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Assessor's Date Stamp

TOWN OF PROVINCETOWN
DEPARTMENT OF MUNICIPAL FINANCE – ASSESSORS' OFFICE
 260 Commercial Street Provincetown, MA 02657
 Phone (508) 487-7017 Fax (508) 487-9560 Email: sfahle@provincetown-ma.gov

PLEASE NOTE: One (1) set of FINAL plans, drawn to architectural scale, must be submitted with application.

PART I
SCALE CALCULATION REQUEST

Subject Property: _____ **Map & Parcel** _____

Building description: If there is more than one structure on the subject parcel, please describe the subject building. (i.e.: main house, small easterly cottage, etc.)

Person Making Request: _____
Address of person making request: _____

Phone Number Home: _____ Work: _____

PART II
TO BE COMPLETED BY ASSESSOR'S OFFICE

One (1) set of FINAL plans, drawn to architectural scale, must be submitted with application. Plan # or ID

Scale of proposed project: Completed by: _____ Date: _____

New Structure (information provided by plans): _____ volume in cubic feet of proposed new structure
 or

Existing Structure (as provided by Assessor's scale information): _____ volume in cubic feet +

Addition (information provided by plans): _____ volume in cubic feet = _____ total
 volume in cubic feet of proposed project.

Neighborhood Average: _____ volume in cubic feet

Maximum Allowable Variance from Nhd Average: _____ %

Maximum Allowable Volume w/o Special Permit: _____ volume in cubic feet

PLEASE ALLOW A MINIMUM OF THREE WORKING DAYS FOR SCALE DETERMINATION

THIS COMPLETED DOCUMENT ALONG WITH MAP, ALL ASSESSOR'S SCALE DATA AND SET OF SUBMITTED PLANS WILL BE SENT TO THE DCD. (Please see steps 4 & 5 of instructions.)

Revised 05/04/07; 10/15/01; 01/11/01; 01/08/01; 12/05/00; 10/10/12BD-SCALE issued 10/10/12

Town of Provincetown
BUILDING DEPARTMENT (DCD)

SCALE CALCULATIONS
INSTRUCTIONS

FOR ALL NEW BUILDINGS AND FOR ALL ADDITIONS, YOU WILL NEED TO PROVIDE SCALE INFORMATION; USE THE FOLLOWING FORM (ATTACHED): AO -FORM S

- STEP 1.** The applicant completes PART I of the attached application AO-FORM S and submits the form and one (1) set of FINAL plans, drawn to architectural scale, to the Assessor's Office (\$75.00 fee). **Official Scale (volume in cubic feet) will not be calculated without a set of FINAL plans.**
Unofficial Scale Requests (plans not required) Fee: \$25.00
- STEP 2.** The Assessor's office will identify the 250-foot radius, provide the volume calculations for all of the required structures and provide calculations showing the neighborhood average volume and the allowed volume based on whether the property is inside or outside of the Historic District.
- STEP 3.** The Assessor's Office shall complete PART II of the attached application AO-FORM S by providing the volume information for the proposed project along with the allowed volume as per the Assessor's data.
- STEP 4.** The following list describes the distribution of the Scale Application and submitted plans:
1. Assessor's Office will forward one (1) completed copy of the Scale Application & the submitted set of Final plans to Department of Community Development (DCD).
 2. One (1) completed copy of the Scale Application to the Requestor.
 3. One (1) completed copy of the Scale Application to be retained in the Assessor's Office for 90 days.
 4. The applicant shall submit building permit applications and Zoning applications when required.
- STEP 5.** If the proposed new structure or building with an addition exceeds the average of the neighborhood by more than the allowable percentage increase, then the applicant must obtain a special permit as indicated in the Zoning By-Laws Article VII section 7102 E prior to obtaining a building permit.