

FORM P(3): SITE DEVELOPMENT PLAN REVIEW - D.R.B. MEETING (UNADVERTISED)

SKETCH PLAT REVIEW AND COMMENT (DRB22)

Maximum Size: 24" x 36"

- Scaled site sketch and related drawings showing proposed land use including structures, parking, Bldg. setbacks, adjacent rights-of-way and street improvements, etc. (folded to fit into an 8.5" by 14" pocket) **6 copies**.
- Zone Atlas map with the entire property(ies) clearly outlined
- Letter briefly describing, explaining, and justifying the request
- List any original and/or related file numbers on the cover application

Meetings are approximately 8 DAYS after the Tuesday noon filing deadline. **Your attendance is required.**

SITE DEVELOPMENT PLAN FOR SUBDIVISION (DRB18)

Maximum Size: 24" x 36"

- ___ 5 Acres or more & zoned SU-1, IP, SU-2, PC, or Shopping Center: Certificate of No Effect or Approval
- ___ Scaled Site Plan and related drawings (folded to fit into an 8.5" by 14" pocket) **6 copies**
- ___ Zone Atlas map with the entire property(ies) clearly outlined
- ___ Letter briefly describing, explaining, and justifying the request
- ___ Letter of authorization from the property owner if application is submitted by an agent
- ___ FORM DRWS Drainage Report, Water & Sewer availability statement filing information
- ___ Copy of the document delegating approval authority to the DRB
- ___ Completed Site Plan for Subdivision Checklist
- ___ Infrastructure List, if relevant to the site plan
- ___ Fee (see schedule)
- ___ List any original and/or related file numbers on the cover application

Grading and Drainage Plan/Drainage Report Submittal to Hydrology*

Meetings are approximately 8 DAYS after the Tuesday noon filing deadline. **Bring the original to the meeting.**

Your attendance is required.

SITE DEVELOPMENT PLAN FOR BUILDING PERMIT (DRB17)

Maximum Size: 24" x 36"

- ___ 5 Acres or more & zoned SU-1, IP, SU-2, PC, or Shopping Center (SC): Certificate of No Effect or Approval
- ___ Site Plan and related drawings (folded to fit into an 8.5" by 14" pocket) **6 copies**
- ___ Site Plan for Subdivision, if applicable, previously approved or simultaneously submitted. **6 copies**
- ___ Solid Waste Management Department signature on Site Plan
- ___ Zone Atlas map with the entire property(ies) clearly outlined
- ___ Letter briefly describing, explaining, and justifying the request
- ___ Letter of authorization from the property owner if application is submitted by an agent
- ___ FORM DRWS Drainage Report, Water & Sewer availability statement filing information
- ___ Copy of the document delegating approval authority to the DRB
- ___ Infrastructure List, if relevant to the site plan
- ___ Completed Site Plan for Building Permit Checklist
- ___ Copy of Site Plan with Fire Marshal's stamp
- ___ Fee (see schedule)
- ___ List any original and/or related file numbers on the cover application

Grading and Drainage Plan/Drainage Report Submittal to Hydrology*

Meetings are approximately 8 DAYS after the Tuesday noon filing deadline. **Bring the original to the meeting.**

Your attendance is required.

AMEND SITE DEVELOPMENT PLAN FOR BUILDING PERMIT (DRB01)

Maximum Size: 24" x 36"

AMEND SITE DEVELOPMENT PLAN FOR SUBDIVISION (DRB02)

Maximum Size: 24" x 36"

- ___ Proposed amended Site Plan (folded to fit into an 8.5" by 14" pocket) **6 copies**
- ___ DRB signed Site Plan being amended (folded to fit into an 8.5" by 14" pocket) **6 copies**
- ___ Zone Atlas map with the entire property(ies) clearly outlined
- ___ Letter briefly describing, explaining, and justifying the request
- ___ Letter of authorization from the property owner if application is submitted by an agent
- ___ Infrastructure List, if relevant to the site plan
- ___ Completed Site Plan for Building Permit Checklist (not required for amendment of SDP for Subdivision)
- ___ Fee (see schedule)
- ___ List any original and/or related file numbers on the cover application

Grading and Drainage Plan/Drainage Report Submittal to Hydrology*

Meetings are approximately 8 DAYS after the Tuesday noon filing deadline. **Bring the original to the meeting.**

Your attendance is required.

FINAL SIGN-OFF, EPC-APPROVED SDP FOR BUILDING PERMIT (DRB05) Maximum Size: 24" x 36"

FINAL SIGN-OFF, EPC-APPROVED SDP FOR SUBDIVISION (DRB06) Maximum Size: 24" x 36"

- ___ Site Plan and related drawings (folded to fit into an 8.5" by 14" pocket) **6 copies**
- ___ Approved Grading and Drainage Plan (folded to fit into an 8.5" by 14" pocket) **6 copies**
- ___ Solid Waste Management Department signature on Site Plan for Building Permit
- ___ Zone Atlas map with the entire property(ies) clearly outlined
- ___ Letter carefully explaining how each EPC condition has been met and a copy of the EPC Notification of Decision
- ___ FORM DRWS Drainage Report, Water & Sewer availability statement filing information
- ___ Infrastructure List, if relevant to the site plan
- ___ Copy of Site Plan with Fire Marshal's stamp (not required for SDP for Subdivision)
- ___ List any original and/or related file numbers on the cover application
- ___ Grading and Drainage Plan/Drainage Report Submittal to Hydrology

* (Grading and Drainage Plan/Drainage Report must be submitted be to Hydrology prior to DRB application submittal. Grading and Drainage plans may have to be approved prior to DRB approval.)

Meetings are approximately 8 DAYS after the Tuesday noon filing deadline. **Bring the original to the meeting.**

Your attendance is required.

I, the applicant, acknowledge that any information required but not submitted with this application will likely result in deferral of actions.

Kim Stejzar, PLS
 Applicant name (print)
K. Stejzar
 Applicant signature / date
 4/3/2018



Form revised January 2018

- Checklists complete
- Fees collected
- Case #'s assigned
- Related #'s listed

Application case numbers

Project # _____
 Planner signature / date _____