

**DEVELOPMENT REVIEW CHECKLIST**  
**CONDITIONAL USE & SITE PLAN 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 (including but not limited to existing &amp; proposed use, details of operation, peak hours of operation, number of employees, number of persons of premises per day, hours of operation, frequency &amp; duration of activity on site, etc.)</b>		
<b>Written Request of Waivers</b>		
<b>Site Plan(s) Prepared by Licensed Site Technician, Registered Civil Engineer, Land Surveyor, Landscape Architect**or Applicant** Containing :</b>		
Preparer Information		
Project 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 *		
Existing Designated Open Space & Conserved Lands		
Zoning District Boundaries		
Form Based Code Overlay Transects, if applicable		
Adjoining Land Uses, Roads, Sidewalks, Paths & Drainage		

Existing Property Boundaries with Dimensions		
Proposed Building Envelope Location, Dimensions & Acreage		
Total Lot Coverage		
Existing & Proposed Structures		
Square Footage, Dimensions, Height & Design of Existing & Proposed Structures		
Architecture & Placement of Existing & Proposed Structures		
Energy Efficiency & Conservation Plans/Designs		
Existing & Proposed Utilities		
Photography of Property in Relation to Public Roads		
Existing & Proposed Rights of Way & Easements with Dimensions		
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.		
Average Daily Trip Ends & Types of Vehicles Traveling To & From the Premises		
Number of Truck Trip Ends Per Week		
Existing & Proposed Parking, Loading & Service Areas/Plans 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 & Storage Plans 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)		
Snow Storage Plans		
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 *		
Natural Resource Management Plan		
Existing & Proposed ADA Pedestrian Accesses, Circulation, Paths & Sidewalks conforming to Figure 21 (6)		

Construction Plans for Developer installed Pedestrian Paths & Sidewalks		
Statement explaining how the proposal conforms to all applicable Zoning & Overlay District Standards & Requirements		
Statement explaining how the proposal conforms to the Conditional Use Criteria in Figure 21		
Statement explaining how the proposal conforms to the Site Plan Criteria in Figure 21		
Statement explaining how proposal conforms to the Performance Standards Per Section 330, if applicable		
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		
State of Vermont Project Review Sheet		
Other items requested by the DRB necessary to make an informed decision		

\*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.

\*\* If sufficient enough to meet standards.

Yellow - Required for Conditional Use Review ONLY

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