

### **A-1. In General.**

- (a) As provided in Section 49, it is presumed that all of the information listed in this appendix must be submitted with an application for a zoning, sign, special use, or conditional use permit to enable the permit-issuing authority to determine whether the development, if completed as proposed, will comply with all the requirements of this chapter [appendix]. As set forth in Section 92, applications for variances are subject to the same provisions. However, the permit-issuing authority may require more information or accept as sufficient less information according to the circumstances of the particular case. A developer who believes information presumptively required by this appendix is unnecessary shall contact the planning staff for an interpretation.
- (b) As also provided in Section 49, the administrator shall develop application processes, including standard forms, to simplify and expedite applications for simple developments that do not require the full range of information called for in this appendix. In particular, developers seeking only permission to construct single-family or two-family residences or to construct new or modify existing signs should contact the administrator for standard forms.

### **A-2. Written Application.**

Every applicant for a variance or a zoning, sign, special use or conditional use permit shall complete a written application containing at least the following information:

- (1) The name, address, and phone number of the applicant.
- (2) If the applicant is not the owner of the property in question, the name, address, and phone number of the owner, and the legal relationship of the applicant to the owner that entitles the applicant to make application.
- (3) The date of the application.
- (4) Identification of the particular permit sought.
- (5) A succinct statement of the nature of the development proposed under the permit or the nature of the variance.
- (6) Identification of the property in question by street address and tax map reference.
- (7) The zoning district within which the property lies.
- (8) A boundary survey showing the dimensions and the number of square feet in the lot where the development is to take place.
- (9) The gross floor area of all existing or proposed buildings located on the lot where the development is to take place.
- (10) If the proposed development is a two-family or multifamily residential development or an architecturally integrated subdivision, the number of one-, two-, three-, or four-bedroom dwelling units proposed for construction.

### **A-3. Development Site Plans.**

Subject to section A-1 of this appendix, every application for a variance or a zoning, sign, special use or conditional use permit shall contain plans that locate the development site and graphically demonstrate existing and proposed natural, manmade, and legal features on and near the site in question, all in conformity with sections A-4 through A-6 of this appendix.

#### **A-4. Graphic Materials Required for Plans.**

- (a) The plans shall include a location map that shows the location of the project in the broad context of the town or planning jurisdiction. This location map may be drawn on the development site plans or it may be furnished separately using reduced copies of maps of the town's planning jurisdiction available at the planning and inspections department.
- (b) Development site plans shall be drawn to scale, using such a scale that all features required to be shown on the plans are readily discernible. Very large developments may require that plans show the development in sections to accomplish this objective without resorting to plans that are so large as to be cumbersome, or the objective may be accomplished by using different plans or plans drawn to different scales to illustrate different features. In all cases, the permit-issuing authority shall make the final determination whether the plans submitted are drawn to the appropriate scale, but the applicant for a conditional or special use permit relies in the first instance on the recommendations of the planning staff.
- (c) Development site plans should show on the first page the following information:
  - (1) Name of applicant.
  - (2) Name of development (if any).
  - (3) North arrow.
  - (4) Legend.
  - (5) Scale.
- (d) All of the features required to be shown on plans by Sections A-5 and A-6 may be included on one (1) set of plans, so long as the features are distinctly discernible.

#### **A-5. Existing Natural, Manmade and Legal Features.**

- (a) Development site plans shall show all existing natural, manmade, and legal features on the lot where the development is to take place, including but not limited to those listed below. In addition, the plans shall also show those features indicated below by an asterisk (\*) that are located within fifty (50) feet in any direction of the lot where the development is to take place, and shall specify (by reference to the Table of Permissible Uses or otherwise) the use made of adjoining properties.
- (b) *Existing natural features:*
  - (1) Tree line of wooded areas.
  - (2) Individual trees twelve (12) inches in diameter or more, identified by common or scientific name.
  - (3) Orchards or other agricultural groves by common or scientific name.

- (4)\* Streams, ponds, drainage ditches, swamps, boundaries of floodways and floodplains.
- (5) (If the proposed development is a subdivision of more than fifty (50) lots or if more than five (5) acres of land are to be developed), base flood elevation data (See Article XVI, Part I).
- (6)\* Contour lines (shown as dotted lines) with no larger than five-foot contour intervals. (As indicated in Subsection A-6(b)(17), proposed contour lines shall be shown as solid lines.)
- (c) *Existing manmade features:*
  - (1)\* Vehicle accommodation areas (including parking areas, loading areas and circulation areas, see Section 290), all designated by surface material and showing the layout of existing parking spaces and direction of travel lanes, aisles, or driveways.
  - (2) Streets, private roads, sidewalks, and other walkways, all designated by surface material.
  - (3) Curbs and gutters, curb inlets and curb cuts, and drainage grates.
  - (4) Other stormwater or drainage facilities, including manholes, pipes, and drainage ditches.
  - (5) Underground utility lines, including water, sewer, electric power, telephone, gas, cable television.
  - (6) Aboveground utility lines and other utility facilities.
  - (7)\* Fire hydrants.
  - (8)\* Buildings, structures and signs (including dimensions of each).
  - (9) Location of exterior light fixtures.
  - (10)\* Location of dumpsters.
- (d) *Existing legal features:*
  - (1) The zoning of the property, including zoning district lines where applicable.
  - (2) Property lines of the tract to be developed (with dimensions identified), adjacent property lines (including corporate limits, town boundaries and county lines).
  - (3) Street right-of-way lines.
  - (4) Utility or other easement lines.
  - (5) Deed book and page reference demonstrating ownership of property.

