



# Development Plan Checklist

Planning and Development

\*\*APPLICABLE TO ALL DEVELOPMENT PLANS\*\*

Name of Project: \_\_\_\_\_

Applicant: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Check boxes where applicable.

## INITIAL SUBMITTAL REQUIREMENTS

- ☐ One (1) PDF set of plans and documents
- ☐ Completed Application
- ☐ Application Fees
- ☐ Updated Traffic Impact Analysis
- ☐ Preliminary Tree Survey
- ☐ Preliminary Drainage Study
- ☐ Parking Study
- ☐ Prepared by registered engineer, architect, or landscape architect

## DEVELOPMENT PLAN CONTENTS

- ☐ Cover page that shows:
  - ☐ Sheet index
  - ☐ Vicinity map
  - ☐ Title
  - ☐ Legal descriptions
  - ☐ Architect, Engineer, Developer, Owner, Town of Westlake information
- ☐ Drawn to scale of 1" = 100'
- ☐ Approximations of site boundaries and dimensions
- ☐ Approximations of lot lines
- ☐ Approximations of site acreage and square footage
- ☐ Approximations of distances to the nearest cross streets
- ☐ Location map
- ☐ North arrow
- ☐ Title block
- ☐ Site data summary table
- ☐ Features from the approved Concept Plan

## Drawings

- ☐ A diagram or drawing of the boundaries of the proposed PD district;
- ☐ All proposed lot boundaries;
- ☐ View analysis of impacted residential areas of the town



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- ☐ Preliminary and approximate building locations and building footprints
- ☐ Preliminary elevations and perspectives to show the relationship of building heights to surrounding topography
- ☐ Location of parking areas and structures for multifamily and nonresidential uses, including areas for off-street parking
- ☐ Clear classification of land use types and sub-types such that the proposed uses
- ☐ A summary table/legend showing the land use types above;
- ☐ Proposed configuration of public and private open space serving the development, showing the relationship to the town's Open Space Plan, including trail system and access points to the trail system, estimated dimensions and approximate area, and areas to be dedicated to the public or to a private maintenance organization, if known;
- ☐ Proposed and existing thoroughfares, boulevards and large streets;
- ☐ To the extent known for adjoining land, existing land uses (by zoning district), existing thoroughfares; and existing open space for such adjoining land;
- ☐ A general plan for circulation of traffic and pedestrians within and external to the development, including designated points of access.

## Proposed Development Standards

### Development Standards include (but are not limited to):

- |                                                |                                                        |
|------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Land uses             | <input type="checkbox"/> Lighting                      |
| <input type="checkbox"/> Densities of each use | <input type="checkbox"/> Fencing                       |
| <input type="checkbox"/> Lot sizes             | <input type="checkbox"/> Parking and loading/unloading |
| <input type="checkbox"/> Lot dimensions        | <input type="checkbox"/> Signage                       |
| <input type="checkbox"/> Setbacks              | <input type="checkbox"/> Open space                    |
| <input type="checkbox"/> Lot coverage          | <input type="checkbox"/> Drainage                      |
| <input type="checkbox"/> Building heights      | <input type="checkbox"/> Utilities                     |
| <input type="checkbox"/> Landscaping           | <input type="checkbox"/> Street standards              |

### A table showing detailed development standard for each proposed land use:

- |                                                                   |                                                     |
|-------------------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Minimum lot area                         | <input type="checkbox"/> Maximum height of building |
| <input type="checkbox"/> Minimum lot width and depth              | <input type="checkbox"/> Maximum building coverage  |
| <input type="checkbox"/> Minimum front, side, and rear yard areas |                                                     |

## Informational Statement

- ☐ A table listing the specific permitted uses proposed for the property, and, if appropriate, the boundaries of the different land uses and the boundary dimensions
- ☐ A detailed description of how open space serving the development will be satisfied for the phase of development represented by the development plan, including any proposed dedications of open space to the public or to a private maintenance organization



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- ☐ If the development plan is a phase of the project, depiction of the area subject to the development in relation to the then-current phasing plan, together with any updates of the then-current phasing plan that was submitted as part of the applicant's original informational statement
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### Preliminary Drainage Study

- ☐ Topographical map of the area proposed for development to a scale not smaller than 1" = 200'
  - ☐ Describe how the proposed development will comply with the drainage design policies
  - ☐ Include all information deemed necessary by the preparing engineer to support his/her determination that the proposed development will comply with the drainage design policies
  - ☐ Include all information reasonably requested by the town engineer to support his/her review of the preliminary drainage study
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### Comprehensive Plan Requirements

- ☐ Water and sewer utility service plan that demonstrates an acceptable level of service from Town owned water utilities
- ☐ Stormwater management and infrastructure plan that includes a preliminary drainage study;
- ☐ Traffic impact analysis and access control plan
- ☐ Landscaping/Open space/trail plan
- ☐ Tree mitigation plan
- ☐ Detailed proposed design standards generally demonstrating compliance with all building standards of the Town, including the Building Quality Manual along with any other adopted design policies and requirements applicable to the proposed development
- ☐ A written analysis and demonstration of compliance with Comprehensive Plan recommendations including the housing recommendations contained in the Land Use Plan and the Housing Plan
- ☐ A transfer of development intensity (TDI) proposal (if applicable)
- ☐ If any waivers and/or deviations from this policy, the Comprehensive Plan or the Code of Ordinances are proposed, a detailed explanation of each waiver/deviation is required
- ☐ Any amenities proposed for purposes of achieving density or intensity bonuses