

City of Suffolk Department of Planning
APPLICATION FOR SITE PLAN WAIVER



PART 1- OFFICE INFORMATION: To be completed by staff

Application Number:		Date Submitted:	
Project Address:		Project Name:	
Tax Query:	<input type="checkbox"/> Current <input type="checkbox"/> Delinquent	Application Fee Paid:	
Decision:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date of Decision:	

PART 2- GENERAL INFORMATION: To be completed by applicant

Important Notice: Applications must be submitted in hard copy with original signatures. Incomplete applications will not be accepted. This application should be used to request a site plan waiver in which the area of disturbed land is less than 2,500 square feet. The estimated review time is 30 days. Should staff determine that a Site Plan is required, staff will notify the applicant.

Application Fee: \$100.00

Property Address: _____ Tax Map Number: _____

Account Number: _____ Zoning District: _____

Total Site Acreage: _____ Area of Disturbance: _____

Proposed Uses/Improvements to the Property (attach more sheets if needed): _____

PART 3- REQUIRED INFORMATION FOR APPLICATION: To be submitted by applicant

Provide at least **three (3) copies** of a *site plan/layout* drawn to scale, which includes the following:

1. Setbacks labeled from all property lines.
2. Location and dimensions of the proposed area of disturbance (must be less than 2,500 square feet) and all site modifications.

Depending on the scope of the project, additional information and/or materials may be necessary.

PART 4- CONTACT INFORMATION: To be completed by applicant, owners, and other contacts

This application must be signed by the property owner(s) or must have attached to it written evidence of the owner's consent, which may be in the form of a binding contract of sale or a letter signed by the owner(s) authorizing the applicant to act as his or her agent. Signing this application shall constitute the granting of authority of the City to enter onto the property for the purpose of conducting site analyses.

1. Applicant Information:

Name: _____ Company: _____
Address: _____ Phone Number: _____
Email: _____ Fax Number: _____
Applicant Signature: _____ Date: _____

2. Property Owner(s) Information (Complete if different from applicant):

Name: _____ Company: _____
Address: _____ Phone Number: _____
Email: _____ Fax Number: _____
Owner Signature 1: _____ Date: _____

Name: _____ Company: _____
Address: _____ Phone Number: _____
Email: _____ Fax Number: _____
Owner Signature 2: _____ Date: _____

3. Other Contacts (Such as engineers, surveyors, architects, agents, attorneys, owners, etc.):

Specify type of contact/relationship: _____
Name: _____ Company: _____
Address: _____ Phone Number: _____
Email: _____ Fax Number: _____
Signature: _____ Date: _____

Specify type of contact/relationship: _____
Name: _____ Company: _____
Address: _____ Phone Number: _____
Email: _____ Fax Number: _____
Signature: _____ Date: _____