APPENDIX B-3
DEVELOPMENT SITE PLAN
SUBMITTAL CHECKLIST

NOTE: THIS CHECKLIST REPRESENTS THE MINIMUM INFORMATION TO BE SUBMITTED ON A DEVELOPMENT SITE PLAN. ADDITIONAL INFORMATION MAY BE REQUIRED FOR UNIQUE SITUATIONS.

COMPLETE THE CHECKLIST AND SUBMIT IT WITH THE PLAN. IF AN ITEM IS NOT APPLICABLE, ENTER “N/A”.

1. Vicinity map showing relationship to surroundings, including existing, proposed, or mapped streets within 1,000 feet and municipal boundaries within 1,000 feet of the tract.

2. Each sheet numbered and the relationship shown to total number of sheets.

3. Dimensions in feet and decimal parts.

4. North arrow.

5. Boundary survey or survey of record of the property showing courses, distances and area.

6. Detailed plans drawn at a scale that is legible, preferably on one (1) sheet.

7. Existing contours with intervals not more than one (1) foot. Elevations shall be based on NAVD88 datum (include benchmark on plan).

8. Location, width and names of existing platted streets or other public streets, railroad and utility rights-of-way, parks, open space areas, and municipal corporation lines within or adjoining the tract.

9. Proposed public improvements, highways, or other major improvements planned on or near the site.

10. Rights-of-way for all drainage purposes and utilities

11. All existing and proposed utilities, including location, grade and size of, service entrances, meter locations, transformer
locations and sizes of mains:

a) Storm drain (including invert elevations and profiles).
b) Sewerage facilities (including invert elevations and profiles).
c) Catch basins.
d) Drainage ways, channels.
e) Pumping Stations.
f) Water mains.
g) Streetlights.
h) Electric, telephone, and/or cable television lines.
i) Fire hydrants.
j) Direction of, distance to and size of nearest water mains and sewers if not located on or adjacent to the site.
k) Gas

12. Conditions on adjoining lands; direction and gradient of ground slope, embankments, retaining walls, railroads and towers or other influences when identified by the applicant or Town Planner to be of concern.

13. Locations of all existing or proposed buildings, structures, parking facilities and other improvements. Submission shall include a scale dimension from the property line to the proposed building.

14. If alteration is made to an existing building, structure, or other improvement, dotted lines shall denote features or locations to be abandoned and solid lines shall denote proposed features.

15. Building setback lines.

16. Signature and seal of licensed surveyor, registered professional engineer, registered architect, registered landscape architect or planner (AICP), responsible for the accuracy of the site plan.

17. Drainage calculations and certification.

18. Legend which clearly indicates existing and proposed improvements and natural features. The legend or title block must include the following information:

a) Zoning district.
b) Tax map and parcel number.
c) Developer’s name and address.
d) Owner’s name and address.
c) Scale.
f) Date of drawing; date and type of revisions.
g) Utility symbols.
h) Name of projects.

19. Notes which identify:

   a) Board of Appeals’ case number/approval date
      (if applicable).
   b) Projected building schedule:
      i. Start
      ii. Finish
   c) Number of parking spaces
      i. Existing
      ii. Proposed
      iii. Required
   d) Number of residential units by type (if applicable).
   e) Residential density in units per acre (if applicable).

20. Location of refuse collection, exterior lighting, fencing, and all pedestrian walkways and sidewalks.

21. The location, size, height, number, and orientation of all of all proposed signs.

22. Landscaping plan and legend prepared in accordance with Section 615 of this Ordinance.

23. If residential development, include homeowner’s association documentation when common open space and buffer areas are provided.

24. Certificates and statements.

25. Sedimentation and erosion control plan.

26. The Forest Conservation Plan and Forest Conservation worksheet shall be submitted in accordance with the provisions of the Town of Easton’s Forest Conservation Ordinance.

27. Renderings or sketches which accurately depict the architecture of any proposed structures.

This checklist completed by _________________________________________ Date ____________