



TOWN OF DOUGLAS  
**SITE PLAN REVIEW**  
PERMIT APPLICATION FORM  
*Pursuant to Section 6.02 of the Douglas Zoning Bylaw*

OFFICE USE ONLY

APP No. \_\_\_\_\_

SUBMITTED \_\_\_\_\_

FEE \_\_\_\_\_

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### I. Applicant Information

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Organization Name \_\_\_\_\_ Contact Person \_\_\_\_\_  
Street Address \_\_\_\_\_ Additional Address \_\_\_\_\_  
City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Email Address \_\_\_\_\_  
Other Comments \_\_\_\_\_

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### II. Representative Information

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Organization Name \_\_\_\_\_ Contact Person \_\_\_\_\_  
Street Address \_\_\_\_\_ Additional Address \_\_\_\_\_  
City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Email Address \_\_\_\_\_  
Other Comments \_\_\_\_\_

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### III. Owner Information

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Organization Name \_\_\_\_\_ Contact Person \_\_\_\_\_  
Street Address \_\_\_\_\_ Additional Address \_\_\_\_\_  
City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Email Address \_\_\_\_\_  
Other Comments \_\_\_\_\_

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### IV. Site Information

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Assessors Map \_\_\_\_\_ Assessors Parcel \_\_\_\_\_ Deed Book \_\_\_\_\_ Deed Page \_\_\_\_\_  
Street Address \_\_\_\_\_ Additional Address \_\_\_\_\_  
City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Other Comments \_\_\_\_\_



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### V. General

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a.) Reason for Application (Check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> New Use                   | <input type="checkbox"/> Commercial Construction         |
| <input type="checkbox"/> Expansion of Existing Use | <input type="checkbox"/> Industrial Construction         |
| <input type="checkbox"/> Other Special Permit App. | <input type="checkbox"/> Religious Construction          |
| <input type="checkbox"/> Other (please indicate):  | <input type="checkbox"/> Public Educational Construction |

b.) Do any variances or non-conformities exist for this existing site? If so, please identify the non-conformity, the status (ie. pre-existing or new), and pertinent ZBA Case # and a copy of the decision.

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c.) Please provide a brief overview of the Project Scope:

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### VI. Submittal Requirements

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- 1) Has a current certified abutters list for all abutters within 300-feet of the subject properties (and all parties in interest) been submitted with the Application?  YES  NO
- 2) Have completed certified return receipt cards and an abutter notification form been submitted with the application for each abutter/party of interest identified in item 1, above?  YES  NO
- 3) Have five (5) copies of this complete submittal been transmitted to the Planning Board?  YES  NO
- 4) Does the Application Package Include a written narrative detailing the scope of the project and also addresses the following issues:
- |                                 |                              |                             |                              |
|---------------------------------|------------------------------|-----------------------------|------------------------------|
| a) Proposed Use?                | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| b) Hours of Operation?          | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| c) Traffic Impact & Assessment? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |



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- d) Stormwater Management?  YES  NO  N/A
- e) Other potential nuisance issues?  YES  NO  N/A
- 5) Has a plan been submitted at a suitable scale to clearly show the scope and intent of the proposed project?  YES  NO  N/A
- a) Has a Floor Plan been prepared and stamped by a Professional Architect?  YES  NO  N/A
- b) Has a Site Plan been prepared and stamped by a Professional Engineer?  YES  NO  N/A
- c) Has a Site Plan been prepared and stamped by a Professional Land Surveyor?  YES  NO  N/A
- d) Does the Site Plan show all property boundaries and building setbacks?  YES  NO  N/A
- e) Does the Site Plan show all existing and proposed placement of buildings?  YES  NO  N/A
- f) Does the Site Plan show all existing and proposed placement of structures?  YES  NO  N/A
- g) Does the Site Plan show all existing and proposed parking spaces?  YES  NO  N/A
- h) Does the Site Plan show all existing and proposed loading areas?  YES  NO  N/A
- i) Does the Site Plan show all existing and proposed driveway openings?  YES  NO  N/A
- j) Does the Site Plan show all existing and proposed driveways?  YES  NO  N/A
- k) Does the Site Plan show all existing and proposed service areas?  YES  NO  N/A
- l) Does the Site Plan show all facilities for surface and ground drainage and erosion controls?  YES  NO  N/A
- m) Does the Site Plan show all landscape features (such as fences, walls, planting areas and walks)?  YES  NO  N/A
- n) Does the Site Plan show all facilities for surface and ground drainage and erosion controls?  YES  NO  N/A



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- o) Does the Site Plan show all exterior lighting?     YES             NO             N/A
- p) Does the Site Plan show all loudspeaker devices and signs?     YES             NO             N/A
- 6) Does the submittal demonstrate protection of adjoining premises against seriously detrimental or offensive uses on the site?     YES             NO             N/A
- 7) Does the submittal demonstrate traffic safety and ease of access at street and highway entrances and exits of driveways, taking account of grades, sight distances and distances between such driveway entrances, exits and the nearest existing street or highway intersection;     YES             NO             N/A
- 8) Does the submittal demonstrate safety and adequacy of driveway layout, off-street loading areas for materials and products, off-street loading sites for customers, and sufficiency of access of service vehicles such as electricity, gas, fuel, telephone, rubbish removal, water, sewer, fire, police, ambulance or other routine or emergency vehicles.     YES             NO             N/A
- 9) Does the submittal demonstrate safe and adequate means of disposal of sewage, of garbage and rubbish, safety and adequacy of water supply and distribution, and of fire fighting facilities on the site, it such are to be furnished;     YES             NO             N/A
- 10) Does the submittal demonstrate positive storm-water drainage and snow melt runoff from all driveways and from all parking and loading areas on the site;     YES             NO             N/A
- 11) Does the submittal demonstrate sufficiency of spaces for off-street parking of automobiles of customers, patrons and employees.     YES             NO             N/A

12) Additional Information (attach extra sheets as necessary):

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## VII. FEES

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The fees for work proposed under this Site Plan Application shall be in accordance with the Town of Douglas Fee Schedule.

Applicants must submit the following information to confirm fee payment:

Fee Calculations \_\_\_\_\_

Check Number \_\_\_\_\_

Check date \_\_\_\_\_

Payor name on check \_\_\_\_\_

Applicant name (if different from payor) \_\_\_\_\_

*\* Please make all checks payable to the Town of Douglas \**

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## VIII. SIGNATURES

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I hereby certify under the penalties of perjury that the foregoing Site Plan Application and accompanying plans, documents, and supporting data are true and complete to the best of my knowledge. I understand that the Planning Board will place notification of this Submittal in a local newspaper at the expense of the Applicant in accordance with the requirements of the State Zoning Act.

I further certify under penalties of perjury that a current list of all abutters and other relevant parties of interest were provided to the Planning Board office with current mailing addresses. These parties will be notified by the Douglas Planning Board pursuant to the requirements of the State Zoning Act. Notice must be made in writing by hand delivery or certified mail (return receipt requested) to all abutters within 300 feet of the property line of the project location.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Printed or Typed Name of Applicant \_\_\_\_\_

Signature of Property Owner(s) \_\_\_\_\_

Date \_\_\_\_\_

Printed or Typed Name of Property Owner(s) \_\_\_\_\_

Signature of Representative (if any) \_\_\_\_\_

Date \_\_\_\_\_

Printed or Typed Name of Representative (if any) \_\_\_\_\_

*\*\*Please note that all above signatures must be provided unless a notarized authorization form accompanies the application submittal granting an individual the authority to sign and/or act on behalf of the Owner/Applicant.*