

FINAL 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
a	Copies: (15) 11" by 17" copies of surveys/plans, (15) copies of other all documents, PDF of all documents		
b	Application Fee		
c	Completed Application Form & Checklist		
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)		
i	Survey(s) Prepared by Licensed Land Surveyor Containing:		
j	Preparer Information		
k	Subdivision Name or Title of Project		
l	Date, True North, Legend		
m	Vicinity map		
n	Scale (not less than 1" = 200')		
o	Location of Monuments		

p	Property Boundaries with Metes & Bounds		
q	Lot Numbers & Acreage		
r	Building Envelopes with geographic coordinates		
s	Rights of Way & Easements with Metes & Bounds		
t	Water Resource Overlay & Flood Hazard Overlay Zoning Districts		
u	Other Information Required By State Statute or the DRB		
v	Site Plan(s) Prepared by Licensed Site Technician, Registered Civil Engineer or Land Surveyor Containing:		
w	Preparer Information		
x	Subdivision Name or Title of Project		
w	Date, True North, Legend		
z	Vicinity map		
aa	Scale (not less than 1" = 200')		
bb	Existing Contours (5' intervals of areas to be developed)		
cc	Grading Plan (5' intervals)		
dd	Location of Class 2 Wetlands (delineated by wetland specialist if located within 500 feet of existing and/or proposed land development/building envelopes)*		
ee	Location of Water Resource (field verified by licensed professional) & Flood Hazard Overlay Districts*		
ff	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*		
gg	Location of Prime Agricultural Soils, Cropland, Hay Fields & Pastures*		
hh	Location of Open Field & Meadows*		
ii	Location of Deer Wintering Areas*		
jj	Location of Contiguous Forest Blocks & Wildlife Habitat*		
kk	Location of Uncommon Species & Features*		
ll	Location of Significant Natural Communities*		
mm	Location of Rare, Threatened & Endangered Species*		
nn	Location of Scenic View shed, Ridgelines & Hilltops*		
oo	Location of Areas Well-Suited For Maple Production*		
pp	Location of Prime Forest Soils & Land under Forest Management Plan*		
qq	Location of Cultural Resources & Features (e.g. stonewalls, historic structures, Native American archeological sites, large trees, etc.)*		
rr	Zoning District Boundaries		
ss	Form Based Code Overlay Transects, if applicable		
tt	Adjoining Land Uses, Roads, Sidewalks, Paths & Drainage		
uu	Existing & Proposed Property Boundaries with Dimensions		
vv	Proposed Lot Numbers & Acreage		
ww	Deferred Development Lot Language, if applicable.		

xx	Proposed Building Envelope Location, Dimensions & Acreage		
yy	Existing & Proposed Structures		
zz	Wastewater Disposal Systems & Drilled/Shallow Wells Plans & Reports		
aaa	Existing & Proposed Rights of Way & Easements with Dimensions		
bbb	Existing & Proposed Utilities conforming to Figure 3-1 (10)		
ccc	Existing & Proposed Pedestrian Paths & Sidewalks conforming to Figure 3-1 (5)		
ddd	Construction Plans for Developer installed Pedestrian Paths & Sidewalks		
eee	Existing & Proposed Designated Open Space & Conserved Lands		
fff	Designated Open Space & Conserved Lands Dimensions & Acreage		
ggg	Disturbed Area & Impervious Surface Calculations (square feet)		
hhh	Existing & Proposed Driveways, Private Roads & Public Roads conforming to Figure 3-1 (4) & Section 321		
iii	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.		
jjj	Existing & Proposed Parking & Service Areas conforming to Section 322		
kkk	Existing & Proposed Landscaping & Screening Plans conforming to Figure 3-1 (7 & 8) & Section 323		
lll	Existing & Proposed Lighting Plans conforming to Section 324		
mmm	Existing & Proposed Outdoor Display and Storage conforming to Section 325		
nnn	Existing & Proposed Sign Plans conforming to Section 326		
ooo	Stormwater & Erosion Control Plans showing Temporary & Permanent Infrastructure & Procedures Conforming to Figure 3-1 (6) & Section 327		
ppp	Total disturbed Area & Total Impervious Surface Calculations (square feet)		
qqq	Existing & Proposed Wastewater Disposal Systems & Drilled/Shallow Wells Plans conforming to Section 328		
rrr	Wellhead Protection Areas conforming to Section 329		
sss	Natural Resource Inventory, if required Per Section 3210.E*		
ttt	Fire Suppression Construction & Engineering Designs conforming to Section 315, if applicable.		
www	Statement explaining how the proposal conforms to the Performance Standards Per Section 330, if applicable		

xxx	Draft Legal Documents (e.g. warranty deeds, easements, rights of way, maintenance agreements, homeowners' association, open space agreement, offer of dedication, etc.)		
yyy	Statement of Construction Sequence, Phasing & Timing Schedule For Completion		
zzz	Letter from Road Foreman addressing potential public road &/or stormwater infrastructure impacts.		
aaaa	State of Vermont Agency of Transportation Letter of Intent or Westford Access permit		
bbbb	Master Plan conforming to Section 435, if required		
cccc	State of Vermont Project Navigator Results Summary		
dddd	Other items requested by the DRB per the Sketch Plan Review Letter or Preliminary Plat Decision to the Applicant/Owner		

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

** DRB reviewed Subdivision Amendments shall conform to the final plat subdivision application requirements that pertain to the specific amendment being requested. Individuals may chose to submit a sketch plan application for a given subdivision amendment prior to final plat submission/review.