

**DEVELOPMENT REVIEW CHECKLIST**  
**PRELIMINARY PLAT APPLICATION REQUIREMENTS**

APPLICATION REQUIREMENTS	APPLICANT	STAFF
<b>Copies</b> (2 full to scale copies of surveys/ plans, 15 11" by 17" copies of surveys/plans & 15 copies of other all documents)		
<b>Application Fee</b>		
<b>Completed Application Form</b>		
<b>Narrative of Project</b>		
<b>Written Request of Waivers</b>		
<b>Written Request for Density Bonuses</b>		
<b>Written Request for Transfer of Development Rights</b>		
<b>Written Request for Deferred Development Lot(s) conforming to Section 433</b>		
<b>Statement explaining how the proposal meets all applicable Zoning &amp; Overlay District Standards &amp; Requirements</b>		
<b>Statement as to how the proposal conforms to the Subdivision Review Criteria (Figure 24)</b>		
<b>Statement explaining how the proposal meets Basic Subdivision Design Standards</b>		
<b>Statement explaining how the proposal meets Common &amp; Village Subdivision Design Standards OR Rural Subdivision Design Standards</b>		
<b>Statement explaining how the proposal meets Planned Unit Development Standard, if applicable</b>		
<b>Site Plan(s) Prepared by Licensed Site Technician, Registered Civil Engineer or Land Surveyor Containing :</b>		
Preparer Information		
Subdivision Name or Title of Project		
Date, True North, Legend		
Vicinity map		
Scale (not less that 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.		
<b>Statement explaining how whether proposal conforms to the Performance Standards Per Section 330, if applicable</b>		
<b>Draft Legal Documents (e.g. warranty deeds, easements, rights of way, maintenance agreements, homeowners' association, open space agreement, offer of dedication, etc.)</b>		
<b>Statement of Construction Sequence, Phasing &amp; Timing Schedule For Completion</b>		
<b>Letter from Road Foreman addressing potential public road &amp;/or stormwater infrastructure impacts.</b>		
<b>State of Vermont Agency of Transportation Letter of Intent or Westford Access permit</b>		
<b>Master Plan conforming to Section 435, if required</b>		
<b>State of Vermont Project Review Sheet</b>		
<b>Other items requested by the DRB per the Sketch Plan Review Letter to the Applicant/Owner</b>		

\*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.