

Site Plan Review Checklist for All Land Use Applications

Please be aware that this checklist is advisory only; it is the responsibility of the applicant to review the appropriate Regulations. The Town Board or Commission may require that plans be reviewed by the Town's Engineering Consultant at the expense of the applicant. The costs of these reviews vary based on intensity of the proposals and time needed for review.

- Title Block** on each sheet of maps and/or plans with the following information:
 - Name, address, and telephone number of applicant.
 - Name, address, and telephone number of Land Surveyor or Professional Engineer.
 - Name of Development
 - Date when drawings were made and any subsequent revision dates.

- Key Map:** An overall map drawn to a scale of no less than 1 inch equals 200 feet. At minimum, this map will show the overall design of the development and surrounding properties within 500 feet and shall show the following:
 - Data block which gives needed zoning information such as percentage of lot coverage, acreage of property, property line setbacks, road frontage, proposed building information, parking requirements, etc.
 - Outline of buildings.
 - Layout of streets.
 - Surrounding property boundaries, addresses, and owner information within 500 feet. (*Change of Zone Only*)
 - List of abutting property owners (*Special Permit, Change of Zone, ZBA Application and Significant Wetland/Watercourse Activity Only*)
 - Driveway cuts on abutting properties and any properties across from proposed site.
 - Distance to and name of nearest intersecting street.

- Plot Plan:** A layout map of the proposed site drawn to a scale of between 1 inch equals 40 feet and 1 inch equals 100 feet containing the following data:
 - Distance and bearings of all boundary lines and acreage of site. Iron pins required at all property angle points and shown on map.
 - Proposed streets and street lines with center line station, curve data, and parking spaces.
 - All existing and proposed buildings.
 - Regulated wetlands or watercourses delineated by a Connecticut Certified Soil Scientist, if present. A line for the 100-foot upland review area should be noted as well as wetland or watercourse setback distances for all activities occurring in the 100-foot upland review area.
 - Location of 100-year floodplain areas or a note that none are present.
 - Proposed storm drainage system, showing all catch basins, endwalls, manholes, lengths and sizes of pipes and elevations of structures. If a plan/profile sheet is provided, this requirement shall be waived for this sheet
 - Connections of all watercourses into proposed storm drainage system as needed.
 - Onsite parking and loading facilities.
 - Curb lines and pavement width, sidewalks
 - Existing and proposed sanitary sewers or septic systems.
 - Existing and proposed water or well locations and all existing utilities.
 - Building lines and buildable square in accordance with zoning regulations.
 - Proposed buildings and other structures, including signs, outside lighting, and dumpster locations.
 - Present wooded area indicated by foliage lines. Any trees to be saved should be shown.
 - Easements noting grantors, grantees, purpose, and deed information

- Street monuments will be indicated at corners and angles of all streets and at all points of curvature and tangency. The monumented points within proposed site shall be coordinated.
- All open space, conservation easements, or other common or public land uses shall be indicated.
- Level A and Level B Aquifer Protection Areas
- State of CT DEEP Natural Diversity Data Base Areas
- A-2 certification; P.E./L.S. Seal

Topographic Plan: A map drawn to a scale of between 1 inch equals 40 feet and 1 inch equals 100 feet containing existing and proposed contours in not less than two-foot intervals, but in cases of relatively level land, the contours shall be one-foot intervals and spot elevations. A-2 & T-2 Certification; P.E & L.S. Seals Required.

Landscaping Plan

Erosion and Sediment Control Plan: Proposed soil and erosion control measures to comply with the *2002 Connecticut Guidelines for Soil Erosion and Sediment Control*.

Drainage Calculations

Traffic Report

Site Lighting Plan

Plans and Profiles: A plan and profile of the proposed streets drawn to scale of 1 inch to 40 feet horizontally, and 1 inch to 4 feet vertically on sheets not exceeding 24 inches by 36 inches and containing the following:

- Layout of streets in sections coordinated by stations with the profile.
- Street plan showing roadways, drainage, sanitary sewer (including house sewer), foundation drains, lot lines, buildings including all utilities with elevations (top frame and inverts), size, type, length, slopes of pipes.
- Sight lines at driveway & street intersections.

Note: Any of the required information may be combined into sheets with the consent of the respective Town Board or Commission. Items may also be waived by consent of the respective Commission after review and discussion.