

TOWN OF BRISTOL PLANNING BOARD

CHECKLIST FOR SITE PLAN ACCEPTANCE & REVIEW

Tax Map # _____ Lot # _____ File Number: _____

Project Name _____ Applicant _____

Project Address _____

PLEASE NOTE: The owner of the property or designated agent (authorized in writing and attached) shall file a completed application NO LESS than twenty (20) days prior to a regularly scheduled meeting of the Planning Board. An application will be considered complete for the purpose of submission if it meets ALL of the following requirements. ALL WAIVERS requested must be in writing and attached. Failure to do so will result in a rejected application. **All regulations cited in this Checklist can be found in the Site Plan Review/Subdivision Regulations unless otherwise noted.**

	Applicant	Planning Board Use Only
Items #1 - #4 to be provided on the Site Plan Application		
1. Names, addresses & phone numbers of applicant and owner – 8.7A.1	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> INCLUDED <input type="checkbox"/> NO
<input type="checkbox"/> Applicant Name, address & phone no. <input type="checkbox"/> Owner, Name, address & phone no. <input type="checkbox"/> Owner Applicant Same		
2. Location of Site – 8.7A.2	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> INCLUDED <input type="checkbox"/> NO
<input type="checkbox"/> Tax Map # <input type="checkbox"/> Lot # <input type="checkbox"/> Street Address		
3. Brief Description of Proposed Plan – 8.7A.3	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> INCLUDED <input type="checkbox"/> NO
<input type="checkbox"/> Existing Use <input type="checkbox"/> Proposed Use <input type="checkbox"/> Changes to existing use		
4. Detailed description of the types of services – 8.7A.4 and/products to be involved in any non-residential use	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> INCLUDED <input type="checkbox"/> N/A
Item #5 – required on the Site Plan Application (pg. 2) & on the drawing		
5. Abutters list – 8.7A.5 (verified by town Assessing Office)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> INCLUDED <input type="checkbox"/> NO
Items #6 – #50 required on the Site Plan drawing unless a waiver is requested, in writing		
6. Title block – 8.8A.1	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCLUDED <input type="checkbox"/> No
<input type="checkbox"/> Plan identification <input type="checkbox"/> Name(s) of applicant(s) <input type="checkbox"/> Name(s) of owner(s), if other than applicant <input type="checkbox"/> Tax Map and Lot Numbers <input type="checkbox"/> Name(s) of person(s) responsible for plan preparation <input type="checkbox"/> Date plan was prepared <input type="checkbox"/> Scale of plan		
7. Professional stamps & signatures 8.8A.29	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCLUDED <input type="checkbox"/> No
8. Location plan – shows site in relation to Surrounding portion of town (locus) – 8.8A.2	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCLUDED <input type="checkbox"/> No
9. Zoning district of Lot – 8.8A.5	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCLUDED <input type="checkbox"/> No

