

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

Robert G. Hall, AIA

Applicant name (print)

Applicant signature / date



Form revised **October 2007**

☐ Checklists complete

☐ Fees collected

☐ Case #s assigned

☐ Related #s listed

Application case numbers

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Planner signature / date

Project #