

DEVELOPMENT REVIEW CHECKLIST
FINAL PLAT APPLICATION REQUIREMENTS

APPLICATION REQUIREMENTS	APPLICANT	STAFF
Copies (2 full to scale copies of surveys/ plans, 15 11" by 17" copies of surveys/plans & 15 copies of other all documents)		
Application Fee		
Completed Application Form		
Narrative of Project		
Written Request of Waivers		
Written Request for Density Bonuses		
Written Request for Transfer of Development Rights		
Written Request for Deferred Development Lot(s)		
Statement explaining how the proposal meets all applicable Zoning & Overlay District Standards & Requirements		
Statement as to how the proposal conforms to the Subdivision Review Criteria (Figure 24)		
Statement explaining how the proposal meets Basic Subdivision Design Standards		
Statement explaining how the proposal meets Common & Village Subdivision Design Standards OR Rural Subdivision Design Standards		
Statement explaining how the proposal meets Planned Unit Development Standard, if applicable		
Survey(s) Prepared by Licensed Land Surveyor Containing:		
Preparer Information		
Subdivision Name or Title of Project		
Date, True North, Legend		
Vicinity map		
Scale (not less than 1" = 200')		
Location of Monuments		
Property Boundaries with Metes & Bounds		
Lot Numbers & Acreage		
Building Envelopes with Metes & Bounds		
Rights of Way & Easements with Metes & Bounds		
WRO & FHO		
Other Information Required By State Statute or the DRB		
Site Plan(s) Prepared by Licensed Site Technician, Registered Civil Engineer or Land Surveyor Containing :		
Preparer Information		
Subdivision Name or Title of Project		
Date, True North, Legend		
Vicinity map		
Scale (not less than 1" = 200')		
Existing Contours (5' intervals of areas to be developed)		

Grading Plan (5' intervals)		
Location of Class 2 Wetlands (delineated by Wetland Specialist) *		
Location of Water Resource (field verified by licensed professional) & Flood Hazard Overlay Districts *		
Location of Slopes 25% or Greater & Ledge Outcroppings, indication of total area of disturbance (square feet) conforming to Section 3210.A-D*		
Location of Prime Agricultural Soils, Cropland, Hay Fields & Pastures *		
Location of Open Field & Meadows *		
Location of Deer Wintering Areas *		
Location of Contiguous Forest Blocks & Wildlife Habitat *		
Location of Uncommon Species & Features *		
Location of Significant Natural Communities *		
Location of Rare, Threatened & Endangered Species *		
Location of Scenic View shed, Ridgelines & Hilltops *		
Location of Areas Well-Suited For Maple Production *		
Location of Primary Forestry Soils & Land under Forest Management Plan *		
Location of Cultural Resources & Features (e.g. stonewalls, historic structures, Native American archeological sites, large trees, etc.) *		
Zoning District Boundaries		
Form Based Code Overlay Transects, if applicable		
Adjoining Land Uses, Roads, Sidewalks, Paths & Drainage		
Existing & Proposed Property Boundaries with Dimensions		
Proposed Lot Numbers & Acreage		
Deferred Development Lot Language, if applicable.		
Proposed Building Envelope Location, Dimensions & Acreage		
Existing & Proposed Structures		
Wastewater Disposal Systems & Drilled/Shallow Wells Plans & Reports		
Existing & Proposed Rights of Way & Easements with Dimensions		
Existing & Proposed Utilities conforming to Figure 24 (10)		
Existing & Proposed Pedestrian Paths & Sidewalks conforming to Figure 24 (5)		
Construction Plans for Developer installed Pedestrian Paths & Sidewalks		
Existing & Proposed Designated Open Space & Conserved Lands		
Designated Open Space & Conserved Lands Dimensions & Acreage		
Disturbed Area & Impervious Surface Calculations (square feet)		
Snow Storage Plans conforming to Figure 24 (6)		
Existing & Proposed Driveways, Private Roads & Public Roads conforming to Figure 24 (8) & Section 321		

Driveway & Road Profiles conforming to Section 321, including names; existing & proposed centerline road grades; intersections, parking and pull-off geometry; construction schematics, including lengths of all straight lines, slopes, the deflection angles, radii, lengthen curves and central angles of all curves, tangent distances, distance between curb cuts, etc.		
Existing & Proposed Parking & Service Areas conforming to Section 322		
Existing & Proposed Landscaping & Screening Plans conforming to Figure 24 (7 & 8) & Section 323		
Existing & Proposed Lighting Plans conforming to Section 324		
Existing & Proposed Outdoor Display and Storage conforming to Section 325		
Existing & Proposed Sign Plans conforming to Section 326		
Stormwater & Erosion Control Plans showing Temporary & Permanent Infrastructure & Procedures Conforming to Figure 24 (6) & Section 327		
Total disturbed Area & Total Impervious Surface Calculations (square feet)		
Existing & Proposed Wastewater Disposal Systems & Drilled/Shallow Wells Plans conforming to Section 328		
Wellhead Protection Areas conforming to Section 329		
Natural Resource Inventory, if required Per Section 3210.E *		
Fire Suppression Construction & Engineering Designs conforming to Section 315, if applicable.		
Statement explaining how whether proposal conforms to the Performance Standards Per Section 330, if applicable		
Draft Legal Documents (e.g. warranty deeds, easements, rights of way, maintenance agreements, homeowners' association, open space agreement, offer of dedication, etc.)		
Statement of Construction Sequence, Phasing & Timing Schedule For Completion		
Letter from Road Foreman addressing potential public road &/or stormwater infrastructure impacts.		
State of Vermont Agency of Transportation Letter of Intent or Westford Access permit		
Master Plan conforming to Section 435, if required		
State of Vermont Project Review Sheet		
Other items requested by the DRB per the Sketch Plan Review Letter or Preliminary Plat Decision to the Applicant/Owner		

*If resource is not present on the subject parcel, a note should be placed on the plans stating such & an N/A placed in the Checklist box above.

** Subdivision Amendments shall meet the final plat subdivision application requirements that pertain to the specific amendment being requested.

|