

**D-1. CHECKLIST – PRE-APPLICATION
MAJOR LAND DEVELOPMENTS AND DEVELOPMENT PLAN REVIEW**

The applicant shall submit to the Administrative Officer at least four (4) copies of the pre-application maps required below. The scale of all plans shall be sufficient to clearly show all of the information required and shall be subject to the approval of the Administrative Officer. At a minimum, the following information shall be provided:

- A. PRE-APPLICATION DRAWING(S) – Existing Conditions. A map or plan of the development showing the following information (with the exception of the north arrow, items 1-6 should be located within or near the title block):
1. _____ Name of the proposed development.
 2. _____ Name and address of all property owners and applicants, including names and addresses of an officer in charge of business or corporate entities.
 3. _____ Name, addresses and telephone number of person or firm preparing the plan.
 4. _____ Date of plan preparation, with revision date(s), (if any).
 5. _____ Graphic scale and true north arrow.
 6. _____ Plat and lot number(s) of the land being developed.
 7. _____ Zoning district(s) of the parcel(s), including all zoning dimensional requirements.
 8. _____ Perimeter boundary lines of the project parcel(s), drawn so as to distinguish them from other property lines are area of the project parcel.
 9. _____ Building envelope.
 10. _____ Location and names of existing streets, easements, rights-of-way, and man-made paths within and adjacent to the parcel(s).
 11. _____ Location of wooded areas and notation of existing ground cover.
 12. _____ Hydrologic features and their associated buffer areas, estimated location of wetlands and/or watercourses, surface water bodies, 100-year floodplains, springs, vernal pools, stream channels, natural swales, and groundwater aquifers and recharge areas, as available from existing information.
 13. _____ Location of wells and wellhead protection areas present on or within 100 feet of the property.
 14. _____ Existing topography with minimum contour intervals of two feet (if available); using available information, shade out areas of slope greater than 15%.
 15. _____ Location and approximate size of existing buildings or significant above-ground structures on or immediately adjacent to the development.
 16. _____ Location of existing utilities within and immediately adjacent to the parcel(s), including sewer, water, gas, electric, fire suppression, wells, septic, utility poles, and stormwater drainage facilities.
 17. _____ Location of historic structures, sites, and/or cemeteries on or immediately adjacent to the project (if any).

18. _____ General location of any unique natural and/or archaeological and historic features, including stone walls, cellar holes, wells, other ruins, and rock outcroppings.
 19. _____ Base flood elevation data, and location of 100-year hazards, from FEMA maps.
 20. _____ Open space areas, if any, existing on the parcel or immediately abutting the parcel.
 21. _____ Locus Map Inset.
 22. _____ A copy of the soils map of the project parcel and surrounding area, and a general analysis of soil types and suitability for the development proposed. Show any prime agricultural soils. The map analysis shall address the presence of moderate and severe constraints to development including hydric soils, high water table, slowly-permeable soils, depth to bedrock, steep slopes, and erodible soils.
 23. _____ A vicinity map, drawn to a scale of 1"=400' to show the area within one half-mile of the development parcel showing the locations of all streets, existing lot lines, and zoning district boundaries. Schools, parks, fire stations and other significant public facilities shall be indicated.
- B. PROPOSED CONDITIONS PLAN – A map including the standard title block and plan information from items A1 through A19 above, and including additional information:
1. _____ Conceptual layout, including streets, buildings, paved areas, lots with approximate lot areas and dimensions.
 2. _____ Proposals, if any, for connection with existing water supply and sanitary sewer systems.
- C. SUPPORTING MATERIALS – the applicant shall submit to the Administrative Officer eleven (11) copies of a narrative report (providing a general description of the existing physical environment and existing use(s) of the property along with a general description of the development proposed by the applicant). The narrative report shall include reduced copies (11"x17" and readable) of all plans required above.
1. _____ Filing Fee: \$150
 2. _____ 11 copies of the Narrative Report, including reduced plan set.
 3. _____ Is this parcel(s) in the Farm forest and Open Space tax program?
 4. _____ Submission Cover Sheet and signature of all property owners and applicants.
(Certificate of Completeness)