

**FORM P(2): SITE DEVELOPMENT 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) **10 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
- FORM DRWS Drainage Report, Water & Sewer availability statement filing information
- Proposed Infrastructure List (Figure 18)
- Office of 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
- Traffic Impact Study (TIS) form with required signature
- Fee (see schedule)
- List any original and/or related file numbers on the cover application
- Grading and Drainage Plan/Drainage Report Submittal to Hydrology

**(Grading and Drainage Plan/Drainage Report must be submitted to Hydrology prior to DRB application submittal. Grading and Drainage plans may have to be approved prior to DRB approval.)**

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

**Your attendance is required.**

\*\*\*\*\*Re-submittal for BRD - Swapping sheets

**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) **10 copies**
- Site Plan for Subdivision, if applicable, previously approved or simultaneously submitted. (Folded to fit into an 8.5" by 14" pocket.) **10 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
- FORM DRWS Drainage Report, Water & Sewer availability statement filing information
- Proposed Infrastructure List (Figure 18)
- Office of 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
- Traffic Impact Study (TIS) 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
- Grading and Drainage Plan/Drainage Report Submittal to Hydrology - 6 copies of approved Grading and Drainage Plan

**(Grading and Drainage Plan/Drainage Report must be submitted to Hydrology prior to DRB application submittal. Grading and Drainage plans may have to be approved prior to DRB approval.)**

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

**Your attendance is required.**

**AMEND SITE DEV 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) **10 copies**
- DRB signed Site Plan being amended (folded to fit into an 8.5" by 14" pocket) **10 copies**
- DRB signed Site Plan for Subdivision, if applicable (required when amending SDP for Building Permit) **10 copies**
- Zone Atlas map with the entire property(ies) clearly outlined
- Letter briefly describing, explaining, and justifying the request
- Proposed Infrastructure List (Figure 18)
- Letter of authorization from the property owner if application is submitted by an agent
- Office of 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
- Traffic Impact Study (TIS) 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 30 DAYS 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 **January 2018**

- Checklists complete      Application case numbers
- Fees collected              \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_
- Case #s assigned            \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_
- Related #s listed            \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

\_\_\_\_\_ Planner signature / date  
Project #: