

Site Plan Review Checklist

<u>Item</u>	<u>Provided</u>	<u>Waiver/NA</u>
1. A location plan at a minimum scale of one-inch equals one thousand feet <ul style="list-style-type: none"> • showing property lines of parcels being developed in relation to surrounding areas; • names and locations of town streets; names and locations of proposed streets; • names of water courses and water bodies on and adjacent to the site 		
2. North arrow and bar scale.		
3. A title block with title; <ul style="list-style-type: none"> • owners name and physical address (and mailing address, if different); • name of agent; • scale of plan; and • name, seal, and address of preparer. 		
4. Surveyed property lines of the parcel showing their bearings and distances.		
5. Area of entire parcel in acres and square feet		
6. Deed reference and tax map number		
7. Names of all abutting property owners, showing book and page as shown in the Carroll County Registry		
8. Zoning and special district boundaries.		
9. Dimensions, area, and minimum setback requirements on all existing and proposed lots.		
10. Location and layout of existing and proposed structures and buildings.		
11. Existing and proposed contours at five-foot intervals for the entire site being considered for development. Where grade is proposed, existing contours shall be dotted lines and finished elevations solid.		
12. Total on-site square footage of impervious surfaces		
13. Location and size of proposed and existing signs, walls, and fences		
14. Location, widths, and purposes of any easement or right-of- way.		
15. Location width, curbing and paving of access ways, egress ways, and streets within the site.		
16. Location and layout of all on-site parking and loading facilities.		
17. Location and size of all municipal and non-municipal utilities and appurtenances including water, sewer, electric, telephone, gas lines, and fire alarm connections, indicating whether overhead or underground, and the locations of well and septic systems.		
18. Type and location of solid waste disposal facilities.		
19. Location, elevation, and layout of catch basins and other surface drainage features.		
20. Location of all physical/natural features including: <ul style="list-style-type: none"> • water bodies, • water courses, • wetlands, • vegetation/foilage lines, • soil types, • railroads, • rock outcroppings, and stone walls. 		

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21. Location of all buildings, wells, and leach fields within one hundred and fifty feet of the parcel.		
22. Proposed landscaping including size and type of plant material.		
23. Snow storage requirements		
24. Date and permit number of all required state and federal permits.		
25. Dimensions and area of all property to be dedicated for public use of common ownership		
26. Pedestrian walks providing circulation through the site.		
27. For all site plans that involve and designated as “Special Flood Hazard Areas” (SFHA) by the National Flood Insurance Program (NFIP) assure all necessary permits required under Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334		
28. For site plans that involve land designated as “Special Flood Hazard Areas” (SFHA) by the National Flood Insurance Program (NFIP), proposals for development of greater than fifty (50) lots or five (5) acres (whichever is the lesser), must include Base Flood Elevation (BFE) data (i.e., floodplain boundary and 100-year flood elevation).		
29. For projects in the shorefront district, drainage studies showing the current runoff and the runoff from the site caused by proposed improvements.		

6.3 Additional Plats. The Board shall require plans and elevations of all new and renovated buildings proposed as part of the application. These plans must show all current life safety code requirements. The Board can also require additional plats if necessary. Examples of additional plats are as follows: Erosion Control Plan, Landscape Plan, and Profiles and cross- sections on roadways and bridges

6.4 Graphic Presentation. The Board can require the applicant to provide photo simulation, photomontage, or drawings that depict the built conditions of the site.

6.5 Additional Documentation. At the request of the Board additional documents may be required. Examples of additional documentation include drainage studies, traffic studies, wetland studies, and environmental, and fiscal impact studies.