

PRELIMINARY PLAT APPLICATION REQUIREMENT CHECKLIST

Instructions:

1. Staff highly suggests applicants schedule a pre-application meeting to review application materials.
2. Please review applicable **Westford Land Use & Development Regulations** prior to application development - <https://westfordvt.us/documents/planning-zoning/>.
3. Place a "✓" in the "Applicant" box below to confirm required documentation has been submitted with your application.
4. 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.
5. Applicants must submit a **complete application** with all required forms, fees and documentation prior to processing a permit and/or setting a hearing date.
6. If an application is incomplete, a copy of the **checklist highlighting deficiencies** shall be sent to the applicant.
7. The project may require state permits. Utilize the **Permit Navigator** to determine whether state permits are necessary - <https://dec.vermont.gov/permitnavigator>

	APPLICATION REQUIREMENTS	APPLICANT	STAFF	COMMENTS
a	Completed Development Review Application & Appropriate Application Requirement Checklist(s)			
b	Application Fee			
c	Copies (2) full to scale copies of surveys/ plans, (15) 11" by 17" copies of surveys/plans, (15) copies of all other documents & PDF all documents.			
d	Narrative of Project , including existing & proposed development & uses			
e	Written Request of Waivers			
f	Written Request for Density Bonuses			
g	Written Request for Transfer of Development Rights			
h	Written Request for Deferred Development Lot(s) conforming to Section 433			
i	Site Plan(s) Prepared by Licensed Site Technician, Registered Civil Engineer or Land Surveyor Containing :			
j	Preparer Information			
k	Subdivision Name or Title of Project			
l	Date, True North, Legend			
m	Vicinity map			
n	Existing Designated Open Space & Conserved Lands			

o	Scale (not less than 1" = 200')			
p	Existing Contours (5' intervals of areas to be developed)			
q	Existing Vegetation (specifiy type)			
r	Location of Class 2 Wetlands (delineated by wetland specialist if located within 500 feet of existing and/or proposed land development/building envelopes)			
s	Location of Water Resource (field verified by licensed professional) & Flood Hazard Overlay (using FIRMs) Districts			
t	Location of Slopes 25% or Greater & Ledge Outcroppings (field verified by licensed professional), indication of total area of disturbance (square feet) conforming to Section 3210.A-D			
u	Location of Prime Agricultural Soils, Cropland, Hay Fields & Pastures			
v	Location of Open Field & Meadows			
w	Location of Deer Wintering Areas			
x	Location of Contiguous Forest Blocks & Wildlife Habitat			
y	Location of Uncommon Species & Features			
w	Location of Significant Natural Communities			
z	Location of Rare, Threatened & Endangered Species			
aa	Location of Scenic View shed, Ridgelines & Hilltops			
bb	Location of Areas Well-Suited For Maple Production			
cc	Location of Primary Forestry Soils & Land under Forest Management Plan			
dd	Location of Cultural Resources & Features (e.g. stonewalls, historic structures, Native American archeological sites, large trees, etc.)			
ee	Site Plan conforming to the applicable Zoning & Overlay District Standards			
ff	Site Plan conforming to the Basic Subdivision Design Standards per Section 311			
gg	Site Plan conforming to the Common & Village Subdivision Design Standards per Section 312, if applicable			
hh	Site Plan conforming to the Rural Subdivision Design Standards per Section 313, if applicable			
ii	Site Plan conforming to the Planned Unit Development Standards per Section 314, if applicable			

jj	Zoning District Boundaries			
kk	Form Based Code Overlay Transects, if applicable			
ll	Adjoining Land Uses, Roads, Sidewalks, Paths & Drainage			
mm	Existing & Proposed Property Boundaries (with dimensions)			
nn	Proposed Lot Numbers & Acreage			
oo	Deferred Development Lot Language, if applicable.			
pp	Proposed Building Envelope Location (with dimensions & acreage)			
qq	Existing & Proposed Structures			
rr	Existing & Proposed Rights of Way & Easements (with dimensions)			
ss	Grading Plan (5' intervals)			
tt	Existing & Proposed Utilities conforming to Figure 3-1 (10)			
uu	Existing & Proposed Pedestrian Paths & Sidewalks conforming to Figure 3-1 (5)			
vv	Developer Installed Pedestrian Path & Sidewalk Construction Plans			
ww	Existing Designated Open Space & Conserved Lands			
xx	Proposed Designated Open Space & Conserved Lands (with dimensions & acreage)			
yy	Existing Driveways, Shared Driveway & Private Roads , 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, length of curves and central angles of all curves, tangent distances, distance between curb cuts, etc.			
zz	Proposed Driveways, Shared Driveway, Private Roads & Public Roads conforming to Figure 3-1 (4) & 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, length of curves and central angles of all curves, tangent distances, distance between curb cuts, etc.			
aaa	Existing & Proposed Parking & Service Areas conforming to Section 322			
bbb	Vegetation to be Retained Post Construction (type & size)			

ccc	Existing & Proposed Landscaping & Screening Plans conforming to Figure 3-1 (7 & 8) & Section 323			
ddd	Existing & Proposed Lighting Plans conforming to Section 324			
eee	Existing & Proposed Outdoor Display and Storage conforming to Section 325			
fff	Existing & Proposed Sign Plans conforming to Section 326			
ggg	Total Disturbed Area & Total Impervious Surface Calculations (square feet)			
hhh	Stormwater & Erosion Control Plans showing Temporary & Permanent Infrastructure & Procedures conforming to Figure 3-1 (6) & Section 327			
iii	Existing & Proposed Wastewater Disposal Systems & Drilled/Shallow Well Plans conforming to Section 328			
jjj	Wellhead Protection Areas conforming to Section 329			
kkk	Natural Resource Inventory, if required per Section 3210.E			
lll	Fire Suppression Construction & Engineering Designs conforming to Section 315, if applicable.			
mmm	Master Plan conforming to Section 435, if required			
nnn	Written statement explaining how the proposal conforms to the Performance Standards per Section 330, if applicable			
ooo	Draft Legal Documents (e.g. warranty deeds, easements, rights of way, maintenance agreements, homeowners' association, open space agreement, offer of dedication, etc.)			
ppp	Letter from Road Foreman addressing potential public road &/or stormwater infrastructure impacts.			
qqq	State of Vermont Agency of Transportation Letter of Intent or Westford Access permit			
rrr	State of Vermont Project Review Sheet			
sss	Statement of Construction Sequence, Phasing & Timing Schedule For Completion			
ttt	Other items requested by the DRB per the Sketch Plan Review Letter to the Applicant/Owner			