

**TOWN OF THORNTON
SITE PLAN REVIEW CHECKLIST**

Applicant: _____

Project Name: _____

Map/Lot _____

Prepared by: _____

Date: _____

This checklist is provided as an aid to help applicants submit a complete Site Plan Review application. Applicants are encouraged to complete and submit the checklist as part of the application package to prevent unnecessary delays in the Planning Board's review of the application.

ARTICLE IV - REVIEW PROCEDURE

Section D.d.3. *An incomplete application filed by the applicant will not be formally accepted by the Board, nor will notices of a public hearing be mailed, posted or published as provided under Article IV. Section G.*

Applicants are also encouraged to take advantage of the Planning Board's preliminary consultation and review process before submitting a formal application (Section IV. Review Procedure, Paragraph B. Preliminary Consultation and Review). This review process will aid the applicant in the completion of an application and help identify review considerations for the Planning Board.

Using the codes below, note the appropriate code for each item in the checklist:

- SA = Submitted by Applicant (please note sheet number)
- NA = Not Applicable
- WR = Written waiver request submitted

Site Plan Review Requirements
Please refer to regulations for detailed requirements.

Article IV. Review Procedure		Applicant Checklist	Planner's Review of Checklist
Paragraph D. 1.	Completed Application Form		
Paragraph D.2.a.	Abutters list		
Paragraph D.2.b.	Fees paid		
Paragraph D.2.c.	Five (5) copies of application		

Article V. Submission Requirements

A. General Requirements

A.1.a.	Plan Size		
A.1.b.	Scale		
A.1.c.	Seven (7) copies		
A.1.d.	Date, title, north arrow, scale		
A.1.e.	Owner and Developer		
A.1.f.	Registered Professionals		

B. Site Plan Requirements

B.1.	Property Lines		
B.2.	Abutters		
B.3.	Map and lot, zoning district and street address		
B.4.	Building setbacks		
B.5.	Location of buildings and roadways		
B.6.	Vicinity Sketch		
B.7.	Grades and Contours		
B.8.	Natural and man-made features		
B.9.	Soils map		
B.10.	100-year flood elevation		
B.11.	Proposed structures		
B.12.	Deed restrictions, easements, etc.		
B.13.	Water and sewer - Existing systems		
B.14.	Water and sewer - Proposed or Expanded Systems		
B.15.	Storm drainage plan		
B.16.	Site access		
B.17.	Proposed Streets		

B. Site Plan Requirements cont.

B.18.	Fire protection		
B.19.	Landscaping		
B.20.	Exterior lighting		
B.21.	Solid waste disposal		
B.22.	Construction drawings		
B.23.	State approvals and permits		
B.24.	Utilities		

VI. General Standards

A.	Existing street, on-site circulation patterns, etc.		
A.1.	Parking space requirements and off-street loading		
B.	Landscaping and screening		
C.	Storm drainage		
C.1.	Flood attenuation		
C.2.	Storm treatment		
C.3.	Groundwater recharge		
D.	Snow storage		
E.	Utilities		
F.	Night sky lighting		
G.	Protection of natural resources		
H.	Standards and requirements		
I.	Construction requirements		
J. 1. through 15.	Road construction standards		
K. 1. through 3.	Fire protection water supply		

VII. Construction of Required Improvement

A.	Period of Construction		
B.	Performance Guaranty		
C.	Construction Review		