

CHECKLIST – CONCEPTUAL PLAN

Applicant	Staff	
_____	_____	The project name, address and legal description; name, address and telephone number of the developer and project design professionals.
_____	_____	The approximate location of proposed land uses including the number of dwelling units and/or the number, type and typical square footage of non-residential buildings, and total square footage of the project.
_____	_____	The proposed height and number of stories of each building.
_____	_____	A sketch of a typical structure.
_____	_____	The approximate location of proposed roads, parking areas, sidewalks, bikeways, fire lanes and other proposed circulation elements and patterns.
_____	_____	A landscape concept showing typical planting schemes, types of planting materials and general locations of major landscaping items such as berms, ponds, retaining walls or other man-made improvements.
_____	_____	The approximate location and size of proposed curb cuts on public or private streets, and the size and type of all interior curb cuts.
_____	_____	The approximate location and size of common improvements, common open space and lands to be dedicated to public ownership.
_____	_____	An estimate or projected use of public infrastructure, including a preliminary statement regarding traffic, sewer and water demand impacts.
_____	_____	Information on surrounding properties, including land uses, zoning, ownership and traffic patterns.
_____	_____	The height, size, location and typical sketches of proposed signs and fencing, if any.
_____	_____	A preliminary analysis of drainage proposals, including a topographical map of the project area.
_____	_____	An indication of proposed setbacks and minimum distances between proposed structures.
_____	_____	A written request for any waivers to any standards contained in this Code along with a justification for the request.
_____	_____	Any other information deemed pertinent to the review of the specific Conceptual Plan.

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