

DIVISION OF PLAN REVIEW & PERMITTING

PLAN REVIEW ENGINEERING & LAND USE SUBMITTAL CHECKLIST

This form must be completed and submitted with ALL Plan submittals. If an item is not applicable, please enter N/A. Items marked with an * must be completed or submission will not be processed and will be returned. **CONTACT INFORMATION:** *Consultant / Surveyor: _____ Contact Person: *Phone Number: _____ E-Mail: _____ *Plan Title: *Plan Review Tracking Number: _____ Project Location: _____ *Tax Account ID # (**Required**) *Parcel Reference: *Tax Map _____ *Block _____ *Grid _____ *Parcel No. _____ Owner(s) Name / Contact Person: Owner (s) Address: *Type of Plan $(\sqrt{\text{Check One}})$ Yes _____ No _____ *Resubmittal? Stormwater Concept Plan (Submit 3 copies) _____ Grading Plan _____ Town Plan Review (Submit 3 copies) Forest Stand Deliniation ____ Standard Grading Plan ____ Forest Conservation Plan (Stand Alone) Standard Stormwater Management Plan ____ Preliminary Plat / Construction Drawing _____ Ag Standard Stormwater Management Plan _____ Final Plat 2 Year (5 Year) Update (Submit 4 copies) _____ Site Plan _____ Development Plan Original Mylars for Signature Approval _____ Simplified Plan SUBMITTAL REQUIREMENTS: (Mark INC. for included or N/A for not applicable) Two (2) copies of Site Plan / Preliminary Plat / Development Plan. Maximum drawing size shall be 24" x 36". ____ All plans shall be folded with the title showing

- Review fee along with completed review fee worksheet and fee summary sheet. Additional review fee amount, ______ if applicable, will be collected prior to plan approval
- _____ One (1) copy of the Stormwater Management Report
- _____ One (1) copy of the Geotechnical Report
- _____ One (1) copy of the Road Adequacy Determination Worksheet
- _____ One (1) copy of the Road Adequacy Mileage Worksheet
- _____ One (1) copy of the Stopping Sight Distance Worksheet
- _____ One (1) copy of the Completed Plan Review Checklist
- _____ Red Lined plans returned with each re-submission

Submitted by:	Date:	

9/24/18

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