

Site Plan Modifications

All modifications to a previously approved site plan require review and approval. Modifications fall into three categories: Major, Minor and Administrative. All modifications are applicable only to those projects with an existing approved site plan. Major and Minor Modifications shall be processed in accordance with Sections 4.3.2, 4.3.5, 4.3.6, and 4.3.7 of this Bylaw. A meeting with the Planning Division staff prior to filing is recommended.

Major Modifications

Major Modifications shall be subject to all provisions of Sections 4.8, 4.9, and 4.10 of this Bylaw and are applicable if one or more of the following is proposed:

- (1) An increase to total sq. ft. of structure(s).
- (2) An increase in the number of parking spaces.
- (3) A decrease in landscaping greater than 15%.
- (4) A relocation/shifting of structures, parking spaces, or other site amenities more than five (5) ft.
- (5) An increase of over 750 sq. ft. of impervious surface. (Other than parking or building)

Minor Modifications

Minor Modifications are subject to provisions of Section 4.8 as recommended by the Planning Division Staff and are applicable if one or more of the following is proposed:

- (1) A reduction in landscaping equal to or less than 15%.
- (2) A reduction or relocation of parking spaces.
- (3) An increase of impervious surface (other than parking or buildings) less than 750 sq. ft.
- (4) A relocation or shifting of structures, parking spaces, or other site amenities more than one (1) ft. and less than five (5) ft. in distance .
- (5) Requests by applicant to revise or remove condition(s) of a previous decision.
- (6) Other modifications not listed herein in Section 4.3.8(b).

Administrative Modifications (Warrant no remedy by the Planning Board) Administrative Modifications shall be filed with the Planning Division and reviewed by the Building Inspector and Town Engineer prior to commencement as specified in the plan. The following are the situations in which Administrative Modifications are applicable:

- (1) A change to infrastructure affecting underground utilities (i.e. water, sewer, electric, drainage) and/or utility provisions/apparatus. This requires a written approval from the Town Engineering Department or the agency responsible for the utility (with exception to traffic mitigation which shall be considered a minor modification).
- (2) Any increase in landscaping. This requires a written approval by the Planning Division (with exception to landscaping approved for buffering or to meet buffering requirements of this Bylaw).
- (3) Façade and/or elevation changes to existing structures that do not result in an increase to the building footprint or alteration to the vehicular or pedestrian circulation in or around the structure.
- (4) Shifting of structures, parking spaces, or other site amenities less than one (1) ft. in distance.
- (5) Moving of Handicapped Parking pursuant to 521 CMR as most recently amended.