

Site Plan Review Checklist

Project: _____

Submitted: _____ Pre-application approval date: _____

- Conditions
- Site Visit
- Public Hearing Required

To be considered complete a formal **Site Plan** application shall include the information listed below. The Planning Board may require additional information, if necessary to complete its review.

- A description of the proposed use or uses of the property.
- Evidence by the applicant of his title or interest in the property. (deed, purchase and sales agreement, lease or similar instrument).
- Names and addresses of abutting property owners within three hundred (300) feet.
- An estimate of the cost of site improvements, including but not limited to the following:
 - Paving
 - Refuse Storage and Disposal Facilities
 - Drainage
 - Sidewalks
 - Retaining Walls
 - Handicap Access
 - Landscaping
 - Outdoor Lighting Facilities
- A site plan (map) showing the following information:
 - Title of drawing including name and address of applicant and person responsible for preparation of such drawing
 - North arrow, date and scale - minimum scale 1" = 40'
 - Ruled box for date and Board signatures
 - Lot size and zoning classification
 - Boundaries of property plotted to scale
 - Proposed use(s) of the property
 - Location and dimensions of all existing and proposed buildings including setback distances and square footage calculations for each use
 - Location and design of parking and loading areas
 - calculation of required number of spaces (Section VI.B.6)
 - delineation of both regular and handicapped spaces
 - delineation of reserved parking areas
 - proposed surface materials
 - Proposed ingress and egress routes including location of road cuts
 - Location and design of all existing or proposed site improvements including:
 - Walkways and sidewalks
 - Refuse storage and disposal
 - Drains and culverts
 - Retaining walls and fences
 - Outdoor storage areas, if any
 - Outdoor lighting facilities
 - Existing trees of more than four (4) inches in diameter, including those located in road rights-of-way
 - Delineation of buffer zones where abutting a residential district
 - Existing water courses, wetlands, Conservancy District boundaries, and other natural features of the site
 - Location of wells and/or septic systems, accompanied by design plan(s)
- Grading and drainage plan showing existing and proposed contours, accompanied by drainage calculations demonstrating structures have been sized using a 25 year design storm (Section VI.A.2.b.2.t)
- Landscaping plan including:
 - Calculation of proposed green space (Section III. D. 3. I)
 - Location, size and type of shade trees demonstrating compliance with requirement of one (1) shade tree per ten (10) parking spaces (contact Town Tree Warden as appropriate)