

CHECKLIST – SITE PLAN/CONDITIONAL USE APPLICATION

The Land Development Code specifies procedures for Minor and Major Site Plan Amendments as well as new site plans. Please schedule an appointment with Staff to determine if you meet the amendment criteria prior to preparing your application. Staff will be able to determine if your proposal qualifies as an amendment. In addition, Staff can then advise you regarding the number of site plan drawings that will need to be submitted for review purposes. Generally, a new site plan and a major amendment will require a submittal of three (3) full size copies and eight (8) 18" x 24" copies of the proposed site plan. Please call 878-6950 if you have any questions.

Applicant	Staff	
<u>✓</u>	_____	Site plan, drawn to scale including a north arrow, certified by licensed Vermont professional.
<u>✓</u>	_____	Vicinity map. Specify adjoining land use/zoning.
<u>✓</u>	_____	Name, address, phone # of developer and all professionals working on the project
<u>✓</u>	_____	Survey prepared by certified land surveyor showing existing or proposed rights of way and easements.
<u>✓</u>	_____	Total land area and location. Size, height, and number of stories of existing and proposed structures and distance to property lines
<u>✓</u>	_____	Location and dimensions of existing and proposed easements, streets, driveways and infrastructure.
<u>✓</u>	_____	Description of proposed use and floor areas of all structures, and parking and loading calculations. All parking spaces shall be clearly indicated on the plan (See section 703).
<u>✓</u>	_____	Location and specifications for a bike path.
<u>✓</u>	_____	Topographic map with final ground contours at 2' intervals as if staff determined that such information is necessary.
<u>✓</u>	_____	Existing natural features including wetlands, rock outcroppings, excessive slope and tree groupings.
<u>✓</u>	_____	Professional landscape plan including the type, size, quantify, and location of plant materials, existing and proposed (see Sections 719 and 708).
<u>✓</u>	_____	Lighting plan with specifications (See section 704).
<u>✓</u>	_____	Impact analysis including traffic generation and impact on public and/or private infrastructure.

- _____ Engineering design standards for all improvements. Include a description of the methodology proposed to control drainage, and construction plans as applicable.
- _____ Traffic study as deemed necessary by the Commission (or staff)
- _____ Written request for waivers of any requirements of this Code.
- _____ Location of proposed water/sewer service connections.
- _____ Proposed development schedule and phasing request.
- _____ Location and type of proposed screening or buffering.
- _____ Elevation of existing/proposed structures and proposed change to height of existing structures.
- _____ Location of fire lanes.
- _____ Percent of lot coverage of all structures and impervious surfaces.

This checklist is designed to assist the applicant with the preparation of the Site Plan. The applicant is solely responsible for meeting all of the requirements of the Land Development Code. Please contact staff at 878-6950 if you have any questions.