



# TOWN OF PALMER

Palmer Town Building  
4417 Main Street  
Palmer, Massachusetts 01069

Telephone: 413-283-2638  
Fax: 413-283-2637

## REQUEST FOR WAIVER OF SITE PLAN APPROVAL

To: The Zoning Enforcement Officer

**I hereby request a waiver of the site plan approval process:**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Phone: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Site Address: \_\_\_\_\_

Assessor's Map & Parcel: \_\_\_\_\_

Existing use of site: \_\_\_\_\_

Proposed use of site: \_\_\_\_\_

Reason for waiver request: \_\_\_\_\_

**I certify that I do not anticipate any of the following:**

1. An increase of floor area of twenty-five (25) percent or more;
2. An increase in motor vehicle traffic at or to the site of twenty-five (25) percent or more;
3. An increase in parking at the site of twenty-five (25) percent or more;
4. An increase in the number of tenants at the site of twenty-five (25) percent or more;
5. An increase in the number of employees at the site of twenty-five (25) percent or more.

***For the following reasons:*** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

(Please fill out chart on next page)



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	Existing	Proposed	% of Increase
<b>Floor Area</b>			
<b>Vehicular traffic</b>			
<b>Parking spaces</b>			
<b># of Tenants</b>			
<b># of Employees</b>			
<b>Hours of Operation</b>			

As Applicant I have submitted, as part of the request for the Waiver of Site Plan Approval, a Business/Management Plan (see pg. 3) for the proposed use of the property.

As applicant I understand that the waiver, if granted, is for the business as proposed in the Business/Management Plan and this Site Plan Waiver request. I also understand that any expansion or change may require either a site plan review or an additional waiver.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

As owner of the above mentioned property I agree to allow the requested changes: \_\_\_\_\_  
SIGNATURE OF OWNER

**FOR TOWN USE ONLY:**

Zoning Enforcement Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Waiver is Hereby Approved : \_\_\_\_\_

Waiver is Not Approved for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_



Ratified by Planning Board: \_\_\_\_\_

Date: \_\_\_\_\_



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The Business or Management Plan needs to describe the proposed business in detail for maximum "build-out". If the business is proposed to grow in phases the differences between the phases will need to be outlined.

At minimum the plan needs to include:

1. Type of proposed business
2. Number of employees (including the Owner)
3. Hours of Operation i.e. hours the business is open to the public plus hours the business will be occupied for stocking supplies, drop off and pick up, etc.
4. Delivery and pick up times, vehicle sizes & frequency
5. Storage – i.e. on site, off site, interior, exterior.
6. Estimated number of customers in a 24 hour period
7. Estimated maximum number of customers + employees at any one time
8. Any special events associated with the use, the number of times these events may occur annually, the number of customers or patrons + employees at any given event
9. A basic plot plan showing: existing and proposed parking and any outside activity, storage or display areas – this does not have to be a survey but it needs to be scaled in relation to the building(s) & lot size