

CHECKLIST FOR SITE PLAN AND CONDITIONAL USE

Date : ____ / ____ / ____

Project Name : _____

Project Address : _____

Project Description (or attach written description of your project) : _____

Plans Dated: ____ / ____ / ____

Revised Date : ____ / ____ / ____

APPLICANT(S) MUST SUBMIT 1 SIGNED APPLICATION FORM, ABUTTER'S FORM, 3 SETS OF MAILING LABELS, 4 COPIES OF PLANS, INCLUDING ANY SUPPORTING DOCUMENTATION AND FEES. AN ADDITIONAL 7 COPIES OF THE PLANS WILL BE REQUESTED ONCE THE APPLICATION IS DEEMED COMPLETE.

THIS LIST IS INTENDED AS A GUIDE FOR APPLICANTS. FOR A MORE DETAILED EXPLANATION, PLEASE REVIEW SECTION 5.6 OF THE ZONING REGULATIONS.

PURSUANT TO SECTION 5.6 OF THE TOWN OF ESSEX ZONING REGULATIONS, MATERIALS SUBMITTED FOR CONSIDERATION BY THE PLANNING COMMISSION AND/OR THE ZONING BOARD OF ADJUSTMENT MUST INCLUDE THE FOLLOWING INFORMATION:

FORMS:

<i>CHECK IF MISSING</i>	<i>COMMENTS</i>	<i>INFORMATION</i>
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<input type="checkbox"/>	_____	Planning/Zoning Application form complete.
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<input type="checkbox"/>	_____	Abutter's Form & 3 sets of mailing labels.
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<input type="checkbox"/>	_____	Application Fee.
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THE SITE PLAN IS TO INCLUDE THE NAME AND ADDRESS OF PERSON OR FIRM PREPARING THE MAP. SAID PERSON TO BE AN ARCHITECT, LANDSCAPE ARCHITECT, ENGINEER, SURVEYOR, PLANNER OR OTHER PERSON WHOSE PROFESSION IS SITE PLANNING AND DESIGN.

SITE PLAN CONTAINING AT A MINIMUM:

I. MAP INDICATING THE FOLLOWING: (locate in Title Box unless otherwise specified)

<i>CHECK IF MISSING</i>	<i>COMMENTS</i>	<i>INFORMATION</i>
<input type="checkbox"/>	_____	Date (include latest revision date).
<input type="checkbox"/>	_____	Name/complete address of project.
<input type="checkbox"/>	_____	Name/complete address of owner of record.
<input type="checkbox"/>	_____	Names of adjoining landowners
<input type="checkbox"/>	_____	Professional advisor(s) address/stamp & seal
<input type="checkbox"/>	_____	Scale (1" = 20', 30' or 40') 1"= 20' preferred (located bottom center)
<input type="checkbox"/>	_____	North point (upper right or left corner)
<input type="checkbox"/>	_____	Site location map - U.S.G.S. 7.5 minute series (upper right or left corner)

II. CONTOURS (existing and proposed) at 2' intervals unless waived by the Community Development Department.

III. PROPERTY BOUNDARIES (location and length): Include entire parcel (on separate plan if necessary at a scale of 1" = 100' or 1" = 200')

IV. RESTRICTIONS ON USE OF LAND: (easements, deeded rights of way, zones, etc., including those on adjacent property boundaries.

V. INFORMATION ON ABUTTING PROPERTIES (including those across bordering streets and waterways)

<i>CHECK IF MISSING</i>	<i>COMMENTS</i>	<i>INFORMATION</i>
<input type="checkbox"/>	_____	Approximate boundaries of adjoining parcels
<input type="checkbox"/>	_____	Names of owners and mailing address
<input type="checkbox"/>	_____	Significant physical features (streams, marshes, wooded areas, soils, etc.)
<input type="checkbox"/>	_____	Uses (residential, business, farm, undeveloped, etc.)
<input type="checkbox"/>	_____	Structures
<input type="checkbox"/>	_____	Access Points (include driveways across a right-of-way)

VI. PROJECT STATISTICS (specify on the site plan):

CHECK IF MISSING

CHECK IF MISSING	COMMENTS	INFORMATION
<input type="checkbox"/>	_____	Acreage of site
<input type="checkbox"/>	_____	Gross floor area of building(s) (by type of use)
<input type="checkbox"/>	_____	Coverage of building(s) <u>only</u> (sq.ft. and %)
<input type="checkbox"/>	_____	Total lot coverage (include parking, driveways, service entrances, etc.)
<input type="checkbox"/>	_____	Number of parking spaces (include parking space ratios)

VII. LOCATION OF EXISTING AND PROPOSED

<input type="checkbox"/>	_____	Natural features of land including two foot contours (unless this level of detail is waived by the Community Development Director for all or a portion of the site), vegetation and natural features including any wetlands or water courses that may be present, structures, access points, easements, and property and zoning boundaries, existing structures and access points on adjacent properties.
<input type="checkbox"/>	_____	Soils type by location
<input type="checkbox"/>	_____	Trails (bicycle, horseback, hiking, etc.)
<input type="checkbox"/>	_____	Building information including elevations (floor plans may also be required). Shall include a clear designation of the existing and proposed uses of properties and buildings
<input type="checkbox"/>	_____	Buildings, loading docks and other structures above ground including tanks and transformers
<input type="checkbox"/>	_____	Streets/rights-of-way, driveways, parking lots, sidewalks, outside storage areas
<input type="checkbox"/>	_____	Sewer lines or septic system
<input type="checkbox"/>	_____	Water lines or wells.
<input type="checkbox"/>	_____	Any other proposed underground or overhead utilities such as gas and cable t.v.
<input type="checkbox"/>	_____	Storm drainage facilities (culverts, catch basins, site of outflow, etc.) And calculations for the operation of storm water runoff.
<input type="checkbox"/>	_____	Wetlands, flood plain, water courses, zoning boundaries.
<input type="checkbox"/>	_____	Utilities (electric, telephone, (including vaults), hydrants, street lights, gas, transformers, switches, fuel tanks, A.C. units, etc.)

CHECK IF
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COMMENTS

INFORMATION

Landscaping (existing and proposed with planting schedule that details planting and landscaping materials, scientific name, common name, diameter at planting and mature height).

Trash storage/disposal (illustrate typical or description)

Bicycle rack

Handicapped parking

Snow removal areas

Lighting fixtures - include type and height of all fixtures free standing and attached to the building exterior (Provide cut sheet)

Lighting Analysis

Signs (include location and planter typical)

VIII. OTHER INFORMATION

CHECK IF
MISSING

COMMENTS

INFORMATION

Timetable for completion of improvements (phasing schedule if applicable).

Cost estimate of all project construction and site improvements.

Cost estimate of all landscaping prepared by a professional landscaper.

Estimate of daily and peak hour traffic generation.

Traffic impact study (check with Planner or Zoning Administrator if a study is needed).

Survey of property prepared by a licensed land surveyor.