

## Section 11-8 Site Plan Submission Requirements

### SUBMISSION REQUIREMENTS

All applications for Pre-application, PSP and FSP must contain the information indicated as being required in Table 1 (below). In addition, space must be provided on the Final Site Plan drawing for the signature of the Mayor, Attest by the Town Clerk, and date together with the following words:

Site Plan Review Application (Commercial and Industrial)  
 Submittal Requirements Checklist

**Table 1**

	<b>Pre-app 4 copies</b>	<b>Preliminary 16 copies</b>	<b>Final 4 copies</b>	<b>Required Materials:</b>
1.	X	X	X	Legal Description and Boundary Survey to scale
2.	X	X	X	Fully executed and signed copy of the application for site plan review
3.			X	Evidence of payment of application and technical review fees
4.		X		Names and addresses of all property owners within 300 feet of any and all property boundaries
5.		X		Site photos/map from all directions at corners (standard prints)
6.		X	X	The maps or drawing must be at a scale sufficient to allow review of the items listed under the approval standards and criteria, but in no case shall be more than 100 feet to the inch for that portion of the tract of land being proposed for development. Applicant must also provide copies of all drawings submitted on 8 1/2" X 11" sheets
7.			X	Digital copy of Site Plan materials (using control supplied by the Community Development Department)
8.			X	As-Built drawings (Submitted upon completion of construction and within one month of issuance of Final Inspection)
9.	X	X	X	Record owner's name, address, and phone number and applicant's name, address and phone number of different
10.	X	X		Location of all required building setbacks, yards, and buffers
11.	X	X		Sketch map showing general location of the site within the Town based upon a reduction of the tax maps
12.		X		Boundaries of all contiguous property under the total or partial control of the owner or applicant regardless of whether all or part is being developed at this time
13.	X	X		The tax map and lot number of the parcel or parcels on which the project is located
14.		X	X	A copy of the deed to the property, an option to purchase the property or other documentation to demonstrate right, title or interest in the property on the part of the applicant

15.			X	The name, registration number, and seal of the person who prepared the plan, if applicable ( <b>Strongly Recommended</b> )
16.			X	Evidence of the applicant's technical and financial capability to carry out the project as proposed
17.	X	X	X	Zoning Classification(s)
18.		X	X	The bearings and length of all property lines of the property to be developed and the source of this information
19.		X	X	Location & size of any existing utility lines & easements
20.		X	X	Location, names, and present widths of existing public and/or private streets and rights-of-way within or adjacent to the proposed development
21.		X	X	The location, dimensions and ground floor elevation of all existing buildings on the site
22.		X	X	The location and dimensions of existing driveways, parking & loading areas, walkways, and sidewalks on or immediately adjacent to the site
23.		X	X	Location of intersecting roads or driveways within 200 feet of the site
24.		X	X	The location of open drainageways
25.		X	X	The direction of existing surface water drainage across the site
26.		X	X	The location, front view, dimensions, and lighting of existing signs
27.		X	X	Location and dimensions of any existing easements and copies of codes covenants or deed restrictions
28.		X	X	The location of the nearest fire hydrant, dry hydrant or other water supply for fire protection
29.		X	X	A utility Plan including estimated demand for water supply and sewage disposal together with the location and dimensions of all provisions for water supply and wastewater disposal
30.		X	X	The direction of proposed surface water drainage across the site and from the site, with an assessment of impacts on downstream properties
31.		X	X	Provisions for handling all solid wastes, including hazardous and special wastes and the location and proposed screening of any on- site collection or storage facilities
32.		X	X	The location, dimensions, and materials to be used in the construction of proposed driveways, parking and loading

				areas, and walkways and any changes in traffic flow onto or off-site
33.		X	X	Proposed landscaping and buffering plan including irrigation plan
34.		X	X	The location, dimensions, ground floor elevation, and elevation of all proposed buildings or building expansion proposed on the site
35.		X		A traffic statement that includes an estimate of the peak hour and daily traffic to be generated by the project
36.		X	X	A grading and drainage plan that includes existing contours, proposed contours, drainage channels and directions of flow, as well as stormwater calculations, erosion and sedimentation control measures and water quality