

CHECKLIST FOR DEVELOPMENT PLAN REVIEW

The following material is required to be submitted for a Development Plan Review Application unless specifically exempted by the Planning Board. All material should be submitted to the Planning Board not less than 21 days prior to its Regular Meeting date.

1. A list of the names and addresses of all property owners within 200 feet of all property lines of the subject property.

Submitted: _____

Waiver Requested: _____

2. A copy of all Variances, Modification and/or Special Use Permit approvals attached to the property.

Submitted: _____

Waiver Requested: _____

3. All materials required in support of the Special Use Permit decision, revised to reflect that decision, including any conditions or stipulations imposed.

Submitted: _____

Waiver Requested: _____

4. Information regarding provisions for emergency access, as required at Section 501.A.2.

Submitted: _____

Waiver Requested: _____

5. Materials indicating soil type and groundwater conditions, and documenting suitability as required at Section 501.A.3.

Submitted: _____

Waiver Requested: _____

6. Drainage analysis documenting compliance with requirements of Section 501.A.4.

Submitted: _____

Waiver Requested: _____

7. Nutrient loading analysis, documenting compliance with the requirements of Section 501.A.6.

Submitted: _____

Waiver Requested: _____

8. An erosion control plan, consistent with the requirements of 501.A.7.

Submitted: _____

Waiver Requested: _____

9. All Zoning Board decisions affecting this site, and the plans upon which those decisions are based.

Submitted: _____

Waiver Requested: _____

10. For a **commercial structure**, include parking/circulation plans, landscaping information, and any deed restrictions on the property.

Submitted: _____

Waiver Requested: _____

11. Letters from the Town Building/Zoning Official documenting the appropriateness of parking provisions, and the compliance of the proposal and other applicable regulations.

Submitted: _____

Waiver Requested: _____

If a waiver is requested, the Planning Board will review the application and make a ruling on the request for any waiver(s). If all requested waivers are granted, the Planning Board will schedule a public hearing.

Applicant's Signature _____ Date _____

Owner's Signature _____ Date _____

PROCEDURES

Public Hearing

Upon submission of all required application materials to the Planning Board, and all necessary zoning approvals, the Planning Board shall schedule and hold a public hearing.

The public hearing may be kept open for up to three (3) months at the request of the Planning Board or the applicant to receive additional information, or for revisions to the development plan be made.

The Planning Board shall review the proposal in terms of the standards set forth in Section 501 Development Review Standards, as well as the purposes and goals set forth in the Comprehensive Plan.

Within forty-five (45) days of the close of the public hearing, the Planning Board shall deliberate at a meeting open to the public, and shall approve, conditionally approve or deny the Development Plan proposal.

Decisions of the Planning Board may be appealed to the Zoning Board of Review pursuant to Section 709 Appeals.