

# CONCEPT SITE PLAN

## CHECKLIST

for Planning Board Application

To be completed by the applicant and submitted with the application. Applications not accompanied by a completed checklist, or missing materials specified in the checklist, may be considered incomplete.

Project name \_\_\_\_\_

Project location \_\_\_\_\_

Applicant Name \_\_\_\_\_

- Completed, signed and notarized application form
- Check in correct amount (see fee schedule)
- Permission from property owner if not same as applicant (letter or signed sale contract)
- Correct number of drawing sets, stamped by the appropriate licensed design professional (*15 folded prints*). Plans should include the following:
  - Project location map showing subject property and Applicant's entire adjacent holdings, and properties, subdivisions, streets and easements within 500' of the Applicant's property under consideration
  - Drawing title block
    - Project title and street address
    - Applicant's name and address
    - Name, address, phone number and e-mail address design professional
    - Seal and signature of licensed design professional
    - North arrow
    - Plan scale
    - Zoning district of subject property and all adjoining properties
    - Zoning table including existing and proposed setbacks, lot area, lot coverage, parking requirements, etc, as applicable
  - Existing and proposed buildings with number of floors and gross square-footage labeled
  - Parking areas and walkways
  - Site access
  - Grading (existing and proposed)
  - Utilities (existing and proposed)
  - Storm water management
  - Path of drainage from site to free-flowing bed and stream
  - Buffering
  - Watercourses, wetlands, flood zones, coastal erosion hazard areas
  - Adjoining structures and land uses
  - Limit of clearing shown
  - Conceptual architectural elevations