

DESIGN REVIEW APPLICATION CHECKLIST

Date:

Name of Applicant:

Location of Property:

Tax Map and Lot Number:

Name of Plan:

The submission must contain, at a minimum, the following information unless a waiver has been granted pursuant to Section 5.02 A. 3:

- _____ Eighteen copies of a completed request form including the following:
 - _____ The names, addresses, and phone numbers of the record owner(s) and the applicant,
 - _____ The names and addresses of all consultants working on the project,
 - _____ A list of the names and addresses of all the abutters, as shown in town records not more than five (5) days before the day of filing; and a list of all holders of conservation, preservation, or agricultural preservation restrictions on the subject property and abutting parcels, and
 - _____ Evidence of right, title, or interest in the property
 - _____ Copies of the most recently recorded deed for the parcel and of all deed restrictions, easements, rights-of-way, or other encumbrances currently affecting the property.
- _____ Eighteen (18) copies of the Site Context or Locus Map submitted in Phase 1 or a Site Context or Locus Map meeting the requirements of Section 7.01 B.
- _____ Three (3) copies of an updated Site Analysis Map meeting the requirements of Section 7.01 D. reflecting any new or updated information developed since the inventory and analysis phase plus fifteen (15) legible, reduced size copies (11"X17") together with an updated calculation of the Usable Area and maximum number of units that may be developed on the site.

- _____ Three (3) copies of a Conceptual Subdivision Plan, based upon the updated calculation of the Usable Area and related maximum density, plus fifteen (15) legible, reduced size copies (11"X17") and supporting documentation showing:
 - _____ The proposed name of the subdivision and the assessor's map and lot numbers.
 - _____ The names and addresses of the record owner(s), applicant, all consultants who prepared the plan, and adjoining property owners.
 - _____ The date the plan was prepared, north point, and graphic map scale.
 - _____ The zoning district in which the proposed subdivision is located and the location of any zoning boundaries affecting the subdivision.
 - _____ The boundaries of the parcel based upon a standard boundary survey prepared by a registered land surveyor and giving the bearings and distances of all property lines.
 - _____ The location of all soil tests pits as may be required under these regulations or the provisions of the zoning ordinance including all failed test sites or pits as well as those approved. All approved sites shall be clearly distinguished from unapproved sites.
 - _____ The *approximate* location and dimensions of proposed common open space, playgrounds, public areas, and parcels of land proposed to be dedicated or reserved for public use.
 - _____ The *approximate* location of existing and proposed lot lines, easements, and rights-of-way.
 - _____ The *approximate* location, alignment, width, and tentative names of all existing and proposed streets and street rights-of-way, including all street extensions or spurs that are reasonably necessary to provide adequate street connections and facilities to adjoining development or undeveloped areas.
 - _____ Typical street cross-section drawing(s) for all proposed streets including details relating to thickness, crowning, and construction materials.
 - _____ The *approximate* location of proposed swales, retention ponds, drainage easements, and other stormwater management facilities.
 - _____ Where public sewer service is to be provided, the conceptual layout of proposed sewage systems, including but not limited to, the tentative locations of sewer mains and pump stations.
 - _____ Where public water service is to be provided, the conceptual layout of proposed water distribution facilities including water mains, fire hydrants, storage tanks, and, where appropriate, wells or other water sources.
 - _____ The exact locations of existing utility easements and *approximate* locations of proposed utility easements.
 - _____ Where installation of the improvements is proposed to be done in

phases, a delineation of the proposed sections within the Conceptual Subdivision Plan and a schedule of deadlines within which applications for formal approval of each section are intended to be filed.

- _____ An estimate of the amount and type of vehicular traffic that will be generated by the project.

- _____ Documentation of the four-step design process for determining the layout of proposed conservation lands, house sites, streets, and lot lines, as described in Section 9.08.

- _____ Eighteen (18) copies of a Resource Impact and Conservation Plan meeting the following requirements:
 - _____ The Resource Impact and Conservation Plan shall categorize the impacts of the proposed activities and physical alterations on those resources shown on the Site Analysis Map. All proposed improvements, including, but not necessarily limited to grading, filling, streets, buildings, utilities, and stormwater detention facilities, as proposed in the Conceptual Subdivision Plan and related documents, shall be taken into account in preparing the Resource Impact and Conservation Plan. This plan shall clearly demonstrate that the Conceptual Subdivision Plan will minimize site disturbance and the impacts on identified resources to the greatest extent practicable.
 - _____ The Plan shall identify the potential impacts of the proposed development on identified resources, how the subdivision is being designed to minimize the impacts, and the activities that will be undertaken to mitigate any potential adverse impacts. The plan shall address the potential impacts on the following:
 - _____ primary impact areas (i.e., areas directly impacted by the proposed subdivision),
 - _____ secondary impact areas (i.e., areas in proximity to primary areas that may be impacted), and
 - _____ designated protected areas including proposed common open space.

- _____ Eighteen (18) copies of a Preliminary Common Open Space Ownership and Stewardship Plan that includes, but shall not necessarily be limited to, the following if the subdivision contains any proposed common open space:
 - _____ A description of all common open space and any other lands and facilities proposed to be owned by the Town, or a conservation organization, or a home owners association, or that will be permanently protected by conservation easements. This description shall include a map indicating the approximate location

of these lands and facilities.

- _____ A description of proposed ownership arrangements for the parcels identified in 1.
 - _____ A description of the proposed conservation restrictions that will permanently protect these parcels.
 - _____ A description of proposed arrangements for the long-term stewardship of the common open space including management objectives and techniques for each parcel or area together with an indication of who will have the primary and secondary responsibilities for this.
- _____ The Board may request additional information be submitted as part of the Phase 2 review or as part of the formal application where it finds it necessary in order to determine whether the Conceptual Subdivision Plan is likely to result in a final plan that meets the requirements of these regulations. This may include, but is not limited to, the following:
- _____ A hydrogeologic assessment prepared by a Certified Geologist or Registered Professional Engineer, experienced in hydrogeology.
 - _____ A projection of the amount and type of vehicular traffic to be generated on an average annual daily basis and during peak hours. The trip generation rates used shall be taken from the most recent edition of *Trip Generation Manual*, published by the Institute of Transportation Engineers. Trip generation rates from other sources may be used if the applicant demonstrates to the Planning Board that these sources better reflect local conditions.
 - _____ A traffic impact analysis prepared by a Registered Professional Engineer with experience in traffic engineering. The analysis shall evaluate traffic impacts based upon typically daily peak hour traffic and any special traffic conditions identified by the Planning Board. The analysis shall indicate the expected average daily vehicular trips, peak-hour volumes, access conditions to the site, distribution of traffic, types of vehicles expected, effect upon the level of service of the street giving access to the site and neighboring streets which may be affected, and recommended improvements to maintain the desired level of service on the affected streets.