

SITE PLAN – TECHNICAL CRITERIA

PROJECT NAME:

APPLICANT:

DATE:

SITE PLAN

- LAND USE APPLICATION FORM (submit original, signed form)**
- SITE PLAN - TECHNICAL CRITERIA FORM**
- APPLICATION FEE AND FEE AGREEMENT (submit check along with original, signed agreement)**
- TITLE COMMITMENT (less than 30 days old)**
- LEGAL NOTICE FORM –(electronic copy of legal description)**
- PHOTOMETRIC PLAN**
- TRAFFIC STUDY (if required)**
- ELECTRONIC COPY OF APPLICATION PACKAGE (in pdf form)**
- COMMUNITY DESIGN PRINCIPLES DESCRIPTION** - provide a description of proposed use and demonstrate how the proposed structure is consistent with the Community Design Principles and Development Standards.
- CERTIFIED DRAINAGE REPORT (including erosion control plan)** **FINAL LANDSCAPE PLAN**
 - Scale (not greater than 1"=50'), north arrow, site boundary
 - Existing and proposed streets
 - Existing and proposed utilities and easements
 - Existing 2' contours
 - Proposed 2' contours
 - Table listing total amount of open space required, and amount provided, and total amount of trees and shrubs required and amount provided.
 - Design intention of the proposed landscape improvements including how the proposed landscape enhances visual continuity protects existing vegetation and feature, provides shade for paved areas and gathering spaces, creates visual interest year round, complements the architecture of the site, conserves water using xeriscape principles, and establishes spatial definition throughout the site.
 - Existing site features including ditches, drainageways and all vegetation and whether it will be removed, transplanted or protected. If protected, indicate how
 - Areas to be irrigated and method of irrigation
 - Define areas to be considered open space and if they will be public or private. Indicate how open space will be maintained including: erosion control, revegetation and weed management both during and after construction.
 - Detailed planting plan including plant list and cost estimate
- EXTERIOR ELEVATIONS OF PROPOSED STRUCTURES/VISUAL AIDS**
 - Complete building elevations, drawn to scale with illustrations of all colors and identifying major materials to be used in the structures.
 - Building floor plans, sectional drawings, perspective drawings, models, and/or computer visualizations (if required by the Town)

SITE PLAN

- SITE PLAN MAP**
 - Title of project
 - North arrow, scale (no greater than 1"=50') and date of preparation
 - Vicinity map
 - Address of project
 - Legal description of property
 - Name, address and phone number of property owner
 - Name, address and phone number of person or firm responsible for plan
 - Lot size (square footage)
 - Bearings and distances of all lot lines
 - Existing and proposed easements and rights-of-way
 - Existing and proposed paved areas and sidewalks on the site and in the adjacent rights-of-way, all dimensioned, showing how pedestrians will have access to the site and buildings
 - Gathering areas for people
 - Existing and proposed curb cuts on the site and in the adjacent rights-of-way (on both sides of perimeter streets), all dimensioned
 - Existing and proposed two (2) -foot contours
 - Existing waterways on or adjacent to the site
 - Finished floor elevations for all structures
 - Footprint (including roof overhangs and eaves, decks, balconies, outside stairs and landings) of all proposed structures and their use with their dimensions and locations noted w/ respect to the property lines
 - Existing structures and their use
 - Square footage of proposed the proposed building(s) and the footprint of the proposed building(s)
 - Proposed structure height
 - For commercial and industrial uses, the type of activity, number of employees, hours of operation
 - For multi-family residential, the number of residential units and the number of bedrooms per unit
 - Location of proposed signs and lights
 - Specifications for the signs and lights, including type, height and general conformance to the code
 - Proposed traffic controls and striping for parking areas (all lanes, driveways, and parking spaces must be dimensioned)
 - Trash disposal areas and enclosures including specifications for enclosures
 - Location and size of existing and proposed water and sewer service connections and tap sizes (including those for irrigation systems)
 - Location and size of water and sewer lines to which the service connections will be or are made
 - Location and size of water meter(s)
 - Location and size of backflow-prevention devices
 - Indication of how and where perimeter drain will drain (if one exists)
 - Location of existing electrical lines and poles on or adjacent to the site
 - Location of proposed electrical service connection and meter location
 - Location of electric transformer
 - Location of all fire hydrants (if none on site, note distance and direction of closest hydrant)
 - Location of detention/retention areas and storm sewer infrastructure, required drainage easements
 - Distance from proposed building(s)/structure(s) to adjacent lot lines, easements and adj. structures
 - Land use chart
 - Location of existing and proposed oil/gas facilities and their setbacks, including flow lines
 - Location of archaeologically significant or historic sites or structures
 - Adjacent land uses and landowners
 - Certificate blocks for owner, surveyor, utility provider and Town approval

SITE PLAN

- FINAL OPEN SPACE AND ECOLOGICAL CHARACTERIZATION PLAN (submit _____ - 24"x36" copies and _____ - 11"x17" copies) combine with final landscape plan if possible**
 - Scale (not greater than 1"=50'), north arrow, site boundary
 - Existing and proposed streets
 - Existing and proposed utilities and easements
 - USGS 2' contours
 - Existing site features including ditches, drainageways and all vegetation and whether it will be removed, transplanted or protected. If protected, indicate how.
 - Floodplains, wetlands, wildlife habitat, endangered species, archaeological/historic areas or other resources indicating how they will be preserved and integrated into the design of the development
 - Species of wildlife using the area, times/seasons area is to be used and the "value" the area provides for the species
 - Wildlife travel corridors
 - General ecological functions provided by the site and its features
 - Bank, shoreline and high water mark of any perennial stream or body of water on the site
 - How and where topsoil will be preserved, stripped and stockpiled for site revegetation
 - Open space network and pedestrian circulation system - show how they will function within the proposed development
 - How the property will relate to the neighborhood parks and trails
 - Areas to be irrigated and method of irrigation
 - Areas considered open space and if they will be public or private
 - Proposed public and private open space with information about how it will be maintained including erosion control, revegetation and weed management
 - Describe the design intention and how the open space will function
 - Where applicable, conceptual design of neighborhood park

TOWN STAFF ACTION – SITE PLAN

APPROVED:	DATE:
DISAPPROVED:	DATE:
CONDITIONALLY APPROVED:	DATE:
COMMENTS:	
SIGNATURE OF AUTHORIZED STAFF REPRESENTATIVE	