



# Instructions for Site Plan Review Waiver Application

Town Of East Longmeadow  
Planning & Community Development

If the Planning Board determines there is no substantive change in use and the proposed use is less detrimental than its present or immediate prior use and that the external enlargement, if applicable, is less than 2,000 (two thousand) square feet, the Board may waive any or all requirements of Site Plan Review. Please contact the Department of Planning and Community Development with any questions while filing a request for Site Plan Review Waiver.

## A Complete Application Must Include the Following Required Documents:

- [Zoning Determination](#) signed by the Building Commissioner (7 copies)
- Site Plan Review Wavier application packet (7 copies)
- [Property Deed](#) and [Owner Authorization Letter](#), if applicant is not the property owner (1 copy)
- [Tax Collector Affidavit](#) signed by the Collector's Office (1 copy)
- Site Plans (1 digital copy and 6 paper copies of each)
  - Existing conditions/parking plan 11x17
  - Proposed conditions/parking plan 11x17
- Payment for the \$20 filing fee

## To file a request for Site Plan Review Waiver, Applicant will:

1. Obtain a completed, signed Zoning Determination from the Building Commissioner that indicates a Site Plan Review Waiver is needed.
2. Complete the Site Plan Review Waiver application packet.  
**Note:** *If you feel the application questions did not fully reflect your request for Site Plan Review Waiver, then you may write an optional, brief project narrative.*
  - a. If the applicant is not the property owner, obtain a notarized Letter of Authorization from the property owner indicating they allow the applicant to file this request for Special Permit. Accompany this letter with a copy of the property deed (obtained online from the Hampden County Registry of Deeds)
  - b. File the Tax Collector Affidavit with the Collector's Office. The Collector's Office will indicate whether there are any unpaid bills or taxes that would prohibit the issuing of a permit.
3. Submit the appropriate number of copies of each required documents and a check payable to the Town of East Longmeadow in the amount of \$20 to the Planning Department.  
**Note:** *Filing fees are non-refundable; payment for filings fees will not be accepted until the Planning Department has received completed application materials.*
4. The Planning Department will review your application for completeness and schedule you to the next available meeting of the Planning Board.  
**Note:** *Attendance is required at meetings.*

**During the meeting:**

1. The Planning Board will ask the applicant to provide information on their request for Site Plan Review Waiver.
2. The Planning Board will vote to approve or deny the request for Site Plan Review Waiver.  
**Note:** *If the Planning Board feels that there is more substantive change in use or structure, then the Board may require the submittal of a full Site Plan Review.*

**After the meeting:**

1. The Planning Department staff will create a Notice of Decision based on the approval/denial issued by the Planning Board, which will be filed with the Clerk's Office.