

DEVELOPMENT REVIEW CHECKLIST
WAIVER & VARIANCE 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 Existing & Proposed Use		
Written Request of Waivers/Variances		
Statement explaining how the proposal conforms to applicable Zoning & Overlay District Standards & Requirements		
Statement explaining how the Waiver Request conforms to Figure 22, if applicable		
Statement/Narrative explaining how the Waiver/Variance Request conforms to the Waiver & Variance Criteria in Figure 23		
Site Plan(s) Prepared by Licensed Site Technician, Registered Civil Engineer, Land Surveyor, Landscape Architect**or Applicant** Containing :		
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*		
Existing Designated Open Space & Conserved Lands		
Zoning District Boundaries		
Form Based Code Overlay Transects, if applicable		
Existing Property Boundaries with Dimensions		
Building Envelope Location & Dimensions		
Existing & Proposed Structures		
Existing & Proposed Rights of Way & Easements with Dimensions		
Existing & Proposed Driveways, Private Roads & Public Roads		
Existing & Proposed Wastewater Disposal Systems & Drilled/Shallow Wells		
Wellhead Protection Areas		

Other items requested by the DRB necessary to make an informed decision		
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*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.

