

Development Plan Requirements Checklist

All development plans that accompany an application to the Development Review Board must, at a minimum, meet the following filing requirements. **See Table 6.1 of the LUDR for more detailed requirements. FAILURE TO COMPLY WITH THESE DEVELOPMENT PLAN REQUIREMENTS WILL RESULT IN A DENIAL OR DELAY UNTIL AN ADEQUATE SITE PLAN IS FILED.**

The Development Plan Must Include:

Basic Information

1. Property location (including site location map showing project in relation to nearby town highways and adjoining parcels)
2. Name and address of the applicant and owners of the property
3. Name of person or firm who prepared the plan
4. Scale of plan (plan must be to scale)
5. North point
6. Date
7. Zoning Classification and boundaries
8. Names of abutting property owners
9. Lot size
10. Legal property boundaries & abutting property owners

Building Information

11. Proposed structures with distances form the lot lines, building footprints, and building height indicated
12. Existing structures and uses
13. Any building(s), driveway(s), right(s) of way, or easement(s) located within the applicable setbacks of adjacent properties
14. Building Elevations
15. Building coverage ratio

Utilities

16. Utility easements
17. Location (existing and proposed) of electric, telephone and cable lines on the property
18. Lighting plans including lighting fixture, cut sheets and photometric report
19. Water and sewer system connections
20. Outdoor fuel tank location(s)

Site Information

21. Contours (existing and proposed)
22. Surface water (brooks, ponds, etc.)
23. Wetlands
24. Flood Hazard areas

25. Streets
26. Driveways
27. Pedestrian walkways/circulation sidewalks, trails on site and in vicinity
28. Traffic Circulation
29. Parking and Loading spaces
30. Proposed surface for driveways, walkways. Parking and loading areas
31. Stormwater Drainage Plan
32. Landscaping plan including planting design (including species and size) screening and fencing
33. Site grading plans and erosion control
34. Dumpster location(s)
35. Outside equipment location(s)
36. Outside storage of supplies/materials, etc.
37. Existing vegetation, natural areas and animal habitat
38. Walls and fences
39. Easements and rights-of-way
40. Snow retention areas

Signage

41. Location and size of proposed signs

The following information must accompany all site plans:

42. Narrative describing construction sequence and anticipated time schedule for completing each phase for building, parking spaces and landscaping areas for the entire development.
43. Town approval for any connection to municipal water or sewer system
44. Statement regarding adequacy of fire protection
45. Estimate of traffic to be generated and Statement regarding traffic impact (traffic study may be required).
46. Proof of notification of abutting landowners
47. Statement of compliance with all zoning standards