

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

SKETCH PLAT REVIEW AND COMMENT (DRB22)

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

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.

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.

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.

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)

___ 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**

___ 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)

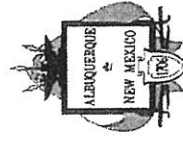
___ List any original and/or related file numbers on the cover application

___ 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.

Applicant name (print)



Applicant signature / date

Form revised **October 2007**

Checklists complete

Application case numbers

Fees collected

Case #s assigned

Related #s listed

Project #

Planner signature / date