

Design Review Non-Residential Site Plan Application Checklist
Effective Jan. 2007

I. General Information:

A. Name of Development: _____

B. Location of Development: _____

(Street)

(Map #)

(Lot #)

C. Name of Applicant(s): _____

D. Name & Phone No. of Primary Design Consultant or Firm: _____

(Individual or Firm Name)

(Contact Person)

(Phone No.)

(Fax No.)

E. Name of Licensed Land Surveyor: _____

F. Name of Licensed Professional Engineer: _____

G. Name of Certified Soil Scientist: _____

H. Date of Submittal to Planning Director: _____

II. General Requirements:

1. Executed Application Form Submitted & Marked "Design Review": _____

2. Names & Addresses of All Abutters Submitted: _____

3. Three (3) Sets of Plans Submitted: _____
(All Sheets Numbered Consecutively with Index of Sheets on Plans)

4. Compact Disk With PDF Plan: _____

III. Site Plan Requirements:

A. Presentation Requirements:

1. Size & Presentation of Sheet(s) per Section 315 of the Land Development Control Regulations: _____

2. Title Block Information:

- a. Name of Development Noted: _____
- b. Location of Site Noted (Town, State & Street(s)): _____
- c. Tax Map & Lot No.'s of Subject Parcel(s) Noted: _____
- d. Names & Addresses of Owner(s) of Record; Applicant; & Engineer and/or Land Surveyor: _____
- e. Date of Plan Noted: _____
- f. Scale of Plan Noted: _____

1. Plan at Proper Scale per Regulations: _____

2. Bar Scale Shown: _____

3. Match Lines (if any) Shown on All Sheets: _____

4. Graphical Index Plan Provided (if necessary): _____

B. Existing Conditions Plan & General Site Information:

1. Locus Map at a Scale of 2,000 feet to the Inch or Less Shown: _____

2. Boundary Information Prepared From Existing Deeds & Field Information: _____

3. Names & Addresses of All Abutting Land Owners Shown: _____

4. Abutting Lot Lines, Streets, Alleys, Easements, Parks, Public Open Spaces, & Zoning Districts Clearly Labeled and Indicated With Tax Map Numbers Where Applicable: _____

5. Location and Dimensions of All Existing Easements Shown: _____

6. North Arrow Shown: _____

7. Limits of Wetlands (per Section 275-24 of Zoning) on and within 50-feet of Subject Parcel Shown: _____
 8. Two-Foot Contour Interval Topography Shown: _____
 9. HISS Mapping Performed by a Certified Soil Scientist Shown Over All Subject Parcels and within 50-feet of Subject Parcel Where No Municipal Sewer Exists:

 10. Existing Buildings, Pavement, and Gravel Areas On Site Shown and Other Physical Features as May Be Found Within a Minimum of 50-feet Beyond the Parcel Boundary:

 11. Location and Name (if any) of any Watercourses, Ponds, or Standing Water On Site and Within a Minimum of 50-feet Beyond the Parcel Boundary Shown & Noted:

 12. Existing Tree Lines Shown: _____
 13. Existing Rock Outcroppings, Ledges, and Other Physical Features Shown: _____
 14. Location of Existing Utility Poles On Site and Within a Minimum of 50-feet of Subject Parcel Shown: _____
- C. Site Plan Content Requirements** (Information may be shown on one or more sheets)
1. Location of Existing and Proposed Water Mains, Sanitary Sewers, Storm Sewers and Culverts, Including Size, Material and Direction of Flow Shown: _____
 2. Location and Dimensions of All Proposed Easements Shown: _____
 3. Location and Dimensions of Existing and Proposed Buildings and Accessory Structures Shown: _____
 4. Total Gross Floor Area of Each Existing and Proposed Building With a Breakdown of Total Gross Floor Area in Each Building Assigned to a Particular Use Noted: _____
 5. Pedestrian Access and Service/Loading Provisions for Each Building Identified as Applicable: _____

6. Location and Dimensions of Applicable Building Setbacks and Other Restrictions Imposed by the Zoning Ordinance Shown: _____
7. Location and Layout of All Proposed Parking Areas, aisles, and access drives: _____
8. Parking Calculations Based on Proposed Site Use Provided: _____
9. Preliminary Exterior Lighting and Landscape Plan Provided: _____
10. Drainage Plan Showing the Following:
 - a. Direction of Runoff (existing and proposed) Through Use of Arrows Shown:

 - b. Existing and Proposed Methods of Handling Storm Water Runoff: _____
 - c. Location, Elevation and Size of All Catch Basins, Storm Sewers, Culverts, Drainage Ditches, Swales and Retention/Detention Basins Submitted:

V. Construction Plan Requirements:

1. Preliminary Designs of Any Proposed Off-Site Improvements Included: _____
2. Preliminary Drainage Report and Calculations: _____