

**Planning Board
Site Plan Approval Check List**

Hearing Date: _____

The following must be submitted to fulfill all application requirements:

1. ____ Application Form
2. ____ Fee (variable)
3. ____ Fifteen (15) copies of Site Plan (max. scale 1" = 30')
4. ____ Fifteen (15) copies of Architectural Elevations
5. ____ Five (5) copies of Drainage Calculations (25 yr. storm freq.) stamped by P.E., along with drainage area map

Note: Applications for change of use need only submit photographs of the site and building's facades.

The following must appear on the plan documents:

1. Existing Conditions Plan
 - ____ Area and dimensions of the site
 - ____ Location(s) of existing buildings and/or structures
 - ____ Parking
 - ____ Drives
 - ____ Walks
 - ____ Lighting
 - ____ Service areas
 - ____ Utilities
 - ____ Drainage easements
 - ____ Contours based on two (2) foot intervals
 - ____ General location of trees
 - ____ Maximum groundwater elevations for lands within 500 year flood plain

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2. Proposed Conditions Plan

___ Name and address of:

___ Petitioner _____

___ Owner of Record _____

___ Registered Design Professional _____

___ Site _____

___ Dates of:

___ Site Plan Approval Application _____

___ Site Plan Approval _____

___ As-Built Plan Certification _____

___ Proposed buildings and/or structures

___ Parking and service areas

___ Dimensions of stalls and calculations of required capacity

___ Width of parking aisles and internal vehicular circulation pattern

___ Surface material

___ Entrance and Exit lighting

___ Location and widths of internal and access drives

___ Distance between all access drives and street intersections within 100' of the site

___ Loading and Service Areas (screened)

___ Handicap Parking, Signs and Ramps

___ Drives

___ Walks

___ Lighting

___ Utilities

___ Waste disposal facilities

___ Surface-water drainage

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2. Proposed Conditions Plan, continued

_____ Type of surface materials

_____ Adjoining properties and streets within twenty-five (25) feet of the site

_____ Contours based on two (2) foot intervals

_____ Trees, screening, other landscape features and arrangement of open space

_____ Surface water

3. Architectural Elevation

_____ Elevations showing front and rear facades and side facades including color and texture of surface materials. (Not applicable in local and regional historic districts)