

## SKETCH PLAN REVIEW & MASTER PLAN APPLICATION REQUIREMENT CHECKLIST

**Instructions:**

1. Staff highly suggests applicants schedule a pre-application meeting to discuss the proposal and receive a **Project Review Form**.
2. Please review applicable **Westford Land Use & Development Regulations** prior to application development - <https://westfordvt.us/documents/planning-zoning/>.
3. Sketch plans can be developed using the **Westford Map Viewer**-<http://map.ccrpcvt.org/westfordmapviewer/>
4. Place a "✓" in the "Applicant" box below to confirm required documentation has been submitted with your application.
5. Write "**NA**" if a requirement is not applicable to your proposal and/or "**NP**" if a particular natural resource is not present on the parcel.
6. Applicants must submit a **complete application** with all required forms, fees and documentation prior to processing a permit and/or setting a hearing date.
7. If an application is incomplete, a copy of the **checklist highlighting deficiencies** shall be sent to the applicant.
8. The project may require state permits. **Contact a State of Vermont Permit Specialist** to determine whether state permits are necessary - District #4 VT DEC Permit Specialist (802) 477.2241.

	APPLICATION REQUIREMENTS	APPLICANT	STAFF	COMMENTS
a	<b>Completed Development Review Application &amp; appropriate Application Requirement Checklist(s)</b>			
b	<b>Application Fee</b>			
c	<b>Current Quit Claim and/or Warranty Deed</b>			
d	<b>Copies</b> (2) copies of plans & (15) copies of other all documents			
e	<b>Narrative of Project</b> (including existing & proposed development & uses)			
f	<b>Written Request of Waivers</b>			
g	<b>Written Request for Density Bonuses</b>			
h	<b>Site Plan (s): (indication of location)</b>			
i	Subdivision Name or Title of Project			
j	Date, True North, Legend			
k	Preparer Information			
l	Scale (not less than 1" = 200')			
m	Location of Class 2 Wetlands *(available on ANR Atlas)			
n	Location of Water Resource & Flood Hazard Overlay Districts *(available on Westford Map Viewer)			
o	1 or 2 ft Contours *(available on Westford Map Viewer)			

p	Location of Slopes 25% *(available on Westford Map Viewer) or Greater & Ledge Outcroppings (drawn)			
q	Location of Prime Agricultural Soils (available on Westford Map Viewer), Cropland, Hay Fields & Pastures *(drawn)			
r	Location of Open Field & Meadows * (available on Westford Map Viewer)			
s	Location of Deer Wintering Areas * (available on Westford Map Viewer)			
t	Location of Contiguous Forest Blocks & Wildlife Habitat * (available on Westford Map Viewer)			
u	Location of Uncommon Species & Features * (available on Westford Map Viewer)			
v	Location of Significant Natural Communities * (available on Westford Map Viewer)			
w	Location of Rare, Threatened & Endangered Species * (available on Westford Map Viewer)			
x	Location of Scenic View shed, Ridgelines & Hilltops (drawn)			
w	Location of Areas Well-Suited For Maple Production (drawn)			
z	Location of Primary Forestry Soils *(available on Westford Map Viewer) & Land under Forest Management Plan (drawn)			
aa	Location of Cultural Resources & Features (e.g. stonewalls, historic structures, native American archeological sites, large trees, etc.) (drawn)			
bb	Zoning District Boundaries (available on Westford Map Viewer)			
cc	Form Based Code Overlay Transects, if applicable (available on Westford Map Viewer)			
dd	<b>Site Plan conforming to the applicable Zoning &amp; Overlay District Standards</b>			
ee	<b>Site Plan conforming to the Basic Subdivision Design Standards per Section 311</b>			
ff	<b>Site Plan conforming to the Common &amp; Village Subdivision Design Standards per Section 312, if applicable</b>			
gg	<b>Site Plan conforming to the Rural Subdivision Design Standards per Section 313, if applicable</b>			
hh	<b>Site Plan conforming to the Planned Unit Development Standards per Section 314, if applicable</b>			
ii	Existing & Proposed Property Boundaries			
jj	Existing & Proposed Lot Acreage & Building Envelopes			
kk	Existing & Proposed Structures			

ll	Existing & Proposed Driveways, Private Roads & Public Roads			
mm	Existing & Proposed Pedestrian Paths & Sidewalks			
nn	Existing & Proposed Designated Open Space & Conserved Lands			
oo	Existing & Proposed Utilities			
pp	Existing & Proposed Wastewater Disposal Systems & Drilled/Shallow Wells			
qq	Existing & Proposed Rights of Way & Easements			
rr	Existing & Proposed Landscaping & Screening			

\* - Westford Map Viewer (<http://map.ccrpcvt.org/westfordmapviewer/>)

\*\* - ANR Atlas (<https://anrmaps.vermont.gov/websites/anra5/>)

Subdivision amendments shall conform to final plat application requirements that pertain to the requested amendment. Individuals may request sketch plan review of the subdivision amendment prior to final plat review.