#### **A-6. Proposed Changes in Existing Features or New Features.**

- (a) Development site plans shall show proposed changes in existing natural features (see A-5(b)), existing manmade features (see A-5(c)), and existing legal features (see A-5(d)).

- (b) Development site plans shall also show proposed new legal features (especially new property lines, street right-of-way lines, and utility and other easements), as well as proposed manmade features, including, but not limited to, the following:
- (1) The number of square feet in every lot created by a new subdivision and the total number of lots created.
  - (2) Lot dimensions, including lot widths measured in accordance with Section 183 and average lot size.
  - (3) The location and dimensions of all buildings and freestanding signs on the lot, as well as the distances all buildings are set back from property lines, streets or street right-of-way lines (see Section 184).
  - (4) Principal side(s) building elevations for typical units of new buildings or exterior remodelings of existing buildings, showing building heights (see Section 186) and proposed wall sign or window sign area.
  - (5) The location and dimensions of all recreational areas provided in accordance with Article XIII, with each area designated as to type of use.
  - (6) The location and dimensions of all areas intended to remain as usable open space. The plans shall clearly indicate whether such open space areas are intended to be offered for dedication to public use or to remain privately owned.
  - (7) Streets, labeled by classification (see Section 210) and street name showing linear feet, whether curb and gutter or shoulders and swales are to be provided and indicating street paving widths, approximate grades and typical street cross-sections. Private roads in subdivisions shall also be shown and clearly labeled as such.
  - (8) Curbs and gutters, curb inlets and curb cuts, drainage grates.
  - (9) Other stormwater or drainage facilities, including manholes, pipes, drainage ditches, retention ponds, etc.
  - (10) Sidewalks and walkways, showing widths and surface material.
  - (11) Bridges.
  - (12) Outdoor illumination with lighting fixtures sufficiently identified to demonstrate compliance with Section 242.
  - (13) Underground utility lines, including water, sewer, electric power, telephone, gas, cable television. Water and sewer pipe line signs shall be labeled.
  - (14) Aboveground utility lines and other facilities.
  - (15) Fire hydrants.
  - (16) Dumpsters.
  - (17) New contour lines resulting from earth movement (shown as solid lines) with no larger than five-foot contour intervals (existing lines should be shown as dotted lines).
  - (18) Scale drawings of all signs requiring permits pursuant to Article XVII, together

with an indication of the location and dimensions of all such signs.

- (19) Vehicle accommodation areas (including parking areas, loading areas, and circulation areas, see Section 290), all designated by surface material and showing the dimensions and layout of proposed parking spaces and the dimensions and direction of travel of lanes, aisles, and driveways.
- (20) Proposed plantings or construction of other devices to comply with the screening requirements of Article XIX, Part I, as well as proposed plantings of trees to comply with the parking area landscaping requirements of Section 319, and the dumpster screening requirements of Section 319.01. Plans shall label shrubbery by common or scientific name, show the distance between plants and indicate the height at the time of planting and expected mature height and width. Plans shall label trees by common or scientific name, show the circles of the mature crowns (major trees shall be drawn at diameter = 30 feet; dwarf or decorative trees shall be drawn at their actual mature crown), and indicate the height at the time of planting.

#### **A-7. Documents and Written Information in Addition to Plans.**

In addition to the written application and the plans, whenever the nature of the proposed development makes information or documents such as the following relevant, such documents or information shall be provided. The following is a representative list of the types of information or documents that may be requested:

- (1) Documentation confirming that the applicant has a legally sufficient interest in the property proposed for development to use it in the manner requested, or is the duly appointed agent of such a person.
- (2) Certifications from the appropriate agencies that proposed utility systems are or will be adequate to handle the proposed development, as set forth in Article XV, and that all necessary easements have been provided.
- (3) Detailed description of play apparatus or other recreational facilities to be provided in recreational areas.
- (4) Legal documentation establishing homeowners associations or other legal entities responsible for control over required common areas and facilities.
- (5) Bonds, letters of credit, or other surety devices.
- (6) Stamped envelopes containing the names and addresses of all those to whom notice of a public hearing must be sent to comply with Section 102 or Section 54.
- (7) Complete documentation justifying any requested deviation from specific requirements established by this chapter [appendix] as presumptively satisfying design standards.
- (8) Written evidence of permission to use satellite parking spaces under the control of a person other than the developer when such spaces are allowed pursuant to Section 298.
- (9) Written evidence of good faith efforts to acquire satellite parking under the circumstances set forth in Section 298.

- (10) A traffic impact study performed and prepared by a qualified transportation or traffic engineer or planner.
- (11) Time schedules for the completion of phases in staged development, as required by Section 62.
- (12) The environmental impact of a development, including its effect on historically significant or ecologically fragile or important areas and its impact on pedestrian or traffic safety or congestion.
- (13) If any street is proposed to intersect with a state-maintained road, a copy of the application for driveway approval as required by the Department of Transportation, Division of Highways Manual on Driveway Regulations.
- (14) Proposed deed restrictions or covenants to be imposed upon newly created lots.

#### **A-8. Number of Copies of Plans and Documents.**

With respect to all plans and other documents required by this appendix, the developer shall submit the number of copies that the administrator deems necessary to expedite the review process and to provide necessary permanent records. Initially, the developer shall submit fifteen (15) copies of a site plan or subdivision plat for review by the administrator and the town development review committee. Following the review by the administrator and the development review committee, the developer shall make any required revisions to the site plan or subdivision plat and shall submit thirty (30) copies to the planning administrator prior to the planning board meeting.