

FINAL PLAN CHECKLIST

This checklist must accompany all final plans presented for review. *Please ensure that Public Works and Fire Department comments have been addressed by meeting with their staff and obtaining their signature(s) on this form prior to scheduling a pre-filing conference.* The applicant must initial each box, indicating the required information has been provided. The Administrator must then confirm that the final plans are complete or return this checklist to the applicant indicating what information remains to be provided. **AS REQUIRED BY WDB 6.9.3 - FINAL PLANS MUST REFLECT ALL CONDITIONS OF APPROVAL IMPOSED ON THE DISCRETIONARY PERMIT.**

Applicant Administrator

I have met with Department of Public Works staff to address their comments on my discretionary permit application. DPW is satisfied that their comments have been addressed on these final plans.

All projects shall meet the most recent Public Works Standards.

Signature, DPW Director or Asst. Director

I have met with Fire Department staff to address their comments on my discretionary permit application. The Williston Fire Department is satisfied that their comments have been addressed on these final plans.

Signature, Fire Department Plan Review Staff

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

Applicant Administrator

Final plans must include:

On each sheet: a date, graphic and written scales, a north arrow, the tax parcel number, the name of the proposed development, and a sheet number.

A location map showing the development site and an area of at least 1/2 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 shown on the location map and/or the boundary survey.

Whether by dedication, easement, or the use of building envelopes, open space developments must be accompanied by the signed 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 improvements that will remain including, but not limited to, wells, structures, parking areas, street lights, street trees, sidewalks, paths and trails, and on-site wastewater treatment systems.

All proposed lots, building envelopes, driveways, roads, utilities, structures, parking areas, street lights, street trees, sidewalks, paths and trails, on-site wastewater treatment systems, and other utilities and improvements.

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 Standards*.

Where on-site wastewater treatment will be used, the location and design of the wastewater treatment system/s, prepared by a licensed designer.

Where municipal water and/or sewerage are proposed, certificates signed by the DPW demonstrating that capacity sufficient to serve the proposed development is available.

A grading plan, along with a runoff and erosion control checklist or runoff and erosion control plan.

A landscaping plan including the location and specifications of all proposed landscaping and vegetation to be retained and protected during construction.

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.

Complete elevations and floor plans for all proposed structures, along with the architectural details needed to demonstrate compliance with the requirements of this bylaw.

For commercial or industrial developments that may have multiple tenants or occupancies, a master sign plan.

A signed 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 signed development agreement ready for the signature of the Town Manager.

Where applicable, a signed property tax transfer form.

An approval signature block prepared for the signature of the Administrator or the Presiding Member of the DRB, whichever is required, is included on every page of the plan set; and

Three (3) 24 X 36 copies of the plans; one (1) copy of this checklist; and two (2) 11 X 17 copies of the plans and all accompanying materials, in sets with an index on the cover sheet of each set; and

Digital submission: plans (11x17 & 24x26) as reduced PDFs emailed to planning technician at time of submittal

\$350 Final Plans filing fee provided to the Planning Office. (\$100 filing fee for Master Sign Plans)

Final Plans Accepted as Complete: _____ Date _____
Signature, Williston Planning Staff