

**FORM P(3): SITE 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
- 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

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: 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
- 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

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

☐ **AMENDED SITE DEVELOPMENT PLAN FOR BUILDING PERMIT (DRB01)**

**Maximum Size: 24" x 36"**

☐ **AMENDED 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

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

☒ **FINAL SIGN-OFF FOR EPC APPROVED SDP FOR BUILDING PERMIT (DRB05)**

☐ **FINAL SIGN-OFF FOR EPC APPROVED SDP FOR SUBDIVISION (DRB06)**

- ☒ 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
- ☒ 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

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.

GARRETT GOODWIN  
Applicant name (print)  
Goodwin 12/29/2016  
Applicant signature / date



Form revised **October 2007**

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|--|--------------------------|
| <input type="checkbox"/> Checklists complete | Application case numbers |
| <input type="checkbox"/> Fees collected      | _____                    |
| <input type="checkbox"/> Case #s assigned    | _____                    |
| <input type="checkbox"/> Related #s listed   | _____                    |

Project # \_\_\_\_\_  
Planner signature / date \_\_\_\_\_