

**DEVELOPMENT REVIEW CHECKLIST**  
**CONDITIONAL USE & SITE PLAN APPLICATION REQUIREMENTS**

*PLEASE REVIEW CONDITIONAL USE (FIGURE 4-1) &/OR SITE PLAN REVIEW (FIGURE 4-1) CRITERIA IN THE WLUD REGULATIONS PRIOR TO DEVELOPING AN APPLICATION PER THE REQUIREMENTS BELOW*

**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>.

	<b>APPLICATION REQUIREMENTS</b>	<b>APPLICANT</b>	<b>STAFF</b>
a	<b>Copies:</b> (15) 11" by 17" copies of surveys/plans, (15) copies of other all documents, PDF of all documents		
b	<b>Application Fee</b>		
c	<b>Completed Application Form &amp; Checklist</b>		
d	<b>Narrative of Project</b> (including but not limited to existing & proposed use, details of operation, peak hours of operation, number of employees, number of persons on premises per day, hours of operation, frequency & duration of activity on site, etc.)		
e	<b>Written Request of Waivers</b>		
f	<b>Site Plan(s) Prepared by Licensed Site Technician, Registered Civil Engineer, Land Surveyor, Landscape Architect**or Applicant** Containing :</b>		
g	<b>Preparer Information</b>		

h	Project Name or Title of Project		
i	Date, True North, Legend		
j	Vicinity map		
k	Scale (not less than 1" = 200')		
l	Existing Contours (5' intervals of areas to be developed)		
m	Grading Plan (5' intervals)		
n	Location of Class 2 Wetlands (delineated by wetland specialist if located within 500 feet of existing and/or proposed land development/building envelopes)*		
o	Location of Water Resource (field verified by licensed professional) & Flood Hazard Overlay Districts*		
p	Location of Slopes 25% or Greater & Ledge Outcroppings, indication of total area of disturbance (square feet) conforming to Section 3210.A-D*		
q	Location of Prime Agricultural Soils, Cropland, Hay Fields & Pastures*		
r	Location of Open Field & Meadows*		
s	Location of Deer Wintering Areas*		
t	Location of Contiguous Forest Blocks & Wildlife Habitat*		
u	Location of Uncommon Species & Features*		
v	Location of Significant Natural Communities*		
w	Location of Rare, Threatened & Endangered Species*		
x	Location of Scenic View shed, Ridgelines & Hilltops*		
w	Location of Areas Well-Suited For Maple Production*		
z	Location of Prime Forest Soils & Land under Forest Management Plan*		
aa	Existing Designated Open Space & Conserved Lands		
bb	Zoning District Boundaries		
cc	Form Based Code Overlay Transects, if applicable		
dd	Adjoining Land Uses, Roads, Sidewalks, Paths & Drainage		
ee	Existing Property Boundaries with Dimensions		
ff	Proposed Building Envelope Location, Dimensions & Acreage		
gg	Total Lot Coverage		
hh	Existing & Proposed Structures		
ii	Square Footage, Dimensions, Height & Design of Existing & Proposed Structures		
jj	Architecture & Placement of Existing & Proposed Structures		
kk	Energy Efficiency & Conservation Plans/Designs		
ll	Existing & Proposed Utilities		
mm	Photography of Property in Relation to Public Roads		
nn	Existing & Proposed Rights of Way & Easements with Dimensions		
oo	Existing & Proposed Driveways, Private Roads & Public Roads conforming to Figure 3-6 & Section 321		

pp	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, length of curves and central angles of all curves, tangent distances, distance between curb cuts, etc.		
qq	Average Daily Trip Ends & Types of Vehicles Traveling To & From the Premises		
rr	Number of Truck Trip Ends Per Week		
ss	Existing & Proposed Parking, Loading & Service Areas/Plans conforming to Section 322		
tt	Existing & Proposed Landscaping & Screening Plans conforming to Section 323		
uu	Existing & Proposed Outdoor Lighting Plans conforming to Figures 3-8, 3-9, & 3-10 & Section 324		
vv	Existing & Proposed Outdoor Display & Storage Plans conforming to Section 325		
ww	Existing & Proposed Sign Plans conforming to Figure 3-11 & Section 326		
xx	Stormwater & Erosion Control Plans showing Temporary & Permanent Infrastructure & Procedures Conforming to Figure 3-12 & Section 327		
yy	Total disturbed Area & Total Impervious Surface Calculations (square feet)		
zz	Snow Storage Plans		
aaa	Existing & Proposed Wastewater Disposal Systems & Drilled/Shallow Wells Plans conforming to Section 328		
bbb	Wellhead Protection Areas conforming to Section 329		
ccc	Natural Resource Inventory, if required Per Section 3210.E*		
ddd	Natural Resource Management Plan		
eee	Existing & Proposed ADA Pedestrian Accesses, Circulation, Paths & Sidewalks conforming to Figure 4-1(6)		
fff	Construction Plans for Developer installed Pedestrian Paths & Sidewalks		
ggg	<b>Statement explaining how the proposal conforms to all applicable Zoning &amp; Overlay District Standards &amp; Requirements</b>		
hhh	<b>Statement explaining how the proposal conforms to the Conditional Use Criteria in Figure 4-1</b>		
iii	<b>Statement explaining how the proposal conforms to the Site Plan Criteria in Figure 4-1</b>		
jjj	<b>Statement explaining how the proposal conforms to the Performance Standards Per Section 330, if applicable</b>		

kkk	<b>Statement of Construction Sequence, Phasing &amp; Timing Schedule For Completion</b>		
lll	<b>Letter from Road Foreman addressing potential public road &amp;/or stormwater infrastructure impacts</b>		
mmm	<b>State of Vermont Agency of Transportation Letter of Intent or Westford Access Permit</b>		
nnn	<b>State of Vermont Project Navigator Results Summary</b>		
ooo	<b>Other items requested by the DRB necessary to make an informed decision</b>		
<b>Yellow - Required for Conditional Use Review ONLY</b>			
* Westford Map Viewer ( <a href="http://map.ccrpcvt.org/westfordmapviewer/">http://map.ccrpcvt.org/westfordmapviewer/</a> ) ** If sufficient enough to meet standards.			