

**APPLICATION for MINOR 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 PREVIOUS SITE PLAN APPROVAL:** \_\_\_\_\_

**PROPOSED MODIFICATION(S):** *Applicable only to projects with previously existing site plans.*

- Less than 750 sq. ft. increase of impervious surface (other than parking or buildings): \_\_\_\_\_ sq. ft.
- Reduction or relocation of number of parking spaces.
- Decrease of landscaping equal to or less than 15%: \_\_\_\_\_ %
- Relocation/shifting of structures, parking spaces, or other site amenities more than 1 ft. and less than 5 ft.
- Request by applicant to revise condition(s) of previous decision.
- Other: \_\_\_\_\_

**PERMITS/APPROVALS:**

Attach any previous or pending decision documentation regarding the site plan to be modified (*such as special permit, variance, finding, etc.*) received from the Planning Board, Zoning Board of Appeals, Conservation Commission, Preservation Commission, and/or Historic District Commission.

**SUBMITTAL REQUIREMENTS:**

- Application fee made payable by check to the Town of Danvers (\$100 plus \$.10 x additional gross floor area)
  - 1 Completed Site Plan Approval checklist.
  - 1 Completed application and all supporting documentation. (*any previous Board or Commission decisions*)
  - 1 Letter providing owner(s) authorization. (*if owner is not the applicant*)
  - 1 Project narrative describing the proposed modification(s) and listing all requested waivers.
  - 9 FOLDED and STAPLED** copies of all plan and elevation sets to be modified.
  - 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 e-mailed to [kday@mail.danvers-ma.org](mailto: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 at least 30 days prior  
to Planning Board hearing.  
\*Incomplete filings will not be accepted.**