

Site Development Plan Checklist

[Ref: Zoning Bylaw Section 502]

This form must be accompanied by:

- **A Zoning Permit Application**
- **Either a Site Plan Review Application Worksheet or a Conditional Use Review Application Worksheet, or both if so required.**

Please use this checklist as a guide in preparing the plan, and to request waiver to the required provision.

The application shall not be considered complete until all of the application materials listed in A, below, and any materials specifically requested in subsection B, below, have been submitted. The DRB may waive one or more of the items listed in A, below, upon its determination that the item(s) are unnecessary for the comprehensive review of the application. Such waiver shall be made at the time that the application is accepted and deemed complete.

A. Any application for Conditional Use Review and/or Site Plan Review shall include one (1) original and two (2) complete copies of a site development plan. This plan shall include the following information unless a waiver is specifically requested in the column indicated.

| Required Plan Elements | Info Provided? | Waiver Requested? | DRB Decision |
|--|----------------|-------------------|--------------|
| 1.a. The name and address of owner(s) of record of the property | | | |
| 1.b. Name, address and interest of the applicant, if different than the owners(s) of record | | | |
| 1.c. Name and address of the person or firm preparing the application and related plans | | | |
| 1.d. Date of the application and related plans | | | |
| 1.e. Names and addresses of all owners of adjoining lands | | | |
| 2. A plan drawn to scale (preferably prepared by a licensed engineer, surveyor, land planner for large projects) or otherwise approved by the DRB showing the following: | | | |
| 2.a. North arrow and scale | | | |
| 2.b. Legal property boundaries for the property | | | |
| 2.c. Proposed property boundaries, including internal lot lines | | | |
| 2.d. Existing and proposed features, to include: | | | |
| 2.d.1. Topography | | | |
| 2.d.2. Land use | | | |

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|---|----------------|-------------------|--------------|
| 2.d.3. Existing vegetation | | | |
| 2.d.4. Natural and critical habitat areas | | | |
| 2.d.5. Floodplains and wetlands | | | |
| 2.d.6. Farmland/conservation areas | | | |
| 2.d.7. Zoning district boundaries | | | |
| 2.d.8. Structures (building footprints) | | | |
| 2.d.9. Walls | | | |
| 2.d.10. Fence lines | | | |
| 2.d.11. Historic sites; | | | |
| 2.d.12. Parking areas | | | |
| 2.d.13. Roads | | | |
| 2.d.14. Driveways | | | |
| 2.d.15. Easements and rights-of-way | | | |
| 2.d.16. Utilities | | | |
| 2.e.1. Traffic and pedestrian circulation within the site | | | |
| 2.e.2. Location of loading areas | | | |
| 2.e.3. Access to neighboring properties | | | |
| 2.e.4. Public roads and sidewalks in the vicinity | | | |
| 2.e.5. Pathways and trails in the vicinity | | | |
| 2.f.1. Proposed landscaping & screening | | | |
| 2.f.2. Proposed grading & drainage | | | |
| 2.f.2. Proposed sign & lighting details | | | |
| 3. Site location map or other notation showing the location of the project in relation to nearby town highways, and adjoining parcels and uses | | | |
| 4. ATTACHMENT - Preliminary building sketches for new or altered structures, including an indication of the exterior design, window treatment and roof and siding materials | | | |
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B. The DRB, upon preliminary review of the application, may need additional information to determine whether the proposed use or structure meets the applicable standards. Such information may include the following:

| Supplementary Plan Elements | Info Provided? | DRB Decision |
|---|-----------------------|---------------------|
| Photographs of the site | | |
| Water supply and wastewater disposal plans | | |
| Phasing schedule for completion of all proposed development and site improvements. | | |
| An indication of traffic to be generated by the project and the impact of such traffic on area roads | | |
| The location of natural features or site elements to be preserved as open space or to be held in common and the method for protecting those features or elements | | |
| Additional studies or data relative to the project's impact on the community, such as storm water management and erosion control plans, visual impact analysis or community service impact assessments. | | |
| | | |

Applicant Signature: _____

Date: _____