

SITE PLAN

Applicant Name _____

Office Use Only		
Tax Map _____	Block _____	Lot _____
Date Reviewed _____		

PLAT REQUIREMENTS FOR SITE PLAN

For Staff Use Only

	Enclosed	Plan Site #	Waiver Req.	None Found	N/A	Submitted	Rec. Waiver	Not Submitted	Acceptable	Required
Application Properly Executed										
Filing Fee										
Abutter Information										
Authorization from Property Owner										
Plans (properly distributed)										
Existing Conditions										
Proposed Site Plan										
Architectural Plan										
Landscape Plan										
Reduced Plan Set (After PRC II for PB distribution)										
PLAN FORMAT										
Size (11" x 17" to 24" x 36")										
Scale: (No greater than 1" = 150')										
Bound if More than One Page										
Locus (No Greater than 1" = 1000')										
Legend										
Title Box										
(Lower Right Hand Corner)										
Owner Name and Address										
Project Name										
Project Location and Address										
Tax Map Number(s)										
Deed Book and Page Numbers										
Zone Designation/Boundaries										
Draft Date & Revision Dates										
Preparer Name & Address										
Original P.E./LLS Stamp & Signature										
North Arrow										

PLAT REQUIREMENTS FOR SITE PLAN

	Enclosed	Plan Sht #	Waiver Req.	None found	N/A	Submitted	Rec. Waiver	Not Submitted	Acceptable	Required
Measurements										
Bearings										
Error of Closure Statement										
Signature Block (lower right hand corner)										

NATURAL FEATURES

Topographic Contours (2 ft. intervals)										
Wetland Delineation/CSS Stamp & Signature										
Water Bodies & Water Courses										
Ledge Outcroppings										
Significant Tree Stands										
FEMA Floodplain Boundary										
Steep Slope Areas > 25%										

Existing Condition Plan

Lot Sizes in Square Feet										
Lot Lines/Monumentation - Location										
Green Space Calculation										
Easements or Rights-of-way/Location & Width										
Structures - Location, Footprint & Use										
Curb Cuts & Driveways - location, layout & dimen.										
Access Street - location, pavement, & Row widths										
Sewer/Septic Disposal Facilities-location, line size										
Water Supply - location, line size										
Non-municipal utilities, elect., cable, alarm etc.										
Signage - location & size										
Outdoor Lighting -location & type										
Dock or Mooring Sites										

PROPOSED LAYOUT

Lot Lines										
Easements & Rights of Way										
Structures & Additions - location, footprint & use										
Building Dimensions/Height										
Parking & Loading areas -location, layout & dimen.										
Curb Cuts & Driveways - location, layout & dimen.										

PLAT REQUIREMENTS FOR SITE PLAN

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Handicapped spaces - location, layout & dimensions										
Parking Requirement Calculation based on Use (s)										
Signs - Location & Size										
Finished First Floor Elevations										
Solid Waste Disposal - location & type										
Outdoor Lighting - location & type										
Fire Lanes & Other Emergency Access										
Walkways - location & width										
Fences, walls - location, type & height										
Phasing Delineation										
Street Improvements - plans, profiles & cross-section										
911 Street Name Designation (DPW)										
Non-municipal Utility Connection Locations:										
I.e. electric, fire alarm										
Well Location										
Septic Disposal Facilities										
Drainage Improvements - location & Layout										
Grading Plan - contours @ 2 ft. intervals with finished grade elevations										
Municipal Utility Extensions - plan & profiles										
Sewer - locations, size & invert elevations of manhole										
Water Mains - location/size & invert of hydrants, gates, valves & blowoffs										
Pump Station Locations										
Erosion & Sediment Control Plan View & Detail										
Dock or Mooring Sites										
LANDSCAPE PLAN										
Plan View & Planting Schedule										
Location, site & type of new, retained & relocated plantings										
Street Tree Layout										
Greenspace/Landscape Calculations										
ARCHITECTURAL PLAN										
Preparer of plan										
All Elevations Shown										
Scale (minimum 1/8" = 1')										

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Building Colors									
Roof Type & Pitch									
Location of Windows & Doors									
Towers, Antennas - size, type & location									
Bulk/Height Relationship to Abutting Structures									
Building Height									

ABUTTING PROPERTIES

Owner Name & Address									
Tax Map Number									
Location & Use of Buildings/Property									

OFF-SITE PROPOSED IMPROVEMENTS

Streets									
Utilities									
Parks									
Others									

DOCUMENTS

Articles of Agreement									
Association By-Laws									
Restrictive Covenants									
Construction Estimates									
Easements									
Consultant Review Agreement									
Declaration of Condominium									
Traffic Impact Study									
Wetlands/Watercourse Impact Analysis									
Drainage Analysis for 10-Year Flow									
Groundwater Analysis									

TOWN, STATE & FEDERAL APPROVALS

Dredge and Fill (482-A)									
Army Corp. of Engineers									
Significant Alteration of Terrain (485-A:17)									
Energy Facility (162h)									
State Public Works and Highways (236:13) - Driveway									
Condominium Development (356-B)									
Land Disclosure (356-A) if over 16 Lots									
HUD Land Disclosure (15 USC 1701), if over 50 Lots									
Conditional Use Permit for Wetlands Crossing									
Shoreline Protection (483-B)									