

SITE PLAN REVIEW APPLICATION CHECKLIST

Date:

Name of Applicant:

Location of Property:

Tax Map and Lot Number:

Name of Plan:

_____ a letter of intent detailing the proposal

_____ 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 listing of all holders of conservation, preservation, or agricultural preservation restrictions on the subject property

_____ Copies of the current deed, purchase and sale agreement, and copies of all easements, deed restrictions, rights-of-ways, or other encumbrances currently affecting the property.

_____ five copies, 24" x 36" and ten additional copies at 11" x 17" of the plat.

The Plan shall show:

_____ Title Block with title, owner's name and address, date, scale and name, address and seal of the preparer of the plan

_____ names of owners of abutting properties

_____ North Arrow and bar scale

_____ locus plan at a minimum scale of one (1) inch equals one thousand (1,000) feet showing required information

_____ Surveyed property lines of the parcel showing their bearings;

_____ Location and layout of existing and proposed structures and buildings;

_____ Existing and proposed contours at two (2) foot intervals for the entire site. Where a change in grade is proposed, existing contours shall be dotted lines and finished elevations solid;

_____ Area of entire parcel in acres and square feet;

_____ Zoning and special district boundaries;

_____ Deed reference and tax map number;

- _____ Location width, curbing and paving of access ways, egress ways and streets within the site;
- _____ Location and layout of all on-site parking and loading facilities;

- _____ Location and size of all municipal and non-municipal utilities and appurtenances including: water, sewer, electric, telephone, gas lines and fire alarm connections, indicating whether overhead or underground, and the location of wells and septic systems;
- _____ Type and location of solid waste disposal facilities;
- _____ Location, elevation and layout of catch basin and other surface drainage features;
- _____ Location of all physical/natural features including: water bodies, watercourses, wetlands, vegetation/foilage lines, soil types, railroads, rock outcroppings and stone walls;
- _____ Dimensions and area of all property to be dedicated for public use of common ownership;
- _____ Location of 100 year flood hazard boundaries;
- _____ Date and permit numbers of all required state and federal permits.
- _____ Location of all buildings, wells and leach fields within one hundred and fifty (150) feet of the parcel;
- _____ Dimensions, area and minimum setback requirements on all existing and proposed lots;
- _____ Proposed landscaping plan including size and type of plant material;
- _____ Pedestrian walks providing circulation through the site;
- _____ Location and size of proposed and existing signs, walls and fences;
- _____ Location and type of lighting for outdoor activities; and
- _____ Location, widths and purposes of any easements or rights-of-way.
- _____ Total on-site square footage of impervious surfaces.

- _____ Streets and Access meets Section 9.02 of the Site Plan Review Regulations for the Town of Durham.
- _____ Storm Water Drainage meets Section 9.03 of the Site Plan Review Regulations for the Town of Durham.
- _____ Water Supply meets Section 9.04 of the Site Plan Review Regulations for the Town of Durham.
- _____ Sewerage meets Section 9.05 of the Site plan Review Regulations for the Town of Durham.
- _____ Non-Municipal Utilities meets Section 9.06 of the Site Plan Review Regulations for the Town of Durham.
- _____ Off-Street Parking and Loading meets Section 9.07 of the Site Plan Review Regulations for the Town of Durham.
- _____ Signs meet Section 9.08 of the Site Plan Review Regulations for the Town of Durham.

_____ Special Flood Hazard Areas meet Section 9.10 of the Site Plan Review Regulations for the Town of Durham.

_____ Independent Studies and Investigations meet Section 10 of the Site Plan Review Regulations for the Town of Durham.

Written waivers from these requirements may be requested with specific justification to the requirements of Section 12.02 of the Site Plan Review Regulations for the Town of Durham.