



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.



Site Plan Review Waiver Application

Town Of East Longmeadow
 Planning & Community Development

OFFICE ONLY	
Case:	

1) APPLICATION INFORMATION

a. Project Name			
b. Property Address		c. Zoning District	
d. Assessor's Map		e. Lot(s)	
f. Registry of Deeds Book		g. Page	
h. Applicant Name		i. Applicant Phone	
j. Applicant Email			
k. Mailing Address			
l. Applicant Relationship to Property ¹		<input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Other:	
m. Owner Name		n. Owner Phone	
o. Owner Email			
p. Mailing Address			

2) BUSINESS INFORMATION

	Existing	Proposed
a. Number of customers per day		
b. Number of employees		
c. Hours of operation		
d. Days of operation		
e. Hours of deliveries		
f. Frequency of Deliveries	<input type="checkbox"/> Daily <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Other:	<input type="checkbox"/> Daily <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Other:
g. Name of Proposed Business		
h. Date of Last Parking Plan		
<i>Provide copy; if older than 10 years, certified updated plan required</i>		

i. Briefly Describe the Proposed Business

4) HOME OFFICE OR STUDIO (Complete this section if applying for Home Office Use)

Zoning By-Law 3.090 Home Office or Studio

The use of a portion of a home by a resident of the premises as an office or studio for the private conduct of a profession, home occupation, or trade shall be considered Accessory to the use of the residence provided that: A Waiver of Site Plan approval for a private home office or studio is granted by the Planning Board prior to any business being conducted at the residence.

See Accessory Use Table Below:

AA	A	B	C	ER	COM	BUS	I	IGP	GR	PUR	PAR	MU
Y	Y	Y	Y	N	Y	Y	N	N	Y	Y	N	Y

a. Please Check all that apply:

- This is a Request for Waiver of Site Plan approval for a private home office or studio for an allowed business use to be conducted at the residence.
- The home occupation will be conducted in an office or studio in the primary dwelling and is carried on only by members of the resident family living on the premises.
- The home occupation is clearly incidental to and secondary to the use of the dwelling as a residence.
- The area devoted to the conduct of the home occupation does not exceed twenty percent (20%) of the habitable floor area of the dwelling unit.
- No external change will be made which alters the residential appearance of the dwelling or the residential character of the lot.
- There will be no exterior display, signage or visible storage or other outward evidence that the premises are being used for any purpose other than for a residential use.
- The use will not constitute a nuisance by reason of an unacceptable level of air or water pollution, noise, vibration, smoke, dust, odor, heat, glare, unsightliness, electrical interference, or other activity which when produced, is detectable to normal sensory perception beyond the property line in amounts exceeding those normal to a residential property.
- The use does not constitute a safety hazard to abutters.
- No articles will be sold or offered for sale on the premises.

¹ if applicant is not property owner, attach [Owner Authorization Letter](#) and any agreements between owner & applicant

By signing below, I/we acknowledge that all information presented herein is true to the best of my/our knowledge. I/we further understand that any false information intentionally provided or omitted is grounds for the revocation of the approval(s).

Signature of Applicant		Date	
Signature of Owner		Date	