SITE DEVELOPMENT SUBMITTAL CHECKLIST

MATERIALS SUBMITTED:

☐ Permit Application
☐ (2) plan sets required, (1) additional set required for each of the following (up to 5 sets):
  o Driveway Construction
  o Proposed Project is within close proximity to a known or inferred fault
  o Septic or Leach Field Work
☐ Site Development Fee ($375 Fee plus $750 Deposit)
☐ Geotechnical/Soil Report (4 copies – wet stamped) prepared by a geotechnical engineer may be required, confirm with Town Staff
☐ (2) Drainage Calculations prepared and stamped by a Registered Civil Engineer (required for new impervious surfaces or collected/concentrated flows).
☐ I have read and understand the “DRAINAGE REQUIREMENTS” handout.
☐ Letter of Transmittal shall be submitted for all revisions. I agree to submit a letter of transmittal itemizing all changes made to the originally approved plans and responses to all comments. I will include any other changes that have been added to the plan in this letter. All changes on plan shall be denoted by clouding. All deltas shall be referenced with corresponding submittal dates.
☐ I have read and understand the “SUBMITTAL REQUIREMENTS: SITE DEVELOPMENT” handout.
☐ CONSTRUCTION PROJECTS THAT DISTURB > 1 ACRE OF AREA – For all projects with 1 acre or more of disturbed area, applicants must file a Notice of Intent (NOI) with the State Water Resources Control Board to obtain coverage under the State General Construction Activity NPDES Permit, and must prepare and implement a Storm Water Pollution Prevention Plan (SWPPP). Note: Completion of this checklist does not imply certification of the adequacy of the SWPPP by the Town.
  o A copy of the project’s NOI and SWPPP shall be submitted to the engineering department prior to the issuance of the building permit. WDID#____________
  o A copy of the project’s NOI and SWPPP shall be kept on-site and made available for review by the Town Engineer upon request.
  o The responsible professional of record (a duly authorized professional) shall provide certification showing the total area disturbed.

____________________________________________
Printed Name

____________________________________________
Signature Date

Site Development Checklist 01-24-14