

**Staff comments are in red. The applicant commented in blue.**

**Site Plan Review Application Checklist:** SammCO Holdings LLC

**DATE:** 08/08/24

Submission Requirements	Submitted	Waiver Requested	Staff Comments
a) Submission Requirements for Tier II and Tier III Site Plan Review Applications			Tier II
(i) Applications for site plan review must be submitted on application forms provided by the Town.	8/1/24		
(ii) Projects classified as Tier II projects shall go through a simplified review process.			
(iii) The Planning Board shall have the authority to waive any review standards if it finds they are inapplicable to Tier II projects.			
(iv) The submission must contain at least the exhibits and information specified in this section, unless specifically waived in writing.			
(v) All applications for site plan review must contain the following information:			
(A) a fully executed and signed copy of the application for development review;	8/1/24		Need to check Tier II
(B) evidence of payment of the application and technical review fees; and			Need \$500 fee
(C) Eleven (11) copies of written materials plus eleven (11) sets of maps or drawings. The maps or drawings must be at a scale sufficient to allow review of the items listed under approval criteria:	8/1/24		
(1) forty (40) feet to the inch is preferred, but in no case shall the scale exceed one hundred (100) feet to the inch for that portion of the tract of land being proposed for development.	X		
(2) General Information.			
a. record owner's name, address, and phone number and applicant's name, address and phone number, if different.	X		
b. the location of all required building setbacks, yards, and buffers.			Need side setbacks listed to the road
c. names and addresses of all property owners within two			Need to list properties

hundred (200) feet of any and all property boundaries.			across Rt 138 & Rt 125
d. sketch map showing general location of the site within the municipality based upon a reduction of the tax maps.	X		
e. boundaries of all contiguous property under the total or partial control of the owner or applicant regardless of whether all or part is being developed at this time.	X		
f. the tax map and lot number of the parcel or parcels on which the project is to be located.	X		
g. a copy of the deed to the property, an option to purchase the property or other documentation to demonstrate right, title or interest in the property on the part of the applicant.	X		
h. the name, registration number and seal of the person who prepared the plan, if applicable.	X		
i. cost of the proposed development.	X		
j. evidence of the applicant's financial capacity to complete it. This evidence should be in the form of a letter from a bank or other source of financing indicating the name of the project, amount of financing proposed or available, and individual's or institution's interest in financing the project or in the form of a letter from a certified accountant or annual report indicating that the applicant has adequate cash flow to cover anticipated costs.	X		
k. evidence of the applicant's technical capability to carry out the project as proposed.	X		
(3) Existing Conditions Plan including the following:			
a. zoning classification(s), including overlay and/or subdistricts, of the property and the location of zoning district	X		

boundaries if the property is located in two (2) or more zoning districts or subdistricts or abuts a different district.			
b. the bearings and length of all property lines of the property to be developed and the source of this information.	X		
c. location and size of any existing sewer and water mains, culverts and drains, on-site sewage disposal systems, wells, underground tanks or installations, and power and telephone lines and poles on the property to be developed and on abutting streets or land that may serve the development and an assessment of their adequacy and condition to meet the needs of the proposed use. Appropriate elevations must be provided as necessary to determine the direction of flow.	X		
d. location, names, and present widths of existing public and/ or private streets and rights - of-way within or adjacent to the proposed development.			Street width for Rt 138 & Rt 125 and access into development lacking
e. The location, dimensions and ground floor elevation of all existing buildings on the site.	X		
f. the location and dimensions of existing driveways, parking and loading areas, walkways, and sidewalks on or immediately adjacent to the site.	X		
g. location of intersecting roads or driveways within two hundred (200) feet of the site.			Are there driveways across Rt 138 or 125 that should be identified?
h. the location of open drainage courses, wetlands, stone walls, graveyards, fences, stands of trees, and other important or unique natural areas and site features, including but not limited to, floodplains, deer wintering areas, significant wildlife habitats, scenic areas,			Maps included but no letters from agencies.

habitat for rare and endangered plants and animals, unique natural communities and natural areas, sand and gravel aquifers, and historic and/ or archaeological resources, together with a description of such features.			
i. the direction of existing surface water drainage across the site, and any off-site drainage facilities that will be used.			Flow lines may be helpful
j. the location, front view, dimensions, and lighting of existing signs.			N/A
k. location and dimensions of any existing easements and copies of existing covenants or deed restrictions.	X		
l. the location of the nearest fire hydrant or other water supply for fire protection.	X		
(4) Proposed Development Activity			
a. estimated demand for water supply and sewage disposal, together with the location and dimensions of all provisions for water supply and wastewater disposal, and evidence of their adequacy for the proposed use, including soils test pit data if on-site sewage disposal is proposed.	X		
b. the direction of proposed surface water drainage across the site, and from the site, with an assessment of impacts on downstream properties.			See narrative
c. provisions for handling all solid wastes, including hazardous and special wastes, and the location and proposed screening of any on-site collection or storage facilities.			In narrative and on map
d. the location, dimensions, and materials to be used in the construction of proposed driveways, parking and loading areas, and walkways and any changes in traffic flow onto or off-site.	X		

e. a grading plan showing the existing and proposed topography of the site at two (2) foot contour intervals, or such other interval as the Planning Board may determine	X		
f. proposed landscaping and buffering.	X		
g. the location, dimensions, and ground floor elevation of all proposed buildings or building expansion proposed on the site.	X		
h. location of proposed signs together with the method for securing the sign.			Location provided on map, more details needed, some in performance stds.
i. location and type of exterior lighting.	X		
j. the location of all utilities, including fire protection systems.			Fire protection not addressed
k. a general description of the proposed use or activity.			Ownership rental/condos needs to be spelled out
l. an estimate of the peak hour and daily traffic to be generated by the project.			See narrative, lacking specific details
m. the existing and proposed method of handling stormwater runoff, erosion and sedimentation control measures, and water quality and/or phosphorous export management provisions.	X		
n. A written statement from any utility district providing service to the project as to the adequacy of the water supply in terms of quantity and pressure for both domestic and fire flows.			Need statements
o. Breakdown of proposed project costs.	X		
p. Approval Block. Space must be provided on the plan drawing for the signatures of the Planning Board and date together.	X		