



Checklist of Plan Requirements & Written Summary

Topography and Drainage Plans

- Existing topography at 2' contour intervals
- Proposed topography at 2' contour intervals
- Plans for stormwater management
- Wetland resource area delineation

Utility Plans

- Sewer
- Water
- Refuse and storage of waste
- Hydrants and fire alarms

Architectural Plans

- Floor plans
- Elevations of proposed building(s)
- Color rendering of proposed building(s)

Landscaping Plans

- Limit of Work delineation
- Existing vegetation proposed to be saved and/or removed
- Screening
- Plant List (size and type of stock) with key to plan
- Erosion control measures

Written Summary

- Number of dwelling units
- Acreage in residential use
- Evidence of compliance with parking and off-street loading requirements
- Forms of ownership
- Maintenance provisions
- Identification of land that will be common or public
- Certification of Americans with Disabilities Act compliance
- Time required to complete project and phases (with site plans)
- Written estimate, showing cost of site improvements planned (with site plans)

Completeness of Plans

Complete and accurate sets of plans, applications, narratives, and photographs will help avoid delays.

The Petitioner should refer to the Zoning Ordinance (Sections 34-214 and 34-215) for a description of the required contents as well as the application distribution information. The Zoning Board of Appeals and Planning Board retain the right to require additional information as allowed in the Zoning Ordinance.

The City Clerk will not accept any incomplete applications that do not contain the minimal

Waiver Request

In accordance with Section 34-215 (c)(1) of the Zoning Ordinance, a letter requesting a waiver of requirements for Major Site Plans should accompany a Petition that does not include required checklist items. This waiver letter should also explain the reasons for the Board to grant a waiver. The Planning Board always reserves the right to deny a waiver and require the additional information.