

### DISCRETIONARY PERMIT APPLICATION CHECKLIST

As required by WDB 6.4.3, this checklist must accompany applications for discretionary permits. The applicant must initial each box, indicating the required information has been provided. The Administrator must then confirm that the application is complete or return this checklist to the applicant indicating what information remains to be provided.

**Applicant**      **Administrator**

		I have met with Planning staff to complete a pre-filing conference.
--	--	---

**Applicant**      **Administrator**      Applications for discretionary permits must include:

		A brief project narrative;
--	--	----------------------------

		the completed and signed application form;
--	--	--

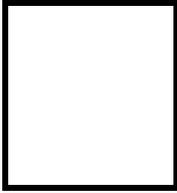
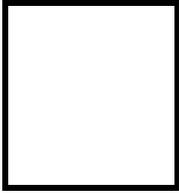
		on each sheet: a date, graphic and written scales, a north arrow, the tax parcel number, a name for the proposed development that will be used consistently throughout the review process, the DP number assigned during pre-application review, and a sheet number;
--	--	--

		a location map showing the proposed development site and an area of at least ½ mile radius surrounding that site, including property lines, roads, watercourses, and zoning district boundaries;
--	--	--

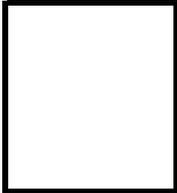
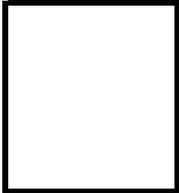
		the boundaries of the development site, and for subdivisions, a complete boundary survey, including the location and extent of all areas to be protected as open space, prepared and certified by a licensed surveyor that shall be separately included as one sheet in the set;
--	--	--

		the tax parcel number and owner's name for all abutting properties shall be shown on the location map and/or the boundary survey;
--	--	---

		the existing topography, watercourses, wetlands, vegetation, and all other natural features that affect development of the site shall be shown, including all lands identified in the Town's open space plan;
--	--	---



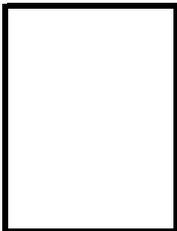
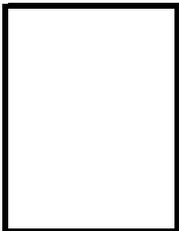
whether by dedication, easement, or the use of building envelopes, open space developments must be accompanied by drafts of all legal instruments needed to dedicate or otherwise reserve and provide for the continued management and maintenance of the proposed open spaces;



all existing easements, rights-of-way, driveways, roads, and utilities shall be shown, along with all existing improvements including wells, structures, parking areas, street lights, street trees, sidewalks, paths and trails, on-site wastewater treatment systems, and the like;



still photos or a brief video documenting existing site conditions;



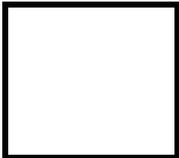
all proposed lots, building envelopes, driveways, roads (with names cleared by the Town's 911 Coordinator), parking and loading areas, street lights, street trees, sidewalks, paths, trails, neighborhood parks, on-site wastewater treatment systems, water and sewer mains, and other utilities and improvements required by this bylaw;



proposed roads and utilities shall be shown in both plan view and profile, with construction details sufficient to demonstrate that the proposed improvements will comply with all requirements of this bylaw and the *Public Works Specifications*;



clear vision triangles providing adequate sight distances shall be shown at all intersections with public roads;



where an on-site water supply is proposed, evidence, including hydrogeologic studies, well logs, pumping tests, and/or water quality tests demonstrating that an adequate supply of potable water can be obtained;



where on-site wastewater treatment is proposed, the location and profiles or other descriptive data for all test pits, and the proposed design of the wastewater treatment system, prepared by a licensed designer;



where municipal water and/or sewerage are proposed, a certificate signed by the DPW demonstrating that capacity sufficient to serve the proposed development is available;



where required, a traffic study that complies with the standards for such studies issued by the Institute of Traffic Engineers;

		a grading plan, along with a runoff and erosion control checklist or runoff and erosion control plan, as required by Chapter 29 of the Williston Development Bylaw;
		a landscaping plan including the location and specifications of all proposed landscaping and vegetation to be retained and protected during construction as required by the Landscaping Plan Checklist;
		an outdoor lighting plan, including the location and specifications of all proposed outdoor lighting;
		a site maintenance plan, including the location and specifications of all proposed solid waste compactors and containers and all snow storage areas;
		where the use of regulated quantities of hazardous materials is proposed, a list of all materials expected to be on the site and a draft Hazardous Materials Management Plan;
		complete color elevations and floor plans for all proposed structures, along with the architectural details needed to demonstrate compliance with the requirements of this bylaw;
		colored renderings in plan view and oblique or perspective views designed to show how the proposed development will look in context (landscaping should be shown at approximately five years, not maturity), with the type and number of such drawings determined in consultation with the administrator;
		samples of all exterior materials, labeled with the projects's name, unless this requirement is specifically waived by the Administrator;
		for properties that may have multiple tenants or occupancies, a master sign plan;
		where so directed by the Administrator, visual simulations necessary to demonstrate compliance with WDB 31.7.9;
		a draft certificate of dedication for all proposed public spaces, roads, utilities, street lights, street trees, sidewalks, paths and trails, and other improvements that are to be dedicated to the Town;
		a complete list of all abutting property owners, with their mailing address and tax parcel number;

a draft development agreement that meets the requirements of Chapter 7 of the *Williston Development Bylaw*;

where the draft development agreement proposes phased construction or installation of improvements, the applicant must also provide a map keyed to the development agreement showing the geographic extent of each proposed phase;

one complete set of business size (#10) envelopes stamped (we prefer the "forever stamp") and addressed to each abutting property owner, the applicant, the applicant's representative, and the design team leader (if any). DO NOT include return address. Applicants for residential developments are also required to provide an envelope addressed to the Williston schools;

four (4) 24 X 36 copies of the plans; one (1) copy of this checklist; and twelve (12) 11 X 17 copies of the plans and all accompanying materials, in sets with an index on the cover sheet of each set.

for residential projects, payment of \$350 for first three units and \$60 for each additional lot or unit provided to the Planning Office;

for non-residential projects, payment of \$350 provided to the Planning Office.

**Fully detailed runoff and erosion control, landscaping, outdoor lighting, site maintenance, architectural, and sign plans may be submitted by phase, as provided by a development agreement. Where this is proposed, the application shall include a drawing delineating each phase, with detail sufficient to show in which phase each required improvement (or part thereof) will be installed.**

Application Accepted as Complete: \_\_\_\_\_ Date \_\_\_\_\_