

## SITE PLAN REVIEW CHECKLIST

Project Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Project Manager/Contact Person: \_\_\_\_\_

### 1. General Information

ok	not shown	not applicable	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans drawn to a scale of not less than 1" = 50' for properties less than three acres;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The proprietor's, applicant's and owner's names, addresses and telephone numbers;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The date (month, day, year), title block, scale and northpoint;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The name, address and professional seal of the architect, engineer, surveyor, landscape architect or planner responsible for preparation of the plan;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The zoning district classification of the petitioner's parcel and all abutting parcels;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pertinent area, height, lot coverage and set-back requirements of the zoning district in which the parcel is located;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A legal description, including a gross acreage figure.

### 2. Physical features

ok	not shown	not applicable	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed lot lines, building lines, structures and parking areas on the parcel and within 100 feet of the site;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location of existing and proposed traffic and pedestrian circulation facilities, including:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Centerlines and existing and proposed right-of-way lines of abutting streets;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Access drives;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Service drives;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire lanes;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street intersections;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Acceleration, deceleration and passing lanes and approaches;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sidewalks and pedestrian paths; and
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Curbing.

### The location of existing and proposed service facilities above and below ground including:

ok	not shown	not applicable	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemical and fuel storage tanks and containers;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storage, loading and disposal areas of chemicals, hazardous substances, salt and fuels;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water mains, hydrants, pumps, standpipes and building services and sizes;
			Fire Dept. Connections on buildings should be within 150 feet of fire hydrants;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sanitary sewers and pumping stations;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Backwater prevention recommended in low areas and where combined stormwater and sanitary sewer system exist;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Backwater prevention device on private fire hydrants;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater control facilities and structures, including storm sewers, swales, retention/detention basins, drainageways and other facilities, including calculations for sizes;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location of all existing and proposed easements;

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public utility distribution systems;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wells, cisterns, septic tanks, and laterals;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscaping sprinklers water service hookup;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimensioned flood plains;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Finished floor elevations. Typical elevation views and specifications of building materials of all buildings;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking calculations. Dimensioned parking spaces, aisles and drives. Type of surfacing;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exterior lighting locations, type of lights and illumination patterns;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location and description of all existing and proposed landscaping, berms, fencing and walls;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The trash receptacle pad location and method of screening;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The transformer pad location and method of screening;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sign locations, heights and sizes;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any other pertinent physical features.

### 3. Natural features

<b>ok</b>	<b>not shown</b>	<b>not applicable</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For parcels of more than one acre, existing and proposed topography with a maximum contour interval of two feet on the site and beyond the site for a distance of 100 feet in all directions;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location of existing drainage courses and associated bodies of water, on and off-site, and their elevations; and
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location of natural resource features, including wetlands and woodlands;

### 4. Additional requirements for R-3, NR1 and NR2 Districts

<b>ok</b>	<b>not shown</b>	<b>not applicable</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Density calculations by type of unit;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Designation of units by type and number of units in each building;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Garage or carport locations and details where proposed; and
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of community buildings and recreational facilities;

### 5. Additional requirements for C1A, C1B, C1C, C2, C3, C4, M1, M2 and M3 Districts

<b>ok</b>	<b>not shown</b>	<b>not applicable</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Loading/unloading areas;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Total and useable floor area; and
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Number of employees, customers, clients or patients in peak usage.

### 6. Additional requirements for D Districts

<b>ok</b>	<b>not shown</b>	<b>not applicable</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detailed building elevations for all structures rehabilitated or constructed showing dimensions and specifying building materials;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Areas of windows.