

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
- ☐ 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 (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
- ☐ 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.
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- ☐ **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

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
- ☒ **N/A** 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

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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.

Jacqueline Fishman, AICP

Applicant name (print)

Applicant signature / date



Form revised **November 2010**

- ☐ Checklists complete
- ☐ Fees collected
- ☐ Case #s assigned
- ☐ Related #s listed
- Application case numbers
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Planner signature / date

Project #: