

**APPLICATION for ADMINISTRATIVE MODIFICATION
TO AN APPROVED SITE PLAN**

**APPLICANT/
CONTACT:** Name: _____
Address: _____
Phone Number: _____
E-mail: _____

OWNER: Name: _____
Address: _____
Phone Number: _____

* If applicant is different than owner(s), a letter of authorization from the owner must accompany this form.

PROJECT LOCATION: Street Address: _____
Assessors' Map: _____ Lot(s): _____
Zoning District(s): _____ Lot Size: _____

DATE OF SITE PLAN APPROVAL: _____

PROPOSED MODIFICATIONS: (please specify in the project narrative)

- Changes to infrastructure and/or utilities.
- Increase in landscaping.
- Façade and/or elevation changes.
- Shifting or structures, parking spaces or other site amenities less than one (1) foot.
- Shifting of Handicapped parking spaces.

SUBMITTAL REQUIREMENTS:

- Completed application and all supporting documentation (*any previous Board or Commission decisions*)
- Letter providing owner(s) authorization. (*if the owner is not the applicant*)
- Project narrative describing the proposal modification and listing all requested waivers.
- 5 FOLDED and STAPLED** copies of all plan and elevation sets.
- 1 Completed Application for Commercial/Industrial Electric Service if applicable. (*available online*)
- Electronic PDF format of all plans, elevations, and applicable reports/studies.
(*Can be submitted on CD or emailed to kday@mail.danvers-ma.org.*)

Signature of Applicant/Agent: _____ **Date:** _____

For Department Use Only:
Date Comments Due: _____
Date of Planning Board Hearing: _____

* **Must be submitted 14 days prior to the requested Planning Board hearing.**
* **Incomplete filings will not be accepted.**