

**BOLTON PLANNING & ZONING COMMISSION
CHECKLIST FOR SITE PLAN REVIEW (§ 16A)
AND SPECIAL PERMIT (§ 16B) APPLICATIONS
March 11, 2009**

THIS CHECKLIST MUST BE COMPLETED BY THE APPLICANT OR AN AUTHORIZED REPRESENTATIVE AND SUBMITTED WITH THE APPLICATION.

The Planning and Zoning Commission will use this checklist in determining the completeness or incompleteness of the application. The applicant is responsible for providing all the applicable information on this checklist. The applicant is encouraged to provide any additional information to clearly present a proposed activity and its potential effects on the community. The Commission may require additional information not included in this checklist to determine compliance with the regulations.

AN APPROVAL OF AN APPLICATION COULD BE DENIED IF AN APPLICATION LACKS SUFFICIENT INFORMATION.

Some of the items below are essential for any application while others may not be applicable for a particular proposal. The applicant is encouraged to ask the town staff to review the completed application with all supporting information and the completed checklist, prior to submitting the application to the Planning and Zoning Commission so that the staff can provide the applicant an opinion on the completeness of the application.

Pursuant to Section 16A.2.p, at time of application submission, the applicant may request in writing that the Commission determine that all or a part of the information required under Section 16A.2.c through o. (except subsections e., f., i., and j.) is NOT necessary in order to decide on an application.

Applicants may be subject to supplemental review fees to defray the costs of professional review services such as engineering or legal reviews. Please see attached information sheet.

Name of Development _____

Applicant _____ Date _____

Item	Description	Applicant		Staff	
		Included	Not Included	Completeness Opinion	
				Yes	No
1	Completed, signed application by applicant and owner				
2	Payment of required application fees				
2A	Statement of Use in accordance with § 16A.2.b				
3	All draft deeds for any roads, road widenings and easements for drainage, conservation, driveways, utilities				
4	Evidence of request for approval by the Health District and/or Sewer Authority for review, as appropriate				
5	Evidence of submission of application to the Inland Wetlands Commission if it is within that Commission's jurisdiction				
6	Evidence of submission of a request for review and approval by the Fire Marshal and Fire Chief of the water supply for fire protection				
7	Copies of any required applications to other local, state or federal regulatory approvals				
8	Written evidence of applicant's legal interest in the subject property (deed, lease option to purchase, bond for deed, etc.)				

Item	Description	Applicant		Staff	
		Included	Not Included	Completeness Opinion	
				Yes	No
9	List of mailing address of all current property owners within 500 feet of the subject property, from the Town Assessor records (for special permit only)				
10	List of all hazardous or potentially hazardous materials which will be present on the property with a full description of procedures that will be used to assure safety with the material safety data sheets				
12	Digital copy of plans in DXF or DGN format if available				
13	Paper and digital copies of all reports including hydrology, hydraulic and drainage computations and				
14	14 sets of complete stamped and signed site plans measuring 24" x 36				
	THE FOLLOWING ITEMS 15 THROUGH 51 SHALL BE INCORPORATED IN PLANS				
15	A-2 boundary survey of the subject property showing all existing and proposed boundary lines and markers, easements, adjoining property lines and the names of all current abutting property owners				
16	Names of abutting lot owners				
17	USDA Soils boundaries and types				
18	Plan title block in the extreme lower right corner (not sideways) to include the name of the town of Bolton				
19	All plan sheets numbered with the format "sheet x of y"				
20	Clear legible plans with all lines, symbols and features readily identifiable				
21	North arrow on each plan including the reference meridian				
22	Graphic bar scale on each plan sheet, not smaller than 1"= 40' unless otherwise approved by the Commission				
23	Overall plan of site at a smaller scale, with sheet index, if the site does not fit on one sheet at a scale of 1"=40'				
24	Key map at a scale of 1"= 500' showing the relation of the site to abutting properties and streets, shown on plan and zoning district boundaries within 500' of site				
25	Original and revision plan dates and revision explanations shown on the affected plan sheets				
26	Existing and proposed grading with two foot contours to T-2 standards, for all ground surfaces, shown on plan				
27	Existing and proposed structures and features, their uses and those to be removed, shown on the plan				
28	HVAC equipment located outside the building(s)				
29	Existing and proposed driveway entrances to street, parking, loading areas, fire lanes, sidewalks and construction detail drawings, shown on plan				
30	Sight distances from property entrances along public roads shown on plan and on profile if grading is needed				
31	Soil test locations and soil test results shown on plan				
32	Existing and proposed sewage disposal systems and design information, shown on plan				
33	Outside Storage Areas				

Item	Description	Applicant		Staff	
		Included	Not Included	Completeness Opinion	
				Yes	No
34	Underground / overhead utilities, existing and proposed				
35	Existing and proposed water supply shown on plan				
36	Existing wells and sewage disposal systems on other properties that could conflict with proposed site improvements, shown on plan				
37	Existing and proposed footing drains, curtain drains and dry wells, shown on plan				
38	Existing and proposed drainage systems, any affected floodway or floodplain and construction detail drawings, shown on plan, including base flood elevation and floor elevation data.				
39	Existing and proposed bridges and culverts on or adjacent to the site, shown on plan				
40	Existing and proposed signs with dimensions and construction detail drawings, shown on plan				
41	Existing and proposed fences and walls with dimensions and construction detail drawings, shown on plan				
42	Zoning district boundaries affecting the site, shown on plan				
43	Table shown on plan of zoning dimensions required and provided for lot area, street frontage, lot width, yard setbacks, impervious area, building coverage and the height and floor area of each building				
44	Table on plan of parking / loading spaces required / provided				
45	Fire lanes				
46	Sidewalks and other pedestrian ways				
47	Off-site traffic improvements				
41	Limits of wetlands as delineated by a certified soil scientist with the soil scientist's signed certification, shown on plan or a certification signed by a soil scientist that no wetlands are within 100 feet				
42	Natural features including 100 year flood plain areas, ponds, vernal pools, aquifers, slopes steeper than 25% and potential areas of endangered species, shown on plan				
43	Landscaping plan including the locations, numbers, installed sizes, anticipated mature sizes, species and common names of proposed plants plus cost estimate based on published Connecticut DOT unit prices				
44	Existing trees of 6" caliper or greater				
45	Significant archaeological sites				
46	Lighting plan including the location, size, height, light intensity coverage areas and manufacturer's product descriptions for each light type				
47	Erosion and Sedimentation Control Plan, with narrative and construction detail drawings, in accordance with the latest Connecticut Guidelines for Soil Erosion and Sediment Control				

Item	Description	Applicant		Staff	
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48	Best management practices to remove contaminants, including sediments and oils, from runoff water, shown on plan, in construct detail drawings, and explained in a report by a qualified professional				
49	Architectural elevation drawings of proposed buildings				
50	Architectural floor plans of existing and proposed buildings				
51	Perspective color drawings or digital views of the site as seen from adjacent roads and from abutting property lines showing the proposed conditions including buildings, landscaping and appurtenant features				
52	Traffic Impact Report for applicable sites as described in Zoning Regulations Section 16A.2.k.				
53	Thorough, well organized drainage design report for before and after development conditions, that conforms to the latest Conn. Dept. of Transportation and Conn. Dept. of Environmental Protection guidelines and requirements with appropriate calculations, maps, graphics and narrative descriptions of hydrology, hydraulics, assumptions, erosion controls, drainage paths and systems for the 1, 2, 10, 50 and 100 year storm events				
54	Statement in drainage report that the after development flows for all storm events do not exceed the before development flows				
55	Sanitary Waste Disposal Plan (if community sewerage system)				
56	Evaluation of the impact of proposed development upon existing and potential public surface and ground drinking water supplies, pursuant to CGS, Section 8-2				
57	Certified copy of Certificate of Public Convenience and Necessity in connection with a "water company", in accordance with CGS, Section 8-25a				
58	Existing and proposed Covenants or Restrictions				
59	Engineer's itemized cost estimate for the installation of all erosion and sediment controls based on published Connecticut DOT unit prices				
60	Engineer's itemized cost estimate for site improvements based on published Connecticut DOT unit prices as basis for the establishment of a completion bond				