

## Submission Check Lists

### *All applications to the Zoning Board of Adjustment must be accompanied by the following:*

- \_\_\_\_\_ Two (2) sets of drawings to scale showing all details, adjoining properties affected, and all features involved in the appeal.
- \_\_\_\_\_ A letter of power of attorney, in case appeal is made by a person other than the owner.
- \_\_\_\_\_ The appropriate application fees (see Fee Schedule).

### *All Preliminary and Final Site Plan applications must be accompanied by the following additional items:*

- \_\_\_\_\_ Supplemental Form A: Preliminary and Final Site Plan Approval
- \_\_\_\_\_ The appropriate escrow fees (see Fee Schedule).
- \_\_\_\_\_ Ten (10) full size copies of architectural and engineering drawings plus two (2) reduced size (8 ½" x 14" or 11" x 17") copies of the architectural and engineering drawings. The drawings must be to scale and include the following:
  - \_\_\_\_\_ All floor plans and building elevations including proposed materials and colors.
  - \_\_\_\_\_ All proposed uses for the building and land must be labeled.
  - \_\_\_\_\_ All egress paths – exits and entrances must be clearly illustrated.
  - \_\_\_\_\_ All wall openings must be shown – windows and doors.
  - \_\_\_\_\_ All exterior work including but not limited to:
    - \_\_\_\_\_ Existing Boundary Survey
    - \_\_\_\_\_ Proposed Site Plan
    - \_\_\_\_\_ Lighting Plan
    - \_\_\_\_\_ Utility Plan
    - \_\_\_\_\_ Soil Erosion & Sediment Control Plans
    - \_\_\_\_\_ Grading & Drainage Plans
    - \_\_\_\_\_ Landscaping Plan
    - \_\_\_\_\_ Parking and Circulation Plan
  - \_\_\_\_\_ All pertinent site work details.
  - \_\_\_\_\_ Drainage calculations as required.
  - \_\_\_\_\_ Show adjacent properties on the Site Plan.
  - \_\_\_\_\_ List all current property owners that live within 200 feet of the project site on the Site Plan.

### *All Minor and Major Subdivision applications must be accompanied by the following additional items:*

- \_\_\_\_\_ Supplemental Form B: Subdivision Approval
- \_\_\_\_\_ The appropriate escrow fees (see Fee Schedule).
- \_\_\_\_\_ Ten (10) full size copies of architectural and engineering drawings plus two (2) reduced size (8 ½" x 14" or 11" x 17") copies of the architectural and engineering drawings. The drawings must be to scale and include the following:
  - \_\_\_\_\_ All existing and proposed conditions and structures present on the lot as set forth in Section 315-66 and 315-69 of the Zoning Ordinance.
  - \_\_\_\_\_ At a scale no smaller than 1" = 20' showing all proposed lot dimensions, building setbacks, parking areas, street identification, addresses, and the name of who prepared the plans.
  - \_\_\_\_\_ The subdivision, at a minimum, must adequately provide for streets, water supply, grading, drainage, shade trees, screening, storm and sanitary sewage disposal, garbage and other utilities necessary for essential services to residents and occupants of the land development, and survey monuments.