

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: (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 (specify 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) | | | |

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|----|---|--|--|--|
| 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. stone walls, 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 | | | |

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|-----|---|--|--|--|
| 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.) | | | |

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|-----|--|--|--|--|
| 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 Navigator Results Summary | | | |
| 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 | | | |

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