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10. Tax Map, Lot # & owners of adjoining Properties – 8.7B.1	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCLUDED <input type="checkbox"/> No
11. North Arrow – 8.7B.2	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCLUDED <input type="checkbox"/> No
12. Minimum building requirements Including maximum height & set-backs (Per Zoning Ord.) <input type="checkbox"/> Minimum Lot size <input type="checkbox"/> Minimum Road Frontage <input type="checkbox"/> Front, rear, side setbacks <input type="checkbox"/> Building height	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCLUDED <input type="checkbox"/> No
13. Planning Board approval block 8.8A.30 (see sample on last page) * <input type="checkbox"/> Date Line <input type="checkbox"/> Appropriate Size <input type="checkbox"/> Chair person signature line <input type="checkbox"/> 6 Board signature lines <input type="checkbox"/> Expiration date	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCLUDED <input type="checkbox"/> No
14. Four (4) copies of Site Plan – 8.7B <input type="checkbox"/> Lot under consideration <input type="checkbox"/> All adjoining properties <input type="checkbox"/> Zoning District	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCLUDED <input type="checkbox"/> No
15. Boundary distances, monuments, bearings – 8.7B3	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCLUDED <input type="checkbox"/> No
16. Contour lines at two (2) foot intervals - 8.7B.4 <input type="checkbox"/> Existing <input type="checkbox"/> Proposed	<input type="checkbox"/> Provided <input type="checkbox"/> Waiver Requested <input type="checkbox"/> N/A	<input type="checkbox"/> INCL <input type="checkbox"/> Waived <input type="checkbox"/> N/A
17. Streets within 100 Feet – 8.7B.6	<input type="checkbox"/> Provided <input type="checkbox"/> Waiver Requested <input type="checkbox"/> N/A	<input type="checkbox"/> INCL <input type="checkbox"/> Waived <input type="checkbox"/> N/A
18. Location of Flood Zone – 8.8A.7 <input type="checkbox"/> Project is in the 100 year flood zone <input type="checkbox"/> Project is not in the 100 year flood zone	<input type="checkbox"/> Provided <input type="checkbox"/> Waiver Requested <input type="checkbox"/> N/A	<input type="checkbox"/> INCL <input type="checkbox"/> Waived <input type="checkbox"/> N/A
19. Present use of lot – 8.8A.8	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCL <input type="checkbox"/> No <input type="checkbox"/> N/A
20. Proposed use of lot – 8.8A.9	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCL <input type="checkbox"/> No <input type="checkbox"/> N/A
21. Purpose of Plan – 8.8A.10 <input type="checkbox"/> Size of buildings <input type="checkbox"/> Uses proposed	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCL <input type="checkbox"/> No <input type="checkbox"/> N/A
22. Total area of parcel in acres & sq. ft. 8.8A.11	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCL <input type="checkbox"/> No <input type="checkbox"/> N/A
23. Reference to established benchmark 8.8A.12 <input type="checkbox"/> Includes steps, entries, loading platforms, outside service, storage &/or display	<input type="checkbox"/> Provided <input type="checkbox"/> Waiver Requested <input type="checkbox"/> N/A	<input type="checkbox"/> INCL <input type="checkbox"/> Waived <input type="checkbox"/> N/A

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33. Exterior Lighting – 8.8A.23 <input type="checkbox"/> Provided <input type="checkbox"/> Waiver Requested <input type="checkbox"/> N/A <input type="checkbox"/> Type <input type="checkbox"/> Intensity <input type="checkbox"/> Location(s) <input type="checkbox"/> Direction	<input type="checkbox"/> INCL <input type="checkbox"/> Waived <input type="checkbox"/> N/A
34. Impervious areas as % of total lot area <input type="checkbox"/> Provided <input type="checkbox"/> Waiver Requested <input type="checkbox"/> N/A 8.8A.15	<input type="checkbox"/> INCL <input type="checkbox"/> Waived <input type="checkbox"/> N/A
35. Parking requirements – 8.8A.16, <input type="checkbox"/> Provided <input type="checkbox"/> Waiver Requested <input type="checkbox"/> N/A 8.5E.1, 8.5E.2; 4.5 (Zoning Ordinance)	<input type="checkbox"/> INCL <input type="checkbox"/> Waived <input type="checkbox"/> N/A
36. Total parking provided – 8.8A.17 <input type="checkbox"/> Provided <input type="checkbox"/> Waiver Requested <input type="checkbox"/> N/A	<input type="checkbox"/> INCL <input type="checkbox"/> Waived <input type="checkbox"/> N/A
37. Location of driveways and parking <input type="checkbox"/> Provided <input type="checkbox"/> Waiver Requested <input type="checkbox"/> N/A Spaces – 8.8A.18 <input type="checkbox"/> Dimensions <input type="checkbox"/> Parking Layout	<input type="checkbox"/> INCL <input type="checkbox"/> Waived <input type="checkbox"/> N/A
38. Walks, fences, screening – 8.8A.20, 8.5J <input type="checkbox"/> Provided <input type="checkbox"/> Waiver Requested <input type="checkbox"/> N/A <input type="checkbox"/> Location <input type="checkbox"/> Dimensions <input type="checkbox"/> Descriptive details <input type="checkbox"/> Refuse area	<input type="checkbox"/> INCL <input type="checkbox"/> Waived <input type="checkbox"/> N/A
39. Provisions for off street loading facilities <input type="checkbox"/> Provided <input type="checkbox"/> Waiver Requested <input type="checkbox"/> N/A 8.8A.19, 8.5E.3 <input type="checkbox"/> Proposed <input type="checkbox"/> None proposed <input type="checkbox"/> Existing <input type="checkbox"/> None existing	<input type="checkbox"/> INCL <input type="checkbox"/> Waived <input type="checkbox"/> N/A
40. Signs – 8.8A.21 <input type="checkbox"/> Provided <input type="checkbox"/> Waiver Requested <input type="checkbox"/> N/A <input type="checkbox"/> Location(s) <input type="checkbox"/> Size <input type="checkbox"/> Type	<input type="checkbox"/> INCL <input type="checkbox"/> Waived <input type="checkbox"/> N/A
41. Statement as to completion date <input type="checkbox"/> Provided <input type="checkbox"/> Waiver Requested <input type="checkbox"/> N/A 8.8B.1	<input type="checkbox"/> INCL <input type="checkbox"/> Waived <input type="checkbox"/> N/A
42. Drainage calculations – 8.8B.2 <input type="checkbox"/> Provided <input type="checkbox"/> Waiver Requested <input type="checkbox"/> N/A	<input type="checkbox"/> INCL <input type="checkbox"/> Waived <input type="checkbox"/> N/A
43. Erosion or sediment control plans <input type="checkbox"/> Provided <input type="checkbox"/> Waiver Requested <input type="checkbox"/> N/A 8.8B.4	<input type="checkbox"/> INCL <input type="checkbox"/> Waived <input type="checkbox"/> N/A
44. Cost estimate or performance bond <input type="checkbox"/> Provided <input type="checkbox"/> Waiver Requested <input type="checkbox"/> N/A for work in town right-of-way 8.8B.3	<input type="checkbox"/> INCL <input type="checkbox"/> Waived <input type="checkbox"/> N/A
45. Easements, Covenants, Deed <input type="checkbox"/> Provided <input type="checkbox"/> Waiver Requested <input type="checkbox"/> N/A Restrictions – 8.8B.5 <input type="checkbox"/> Deed Restrictions <input type="checkbox"/> No deed restrictions <input type="checkbox"/> Covenants <input type="checkbox"/> No covenants <input type="checkbox"/> Easements <input type="checkbox"/> No easements <input type="checkbox"/> ZBA Decisions <input type="checkbox"/> No ZBA decisions <input type="checkbox"/> Other restrictions <input type="checkbox"/> No other restrictions	<input type="checkbox"/> INCL <input type="checkbox"/> Waived <input type="checkbox"/> N/A
46. Provisions for snow removal – 8.8B.6 <input type="checkbox"/> Provided <input type="checkbox"/> Waiver Requested <input type="checkbox"/> N/A	<input type="checkbox"/> INCL <input type="checkbox"/> Waived <input type="checkbox"/> N/A
47. Zoning Board Decisions 8.7B.10 <input type="checkbox"/> Provided <input type="checkbox"/> N/A <input type="checkbox"/> Included <input type="checkbox"/> No ZBA decisions	<input type="checkbox"/> INCL <input type="checkbox"/> No <input type="checkbox"/> N/A
48. Waivers requested listed on plan – 8.8A.4 <input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCL <input type="checkbox"/> No <input type="checkbox"/> N/A

