

## SUBMISSION CHECKLIST PREAPPLICATION CONFERENCE AND CONCEPT REVIEW

01-27-2025  
J.A.R.  
Date &  
Initials of  
Reviewer

<b>A. Plan of Existing Conditions</b> - Five (5) blueline or photocopies of the subject property no larger than 24" x 36" as it currently exists including locations and dimensions of existing lots if the proposed subdivision constitutes a replat or if the development consists of several lots and all natural features such as existing contours at five (5) foot intervals.	✓ See Survey
<b>B. Concept Plans</b> - Five (5) blueline or photocopies no larger than 24" x 36" of the concept plan for the development showing, at a minimum, the following information:	
1. Name of proposed subdivision or development;	All Sheets ✓
2. Name and address of the property owner and applicant;	All Sheets ✓
3. Name, address, and telephone number of preparer;	All Sheets ✓
4. Date plan prepared, with revision date(s) (if any);	All Sheets ✓
5. Graphic scale and north arrow;	Sheets 2, 4 ✓
6. Assessor's Plat and lot number(s) of the subject property;	All Sheets ✓
7. Zoning district(s) of the subject property. If more than one district, zoning boundary lines must be shown;	Sheet 4 ✓
8. Perimeter boundary lines of the entire tract under the applicant's ownership;	Sheet 4 ✓
9. Area of the subject property and proposed number of buildable lots, dwellings or other proposed improvements;	Sheet 4 ✓
10. Location, names, and pavement and right-of-way widths of existing streets adjacent to the subject property;	Sheet 4 ✓
11. Names of abutting property owners and property owners immediately across any adjacent streets;	Sheet 4 ✓
12. Location and dimension of existing easements and rights-of-way adjacent to or within the subject property, if any;	See provided Survey (by others) ✓
13. Notation of existing ground cover and approximate location of wooded areas (if any);	Sheet 4 ✓
14. Approximate location of wetlands, watercourses or coastal features, and other significant natural or manmade features (i.e. stonewalls) within and immediately adjacent to the subdivision parcel, if any;	See provided Survey (by others) and Sheet 4 ✓
15. Location and approximate size of existing buildings on or immediately adjacent to the subject property, if any; including, historic designation, if applicable;	Sheet 4 ✓
16. Proposed improvements including streets, lots, lot lines with approximate lot areas and dimensions and building envelopes;	Sheet 4 ✓
17. A notation of the existing on-site utilities (gas, water, sewer, electric), if any;	Sheet 4 ✓
18. Proposed connections with existing water supply and sanitary sewer systems, or a notation that wells and ISDS are proposed;	Sheet 4 ✓
19. Provisions for collecting and discharging stormwater;	Sheet 4 ✓

SUBMISSION CHECKLIST, CONT.

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20. Notation on the plan if the subject property is located within any of the following areas: Town Overlay Districts, Special Flood Hazard Areas, or Coastal Resources Management Council jurisdiction. <span style="float: right;">Sheet 3</span>	✓
<b>C. Supporting Materials -</b>	
1. One (1) copy of a narrative report providing the general description of the existing physical environment and existing use(s) of the property; and, the general description of the uses and type of development proposed by the applicant; <span style="float: right;">See provided</span>	✓
2. A reduced copy of plans required in Items A and B above (minimum size 8 1/2" x 11", maximum size 11"x 17"); <span style="float: right;">See provided</span>	✓
3. Completed Application Form. <span style="float: right;">See provided</span>	✓