

**TOWN OF NEW SHARON
APPLICATION COMPLETENESS CHECKLIST
SITE PLAN REVIEW**

Date: _____

Project Name: _____

Applicant: _____

- _____ 1. Executed and signed copy of the application, application fee and escrow payment.
- _____ 2. Name and address of the applicant or his authorized agent.
- _____ 3. A map prepared at a scale of not less than one (1) inch to 50 feet which addresses the following items 4 through 13.
- _____ 4. Name of proposed development and any land within 500 feet of the proposed development in which the applicant has title or interest.
- _____ 5. Existing soil conditions as described by a licensed soil scientist, geologist, engineer or SCS medium intensity soil surveys.
- _____ 6. Municipal tax maps and lot numbers and names of abutting landowners.
- _____ 7. Perimeter survey of the parcel and interior lot layout made and certified by a registered land surveyor relating to reference points, showing true north point, graphic scale, corners of parcel and date of survey and total acreage.
- _____ 8. Existing and proposed locations and dimensions of any utility lines, sewer lines, water lines, easements, drainage ways and public or private rights-of-way.
- _____ 9. If the site is not to be served by public sewer lines, then an on-site soils investigation report by a DHS licensed evaluator shall be provided. The report shall contain the types of soil, location of test pits, and proposed location and design of the best practical subsurface disposal system for the site.
- _____ 10. Location and dimensions of on-site pedestrian and vehicular access ways, parking areas, loading and unloading facilities, design of entrances and exits of vehicles to and from the site on to public streets and curb and sidewalk lines.
- _____ 11. Landscape plan showing location, type and approximate size of plantings and location and dimensions of all fencing and screening.

- _____ 12. Topography indication contours at intervals of 5, 10 or 20 feet in elevation as specified by the Planning Board.
- _____ 13. Location of aquifers and aquifer recharge areas, if mapped.
- _____ 14. A written statement by applicant that consists of items 15 through 26.
- _____ 15. Evidence of title and/or interest in the land for which the application covers.
- _____ 16. A description of the proposed uses to be located on the site, including quantity and type of residential unit, if any.
- _____ 17. Total floor area and ground coverage of each proposed building and structure and percentage of lot covered by each building or structure.
- _____ 18. Summary of existing and proposed easements, restrictions and covenants place on the property.
- _____ 19. Erosion and sedimentation control plan.
- _____ 20. Copies of letters to the abutting landowners and selectmen, notifying them of the proposed development by certified mail.
- _____ 21. List of applicable local, state and federal ordinances, statues, laws, codes and regulations such as, but not limited to, zoning ordinances, Great Ponds Act, the flood prone areas subject to the National Flood Insurance Act, etc.
- _____ 22. The applicant's evaluation of the availability and suitability of off-site public facilities.
- _____ 23. A statement from the Fire Chief as to the availability of fire hydrants and/or fire ponds, or provisions of fire protection services.
- _____ 24. A statement from the road commissioner that the proposed road or street construction will meet Town specifications.
- _____ 25. An estimate of the date when construction will start and when the development will be completed.
- _____ 26. Any additional information the Planning Board deems necessary.