

APPLICATION
 PRELIMINARY SUBDIVISION/ SITE PLAN APPROVAL
 DRAWINGS/MAPS CHECKLIST

The purpose of this checklist is to assist the applicant and the reviewer in preparing a complete application, thereby expediting the review process. Each item should be addressed in the application and so noted on the checklist. Those items that are “Not Applicable” should be so noted on the checklist.

INFORMATION TO BE INCLUDED ON DRAWINGS/MAPS

	<u>Applicant</u>	<u>Town</u>	<u>N/A</u>
1. Drawing title block indicating the name and address of the applicant and person responsible for preparation of drawings.			
2. Prepared by a licensed engineer, architect, landscape architect or surveyor and certified by the seal and signature of such person.			
3. Original date and last revision date.			
4. North arrow and scale.			
5. Area/location map showing (May be of smaller scale if required for “one sheet submission”.)			
a. Applicant’s property under consideration.			
b. Applicant’s entire adjacent holdings.			
c. Properties, subdivision(s), streets and easements within two-hundred (200) feet of applicant’s property under consideration with SBL #s, wells, septic systems and driveways.			
6. Property boundaries plotted to scale with bearings and distances shown.			
7. Dimensions and total acreage of the site.			
8. Current zoning and proposed changes, existing and required variances.			
9. Locations dimensions, sizes, numbering of proposed lots.			

	<u>Applicant</u>	<u>Town</u>	<u>N/A</u>
10. Locations, dimensions of all easements or encumbrances on the property.			
11. Setbacks, heights and proposed use for all buildings and/or structures.			
12. Location of ponds, sewers, watermains, pump stations and other utilities.			
13. Location of existing and proposed streets, bridges, driveways, sidewalks and parking.			
14. (Non-residential) Traffic flow and parking: <ul style="list-style-type: none">a. Location, design and flow patterns for roads, parking areas and delivery areas.b. Ingress and egress points, driveways and aisles.c. Parking spaces to include handicap areas and ramps.d. Pedestrian access/traffic including sidewalks, crosswalks and pavement markings.			
15. Method of securing public water and the location, design and construction materials to be used.			
16. Method of securing public sewers and location design to be used.			
17. Location, design and construction materials for existing and proposed site improvements such as drains, culverts, retaining walls, outdoor storage tanks, retention ponds, air conditioning units, and waste disposal units, etc.			
18. Grading and drainage plan showing: <ul style="list-style-type: none">a. Existing and proposed contours. (1' contours if grades less than five percent (5%).b. Method of on-site drainage and/or water retention.c. Two (2) foot contour interval for sites with general grades exceeding five percent (5%) or portions of site which are susceptible to erosion, flooding, ponding.			
19. The location of all existing stands of trees on the site and impact of proposal on those trees.			

	<u>Applicant</u>	<u>Town</u>	<u>N/A</u>
20. The location and proposed development of all buffer areas, including existing and proposed vegetative cover.			
21. A general landscaping plan and planting schedule including location and types of trees and shrubbery to be planted.			
22. The location, design and construction material of all energy distribution facilities, including electrical, gas and solar energy.			
23. Description of provisions for solar energy use, energy conservation measures or other environmental-design techniques.			
24. Location of all existing and proposed fire hydrants.			
25. Location of fire lanes and other emergency zones.			
26. (Non-residential) Typical floor plan and elevation for all buildings.			
27. (Non-residential) Designation of the amount of building area to be used for retail sales or similar commercial activities.			
28. (Non-residential) An estimate of the maximum number of employees to be on the site at any one time.			
29. (Non-residential) The size, nature and location of any outdoor storage.			
30. (Non-residential) Location of any outdoor fencing, including size, height and type of construction.			
31. (Non-residential) Location and design of outdoor lighting facilities.			
32. (Non-residential) Location, size, design and construction of material of all proposed signs.			
33. Calculations showing parking spaces required and parking spaces to be provided.			
34. Calculation showing the amount of “green space” being provided. (Except for single family residential.)			
35. Sight distances.			