

**APPENDIX B-3**

**DEVELOPMENT SITE PLAN**  
**SUBMITTAL CHECKLIST**

**NOTE: THIS CHECKLIST REPRESENTS THE MINIMUM INFORMATION TO BE SUBMITTED ON A DEVELOPMENT SITE PLAN. ADDITIONAL INFORMATION MAY BE REQUIRED FOR UNIQUE SITUATIONS.**

**COMPLETE THE CHECKLIST AND SUBMIT IT WITH THE PLAN. IF AN ITEM IS NOT APPLICABLE, ENTER "N/A".**

1. Vicinity map showing relationship to surroundings, including existing, proposed, or mapped streets within 1,000 feet and municipal boundaries within 1,000 feet of the tract. \_\_\_\_\_
2. Each sheet numbered and the relationship shown to total number of sheets. \_\_\_\_\_
3. Dimensions in feet and decimal parts. \_\_\_\_\_
4. North arrow. \_\_\_\_\_
5. Boundary survey or survey of record of the property showing courses, distances and area. \_\_\_\_\_
6. Detailed plans drawn at a scale that is legible, preferably on one (1) sheet. \_\_\_\_\_
7. Existing contours with intervals not more than one (1) foot. Elevations shall be based on NAVD88 datum (include benchmark on plan). \_\_\_\_\_
8. Location, width and names of existing platted streets or other public streets, railroad and utility rights-of-way, parks, open space areas, and municipal corporation lines within or adjoining the tract. \_\_\_\_\_
9. Proposed public improvements, highways, or other major improvements planned on or near the site. \_\_\_\_\_
10. Rights-of-way for all drainage purposes and utilities \_\_\_\_\_
11. All existing and proposed utilities, including location, grade and size of, service entrances, meter locations, transformer \_\_\_\_\_

locations and sizes of mains:

- a) Storm drain (including invert elevations and profiles). \_\_\_\_\_
  - b) Sewerage facilities (including invert elevations and profiles). \_\_\_\_\_
  - c) Catch basins. \_\_\_\_\_
  - d) Drainage ways, channels. \_\_\_\_\_
  - e) Pumping Stations. \_\_\_\_\_
  - f) Water mains. \_\_\_\_\_
  - g) Streetlights. \_\_\_\_\_
  - h) Electric, telephone, and/or cable television lines. \_\_\_\_\_
  - i) Fire hydrants. \_\_\_\_\_
  - j) Direction of, distance to and size of nearest water mains and sewers if not located on or adjacent to the site. \_\_\_\_\_
  - k) Gas \_\_\_\_\_
12. Conditions on adjoining lands; direction and gradient of ground slope, embankments, retaining walls, railroads and towers or other influences when identified by the applicant or Town Planner to be of concern. \_\_\_\_\_
13. Locations of all existing or proposed buildings, structures, parking facilities and other improvements. Submission shall include a scale dimension from the property line to the proposed building. \_\_\_\_\_
14. If alteration is made to an existing building, structure, or other improvement, dotted lines shall denote features or locations to be abandoned and solid lines shall denote proposed features. \_\_\_\_\_
15. Building setback lines. \_\_\_\_\_
16. Signature and seal of licensed surveyor, registered professional engineer, registered architect, registered landscape architect or planner (AICP), responsible for the accuracy of the site plan. \_\_\_\_\_
17. Drainage calculations and certification. \_\_\_\_\_
18. Legend which clearly indicates existing and proposed improvements and natural features. The legend or title block must include the following information: \_\_\_\_\_
- a) Zoning district.
  - b) Tax map and parcel number.
  - c) Developer's name and address.
  - d) Owner's name and address.

- e) Scale.
- f) Date of drawing; date and type of revisions.
- g) Utility symbols.
- h) Name of projects.

- 19. Notes which identify: \_\_\_\_\_
  - a) Board of Appeals' case number/approval date (if applicable).
  - b) Projected building schedule:
    - i. Start
    - ii. Finish
  - c) Number of parking spaces
    - i. Existing
    - ii. Proposed
    - iii. Required
  - d) Number of residential units by type (if applicable).
  - e) Residential density in units per acre (if applicable).
- 20. Location of refuse collection, exterior lighting, fencing, and all pedestrian walkways and sidewalks. \_\_\_\_\_
- 21. The location, size, height, number, and orientation of all of all proposed signs. \_\_\_\_\_
- 22. Landscaping plan and legend prepared in accordance with Section 615 of this Ordinance. \_\_\_\_\_
- 23. If residential development, include homeowner's association documentation when common open space and buffer areas are provided. \_\_\_\_\_
- 24. Certificates and statements. \_\_\_\_\_
- 25. Sedimentation and erosion control plan. \_\_\_\_\_
- 26. The Forest Conservation Plan and Forest Conservation worksheet shall be submitted in accordance with the provisions of the Town of Easton's Forest Conservation Ordinance. \_\_\_\_\_
- 27. Renderings or sketches which accurately depict the architecture of any proposed structures. \_\_\_\_\_

This checklist completed by \_\_\_\_\_ Date \_\_\_\_\_