

DEVELOPMENT COORDINATION COMMITTEE SUBMITTAL CHECKLIST

Project: \_\_\_\_\_

Address: \_\_\_\_\_

1. Approved or Denied Zoning Verification Form (Received from the Building Dept.)
  
2. A narrative description of the proposed project including the following:  
(submit 11 copies)
  - a.) Address of site (street and number) \_\_\_\_\_
  - b.) Name of applicant with name and phone number of contact person \_\_\_\_\_
  - c.) Name of design professional with name and phone number of contact person \_\_\_\_\_
  - d.) Site zoning \_\_\_\_\_
  - e.) Site acreage \_\_\_\_\_
  - f.) Description of existing site and use \_\_\_\_\_
  - g.) Description of proposed project, including proposed use, number of lots, number of dwelling units, and/or building floor area as applicable \_\_\_\_\_
  - h.) Note if application of incentive zoning provisions, waiver of design standards, or parking waiver will be requested \_\_\_\_\_
  
3. Sketch plan to include the following features:  
(submit 11 copies)
  - a.) Property boundary with approximate dimensions \_\_\_\_\_
  - b.) Existing zoning district, with district boundaries on or adjacent to the site \_\_\_\_\_
  - c.) Existing and proposed utilities and easements \_\_\_\_\_
  - d.) If project is a subdivision, proposed lot and street layout \_\_\_\_\_
  - e.) If project is a site plan, show general site layout of building, parking, access, and green space, including approximate building dimensions and setbacks and green space percentage \_\_\_\_\_
  - f.) Location of proposed storm water management facilities \_\_\_\_\_
  - g.) Identify State and Federal Wetlands, Town protected watercourse areas, steep slope areas, and Federal flood hazard areas. If site is in a Conservation Development Overlay District, identify lands proposed to be preserved \_\_\_\_\_
  
4. Digital image file of plans (PDF) \_\_\_\_\_
  
5. \$2,500 initial escrow deposit for Town Designated Engineer review services. \_\_\_\_\_