

CHECKLIST - SITE PLAN REVIEW

In cases where not all items are applicable, draw a line through the items that are not applicable. **All requests for waivers must be in writing with the application.**

ALL APPLICATIONS

- 1. Ten (10) copies of completed application, all associated documentation and checklist;
- 2. List of names and addresses of abutters and use of abutting properties, identified with location of the structures and access roads;
- 3. One (1) set of address mailing labels of abutters, applicant, engineer, architect, soil scientist, wetland scientist, land surveyor, and any holders of conservation preservation, or agricultural preservation restrictions or easements;
- 4. The appropriate fee;
- 5. Site plan: 24" by 36" sheet size maximum, scale not less than 1" = 100', match lines where needed, date, title, graphic scale, north arrow, location map, legend, name & address of developer/applicant, designer/engineer, and owner of record;
- 6. Four (4) prints of each plan sheet at full scale and one (1) reduction of each plan reduced to no more than 11" x 17";
- 7. All existing and proposed easements;
- 8. Site plan showing boundaries, existing natural features including watercourses & water bodies, trees & other vegetation, topographical features, and other pertinent features that should be considered in the site design process;
- 9. Plan of all buildings depicting their type, size, and location (setbacks);
- 10. Location of off-street parking and loading spaces with a layout or the parking indicated;
- 11. The location, width, curbing and type of access ways and egress ways (driveways), plus streets and sidewalks within and around site;
- 12. Location, size, and design of proposed signs and advertising or instructional devices;
- 13. Location and type of lighting for all outdoor facilities, including direction and area of illumination;
- 14. Right-of-way lines of all existing adjoining streets;
- 15. Location and type of Water supply & sewage disposal facilities;
- 16. Zoning districts and boundaries for site and within 1000 feet of site;
- 17. 100 year flood elevation line, where applicable;
- 18. An elevation view or photograph of all buildings indicating their height, width and surface treatment;
- 19. Landscaping plan showing required details described within the Site Plan Review Regulations, and
- 20. Other required exhibits or data in order to adequately evaluate the proposal.

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PROJECTS REQUIRING NEW OR ADDITIONAL BUILDINGS OR CHANGES TO THE EXTERIOR DIMENSIONS OF EXISTING OR CHANGES TO EXISTING CONTOURS AND FINISHED GRADE ELEVATIONS, INCLUDING TYPE, EXTENT, AND LOCATION OF LANDSCAPING, PARKING AND OPEN SPACE AREAS SHALL SUBMIT THE FOLLOWING IN ADDITION TO ABOVE:

- 1. Reproducible mylar, to be retained by the Planning Board at its option;
- 2. Plan of all buildings with their type, size, location (setbacks) and elevation of first floor indicated: (assume permanent onsite elevation);
- 3. The size and proposed location of water supply and sewage facilities and provision for future expansion of sewage and water facilities, and all distances from existing water and sewage facilities on the site and on abutting properties to a distance of 200 feet;
- 4. The location, elevation and layout of catch basins and other surface drainage features;
- 5. Existing and proposed contours and finished grade elevations – all contours shall be a minimum of 2-foot intervals;
- 6. The type, extent and location of existing and proposed landscaping and open space areas indicating what existing landscaping and open space areas will be retained;
- 7. The size and location of all public service connections – gas, power, telephone, fire alarm, (overhead or underground);
- 8. Surveyed property lines showing their angles, distances, radius, lengths of arcs, control angles, along property lines and monument locations and names of all abutters;
- 9. If a subdivision, the lines and names of all proposed streets, lanes, ways, or easements intended to be dedicated for public use shall be indicated and all Subdivision Regulations shall apply, and
- 10. Erosion and sedimentation control plan.