of 11"x17", with one (1) hard copy at a minimum size of 18"x24"; electronic copies of plans must be digital not scanned copies.

☐ Referral from Building Commissioner to Planning Board for the zoning relief/ approval requested.

☐ Owner's Authorization or equivalent, as applicable.

☐ Filing Fee per current Planning Board Fee Schedule, with check made to "Town of Brewster."

☐ Project Narrative, including a description of existing site conditions, a description of the project and proposed site conditions, reference to applicable sections of the Zoning Bylaw and discussion about consistency with the applicable standards and criteria for approval set out in the Zoning Bylaw.

☐ As applicable, information about Staff Review undertaken for the project pursuant to Brewster Code Chapter 83.

☐ A site plan/plan set of existing and proposed site conditions, stamped by a professional land surveyor licensed in Massachusetts, showing the following information:

- ☐ Inset Locus Map
- ☐ Plan Title, name and address of applicant and person responsible for preparation
- ☐ North arrow and scale- minimum scale 1" = 40'
- ☐ Boundaries of property plotted to scale
- ☐ Plan preparation date and any revision dates
- ☐ Plan Notes regarding record title and plan information for locus and for abutting properties
- ☐ Tax Map and Parcel and Owner Identification for locus and abutting properties
- ☐ Ruled box for Board signature and date, as applicable for site plan review/ approval
- ☐ Lot area by square foot and acreage
- ☐ Zoning Compliance Table
  - ☐ Proposed, existing and required dimensional criteria for locus

- ☐ Zoning District classification and boundaries relative to locus, including any overlays
- ☐ Location and dimensions of site buildings and structures including setback distances
- ☐ Location, dimensions and design of site parking, drive aisles and loading areas
  - ☐ Parking calculations per 9/11/13 Planning Board Policy
  - ☐ Delineation of both regular and handicapped spaces
  - ☐ Delineation of reserved parking areas, as applicable
  - ☐ Surface materials and striping/ design details
  - ☐ Description of site circulation (vehicles, bicycles, pedestrians)
- ☐ Location and design of other site improvements including:
  - ☐ Walkways, paths, trails and sidewalks
  - ☐ Refuse storage and disposal
  - ☐ Stormwater Management Facilities/ BMPs
  - ☐ Retaining walls and fences
  - ☐ Outdoor storage or other outdoor use areas
  - ☐ Bike storage rack
  - ☐ Signs
  - ☐ Exterior lighting
  - ☐ Driveways and curbcuts
  - ☐ Swimming Pools
  - ☐ Water courses, water bodies, wetlands, wetland buffer zones, all with current delineations, and other significant natural features
- ☐ Flood Zone identification/ boundaries
- ☐ Historic District boundaries
- ☐ Location of wells and/or septic systems on-site (and off-site wells, if known)
- ☐ Utilities available to the site, including municipal water/ fire hydrants
- ☐ Record easements and rights-of-way affecting the site
- ☐ Site topography and grading
- ☐ Other relevant resource mappings such as MESA Priority Habitat
- ☐ Stormwater Management and Hydrologic Report stamped by a professional engineer licensed to practice in Massachusetts:
  - ☐ Design and location of Stormwater Management Facilities/BMPs
  - ☐ Recharge, run-off volume and peak discharge calculations for the 25-year,24-hour storm event
  - ☐ Site soils identification
  - ☐ Water quality treatment calculations
  - ☐ Groundwater information
  - ☐ BMP Operation & Maintenance Manual
  - ☐ Erosion and Sedimentation Control Plan
- ☐ Proposed Landscape site plan including:
  - ☐ Calculation/ depiction of proposed green space and clearing
  - ☐ Location, size and type/ species of shade trees and other vegetation
  - ☐ Irrigation information
  - ☐ Notes about maintenance
  - ☐ Existing treeline, including specific identification of specimen trees on-site and as might be located along or within in road rights-of-way
  - ☐ See native plant list at <https://capecodnativeplants.org> and invasive species list at <https://mass.gov/massachusetts-prohibited-plant-list>
- ☐ Architectural rendering, elevation and floor plans- minimum scale 1/4" = 1', stamped by design professional licensed to practice in Massachusetts
- ☐ Lighting (photometric) site plan, cut sheets and specifications, including fixture mount heights
- ☐ Any other information or materials as might be required in the particular section(s) of the Zoning Bylaw relevant to the application