

PRE-APPLICATION CHECKLIST

As required by WDB 6.2.4, this checklist must accompany preliminary applications. 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.
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Applicant Administrator Pre-applications must include:

		A brief project narrative;
		the completed and signed pre-application form;
		on each sheet, the date, a scale, a north arrow, the tax parcel number, a name for the proposed development that will be used consistently throughout the review process, and a sheet number;
		a location map that shows 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 site, which must, at this step in the review process, include all contiguous land belonging to the owner, as explained in 6.2.7;
		the approximate location of existing streets and utilities that will serve the proposed development, and of known easements and rights-of-way;
		the approximate location and extent of all lands identified in the town's open space plan; streams, wetlands, and the associated watershed protection buffers; and all other natural features protected by this bylaw;
		the soil mapping units on the site, as shown in the <i>Chittenden County Soil Survey</i> and a table showing the characteristics of each mapping unit;

topography, using a contour interval appropriate to the site and the nature of the proposed development; and based on this, a slope map using the slope ranges used in the WDB;

still photography or a brief video documenting existing site conditions;

based on the information required above, one or more conceptual site plans – the presentation of alternative plans is encouraged - showing proposed drainage and circulation patterns, open spaces, and areas of development, including the proposed use and density or intensity of use for each area; and

a complete list of all abutting property owners, with their mailing address and tax parcel number;

one complete set of business size (#10) seal-seal 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;

one (1) copy of this checklist; four (4) 24"x36" copies of the plans, collated & stapled; and twelve (12) sets that include: a brief project narrative letter, 11"x17" copies of the plans and all accompanying materials; in sets with an index on cover sheet of each set; and

digital submission: documents (narrative letter, plans, accompanying materials) as PDFs on a thumbdrive or similar USB device for file transfer at time of submittal

payment of \$150, provided to the Planning Office.

The level of detail of conceptual site plan/s may vary on large sites where development will be phased over time, but must be sufficient to clearly show that the proposed development is feasible. Street and trail alignments, lot lines, building footprints, and similar details shall all be understood to be illustrative, with their exact locations and specifications being established in an application for a discretionary permit.

The concept plan should be accompanied by sketches of proposed structures and spaces, but it should be understood that pre-application review focuses primarily on contextual and site planning issues. Architectural design and details will be established later, in the application for a discretionary permit.

Pre-Application Accepted as Complete: _____ Date _____