

FORM P(2): SITE PLAN REVIEW - D.R.B. PUBLIC HEARING

☐ **SITE DEVELOPMENT PLAN FOR SUBDIVISION (DRB15)**

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) **24 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

Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts

Sign Posting Agreement

Completed Site Plan for Subdivision Checklist

6 copies of the Infrastructure List, if relevant to the site plan

TIS/AQIA Traffic Impact Study form with required signature

Fee (see schedule)

List any original and/or related file numbers on the cover application

DRB hearings are approximately 30 DAYS after the filing deadline. **Bring the original** to the meeting.

Your attendance is required.

☐ **SITE DEVELOPMENT PLAN FOR BUILDING PERMIT (DRB14)**

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) **24 copies**

Site Plan for Subdivision, if applicable, previously approved or simultaneously submitted. (Folded to fit into an 8.5" by 14" pocket.) **24 copies** for DRB public hearings

Solid Waste Management Department signature on Site Plan

Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)

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

Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts

Sign Posting Agreement

Completed Site Plan for Building Permit Checklist

6 copies of the Infrastructure List, if relevant to the site plan

TIS/AQIA Traffic Impact Study form with required signature

Copy of Site Plan with Fire Marshal's stamp

Fee (see schedule)

List any original and/or related file numbers on the cover application

D. R. B. hearings are approximately 30 DAYS after the filing deadline. **Bring the original** to the meeting.

Your attendance is required.

☐ **AMENDED SITE DEVELOPMENT PLAN FOR SUBDIVISION or BUILDING PERMIT (DRB10)**

Maximum Size: 24" x 36"

Proposed amended Site Plan (folded to fit into an 8.5" by 14" pocket) **24 copies**

DRB signed Site Plan being amended (folded to fit into an 8.5" by 14" pocket) **24 copies**

DRB signed Site Plan for Subdivision, if applicable (required when amending SDP for Building Permit) **24 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

Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts

Sign Posting Agreement

Completed Site Plan for Building Permit Checklist (not required for amendment of SDP for Subdivision)

6 copies of the Infrastructure List, if relevant to the site plan

TIS/AQIA Traffic Impact Study form with required signature

Fee (see schedule)

List any original and/or related file numbers on the cover application

D. R. B. hearings are approximately 30DAYS after the 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.

Christopher Gunning

Applicant name (print)

Applicant signature / date



☐ Checklists complete

☐ Fees collected

☐ Case #s assigned

☐ Related #s listed

Application case numbers

Form revised **October 2007**

Planner signature / date

Project #