Applicant

Planning Board Use Only

- 49. Additional requirements – 8.8C** Provided Waiver Requested N/A
- | | |
|---|--|
| <input type="checkbox"/> Environmental impact | <input type="checkbox"/> Environmental impact waived |
| <input type="checkbox"/> Traffic Study | <input type="checkbox"/> Traffic Study waived |
| <input type="checkbox"/> Cost Estimate | <input type="checkbox"/> Cost Estimate waived |
| <input type="checkbox"/> Fiscal impact study | <input type="checkbox"/> Fiscal impact study waived |
| <input type="checkbox"/> Performance bond | <input type="checkbox"/> Performance bond waived |
| <input type="checkbox"/> Impact Fees | <input type="checkbox"/> Impact Fees Waived |
| <input type="checkbox"/> Other restrictions | <input type="checkbox"/> No other restrictions |

INCL Waived N/A

- 50. Permits and Approvals 8.7D** Provided Waiver Requested N/A
- Town _____
- State _____
- Federal _____

INCL Waived N/A

Applicants may be required to submit additional information relating to the site, neighborhood, and the proposal and its potential impact.

Reviewed by Land Use Office on _____
Date Signature

Comments forwarded to Planning Board and Applicant(s) on _____ By _____

Application accepted as Complete by Planning Board:

Date _____
Planning Board Chairman

A Completed application is **NOT** a Notice of Decision by the Planning Board but indicates that the application itself is deemed complete and the process can move forward to the decision making phase.

*Planning Board approval Block of a size that is at least 2 x 4 inches and similar to, and containing at a minimum, all of the information in the example below:

Approval Block – Planning Board Use Only

Date of Planning Board Approval: _____

Chairman Signature _____

Board Signatures:
