

## **TOWN OF DENNIS STAFF REVIEW**

Representatives from the Building, Health, Natural Resources, Planning & Appeals Offices, as well as the Fire Department, Police Department and Engineering Office (if needed), are available to meet with development applicants on the first and third Thursdays of the month from 2:00 p.m. to 3:00 p.m. in the Dennis Town Offices, 485 Main Street, South Dennis. The purpose of the meeting is to make the staff available to you all at once, to assist you with the development of your project. We strongly encourage you to take advantage of these meetings with staff. This meeting is in no way mandatory, however we think that you will find it very helpful in developing your project.

To meet with the representatives, the Planning and Appeals Office should be notified at least fourteen (14) days before the Thursday meeting date. The following information should also be presented at the time of notification. If possible, please, written information should be **typed or neatly printed**:

1. A letter of intent must be submitted including:
  - a. Your name, legal mailing address and a telephone number;
  - b. A description of the proposed project as detailed as possible, including but not limited to the square footage of the lot, the square footage of the proposed use;
  - c. The location of the property, including street address as well as Assessors Map and Parcel; and
  - d. If the land is already developed, note the existing use of the property. Also, provide the name of the project, if known, the name of the current owner and the name of any previous owners, if available. This information will assist us in reviewing existing files for information.
2. Seven copies of a plan to scale (approx. 1":40') of the property must be submitted. The plan should contain identification of the appropriate zoning district boundaries, a table of the zoning requirements (e.g. setbacks, parking etc) and how the plan does or does not comply with these requirements.

The application for staff review is located on the reverse side of this sheet. If you have any questions, please do not hesitate to contact Daniel J. Fortier, Town Planner, at the Town Offices, 485 Main Street, South Dennis, MA 02660 or 508-760-6119.



## STAFF REVIEW SUBMISSION

(Please type or print clearly)

Property Address:	Map:	Parcel:
Size of Lot (square footage):	Zoning District:	
Proposed Use of Property: (please be as detailed as possible)		
Contact Person's Name:		
Mailing Address:		
Telephone Number:		
Is property currently vacant? (check one)	YES:	NO:
If NO, what is the current use of the site including project name (if available):		
List any prior owners of the property (if available or known): (This will assist the staff in reviewing files for any information on the property)		
For the proposed use, how many square feet of interior commercial, or industrial, space is proposed?		
Is any exterior commercial or industrial space proposed? (check one)	YES:	NO:
If yes, how many square feet of exterior commercial, or industrial, space is proposed?		

This form and 7 copies of a plan to scale (approx. 1":40') of the property must be submitted at least 14 calendar days prior to the possible staff review meeting. Meetings are generally held the first and third Thursdays, 2:00 p.m. to 3:00 p.m. If you have any questions please notify the Town Planner, Daniel J. Fortier, at the Town Offices, 485 Main Street, South Dennis, MA 02660 or 508-760-6119.