



TOWN OF BRAintree
PLANNING & COMMUNITY DEVELOPMENT

Joseph C. Sullivan
Mayor

Christine Stickney
Director
781-794-8230

Administrative Site Plan Review

Braintree-Weymouth Landing District
Braintree Ordinance - Section 615

Applicant: _____
(Name of Business, Individual or both)

Street Address: _____

Daytime Number(s) _____ **Cell Number** _____

Email Address: _____

Request for Administrative Site Plan Review for (check all that apply):

- | | |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <input type="checkbox"/> New construction | <input type="checkbox"/> Exterior Alteration of existing building |
| New or Alter Signage: | <input type="checkbox"/> Wall Sign <input type="checkbox"/> Projecting Sign |
| | <input type="checkbox"/> Multi-tenant directory |
| <input type="checkbox"/> Awning with signage | <input type="checkbox"/> Awning without signage |
| <input type="checkbox"/> Freestanding ground lighting | |
| <input type="checkbox"/> Fencing | |
| <input type="checkbox"/> New paving of two or more vehicles | |
| <input type="checkbox"/> Creation of outdoor seating & dining areas for existing restaurants | |

Signature of Applicant: _____

Print name of Property Owner: _____ **Tel#** _____

Signature of Property Owner: _____

Supporting documentation

All applications require a written narrative of the applicant's intentions for the property and/or structure.

New Construction:

- Meeting required with Planning & Community Development Staff before applying. Requirements explained at staff meeting

Exterior Alteration of existing building:

- Picture of the existing building all sides proposed for alteration
- Window or door replacement – picture of new item to be installed
- Substantial alteration – architectural renderings

Signage:

- Rendering of the proposed sign – all dimensions of sign, lettering, coloring (background & lettering) and material composition – information on an 8 x 11 sheet (shop drawing from a sign company acceptable) – type of mounting etc.
- Location of signage on the building (digital picture with mark-up)
- Lighting over signage – sample of light (picture)

Awnings: See 5.4 of design guidelines

- Dimensions of awning itself plus dimension of any lettering or design on the awning
- Material composition of awning including supporting structure/mounting to building
- Illumination above or below the awning – sample of light (picture)

New parking spaces two or more:

- Site plan showing location of spaces
- Explanation of material (pavement, stone etc)
- Consultation with building as to Handicap spaces

Creation of Outdoor Seating:

- Number of tables and chairs inside and outside
- Plan showing area to be dedicated to outdoor use (include dimensions)
- Licensing Board approval
- Health Department approval