

CONCEPT PLAN

CHECKLIST

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 feet 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
 - Existing and proposed property boundaries
 - Existing and proposed roads and infrastructure
 - 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