

APPLICATION CHECKLIST

Site Plan Approval

Zone Change

Special Permit for

An application must be filed on a form provided by the Planning Department and must be accompanied by the appropriate filing fee and 8 copies of a complete development plan (site plan) for the parcel in question. Development plan sheets must be 24" x 36" at a scale of no less than 1" = 100'.

A. Zoning Requirements

Please complete the following table. This information should also appear on the development plan.

| | | <u>Required/ Allowed</u> | | <u>Existing</u> | | <u>Proposed</u> | |
|-----|--------------------------------|------------------------------|----|-----------------|----|-----------------|----|
| 1. | Zone Classification | | | | | | |
| 2. | Lot Size | | | | | | |
| 3. | Lot Frontage | | | | | | |
| 4. | Front Yard | | | | | | |
| 5. | Side Yards | | | | | | |
| 6. | Rear Yard | | | | | | |
| 7. | Buffer: Front | | | | | | |
| | Side | | | | | | |
| | Rear | | | | | | |
| 8. | Coverage: Building Footprint | | | | | | |
| | Paved Area | | | | | | |
| | % building and pavement | | | | | | |
| 9. | Building Height/Stories | | | | | | |
| 10. | Total Building Area (sq.ft.) | | | | | | |
| 11. | Public Sewer: | Yes | No | Yes | No | Yes | No |
| 12. | Public Water | Yes | No | Yes | No | Yes | No |
| 13. | Parking Spaces: | | | | | | |
| | Total (incl. deferred parking) | | | | | | |
| | Deferred | | | | | | |
| 14. | Parking Lot Landscaping: | | | | | | |
| | Area of parking lot | | | | | | |
| | Landscaped area | | | | | | |
| | % landscaped | | | | | | |

The applicant is required to submit the following information to the Town Plan and Zoning Commission at the time of application. These items should be clearly depicted on the development plan submitted to the Planning Department for review. On this checklist, please check all items submitted and indicate which items are not applicable to the proposed activity.

B. General Information

Name of applicant

Name of property owner

Name of development

Where applicable the signature and seal of:

- engineer
- architect
- landscape architect
- land surveyor

- Base map source
- Boundary of parcel with appropriate dimensions
- Scale
- A-2 Survey
- North point
- Location map (1" = 1000')
- Date of plans and revisions

C. Existing Conditions

- Zone of adjacent properties
- Location of existing buildings
- Existing topography
- Wetland boundaries and watercourses locations
- Boundary of Flood Protection Zone or Flood Perimeter Overlay Zone
- Tree Line
- Easements or rights-of-way

D. Site Development Information

- Front, side and rear yards
- Limits of pavement for driveways, roads, sidewalks and parking
- Location, number and size of parking bays including those reserved for the handicapped
- Landscape plan, including areas within parking lot, showing location of planting, size at planting, mature spread, common name, number of plants
- Location of proposed buildings, with floor elevations
- Distances from structures and parking areas to property lines on all sides
- Proposed use
- Proposed easements or rights-of-way
- Location of all utilities and associated structures including gas, water, electric, telephone, storm sewer, sanitary sewer
- Refuse and recycling disposal: location and screening
- Loading area
- Proposed street lines and names (if any)
- Architecturals (elevations of each side of building)
- Location of firelanes and hydrants
- Lighting: location, type (details)

E. Engineering Information

- Storm drainage system
- Existing and proposed contours at no more than 2-foot intervals
- Drainage calculations and narrative (as required by Town Engineer)
- Road/driveway/sidewalk construction details
- Erosion/sedimentation control plan (see Appendix C of Subdivision Regulations)
- Sanitary sewer and water lines: details
- Material to be removed from or deposited on site
- Traffic engineer's report when warranted