

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

☒ SITE DEVELOPMENT PLAN FOR SUBDIVISION (DRB15) Maximum Size: 24" x 36"

- in process 5 Acres or more & zoned SU-1, IP, SU-2, PC, or Shopping Center: Certificate of No Effect or Approval
- e-file 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
- n/a 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
- n/a 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)
- n/a 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"

- in process 5 Acres or more & zoned SU-1, IP, SU-2, PC, or Shopping Center: Certificate of No Effect or Approval
- e-file 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
- in process 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
- n/a 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
- n/a 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)
- n/a 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.

Applicant name (print)

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   | _____ - _____ - _____    |

Planner signature / date

Project # \_\_\_\_\_