



## Application Submittal Checklist - Site Plan Amendment

**Notes: Trakit located online at: <https://lms.parkeronline.org/etrakit3/>**

Submittal Item	Checklist	Applicable?	
<b>General Submittal Requirements - Electronic Submittals to be uploaded into Trakit</b>			
01 Application (see note1)	✓	✓	Form enclosed; completed and signed; electronic PDF
Submittal Fees Paid	✓	✓	Refer to Fee Schedule
13 Legal Description of Property (see note 2)	✓	✓	Electronic PDF Document (Exhibit A)
02 Title Commitment/Policy	✓	✓	Current to within 30 days (Exhibit B)
03 Notarized Letter of Authorization	✓	✓	Exhibit C enclosed; completed, signed. Electronic PDF
04 Disclosure Letter	✓	✓	Exhibit D enclosed; completed, signed. Electronic PDF
14 Vicinity Map of Project Site	✓	✓	Electronic format in JPEG - 1MB max (Exhibit E)
05 Charge Back Agreement	✓	*	Form enclosed; completed and signed; electronic PDF
Public Notice Requirements Apply	✗	NO	Refer to Public Notice Matrix
<b>Specific Submittal Requirements - Section 13.06.030 - Electronic Submittals to be uploaded into Trakit</b>			
06 Project Narrative	✓	✓	8 1/2" x 11" PDF Document
07 Site Plan Exhibits:	✓	✓	(See note 3)
<i>Cover Sheet</i>	✓	✓	Reference 13.06.030(c)(1) for formatting requirements
<i>Site Plan</i>	✓	✓	Reference 13.06.030(c)(1) for formatting requirements
<i>Landscape Plan</i>	✓	✓	Reference 13.06.030(c)(5) for formatting requirements
<i>Building Elevations</i>	✓	✓	Reference 13.06.030(c)(6) for formatting requirements - include rooftop mechanical structures
<i>Photometric Plan</i>	✓	✓	Include cut sheets on Photometric Plan
10 Existing Conditions Map	✓	✓	Electronic PDF Document
<i>Tree Conservation Plan</i>	✓	✓	Reference 13.10.110(c)(3) for formatting requirements
08 Civil Construction Documents	✓	✓	Refer to Construction Plan Requirements (see note 4)
Public Improvement Cost Estimates	✗	*	Not required at this time. If required at a later date, refer to Town for direction.
12 Colors and Material Board	✗	**	9" x 12" maximum size to be submitted to the Planning Department
09/11 Other	✓	***	If other documents are required at later date, refer to Town for direction.
<b>For Approval - To be submitted upon staff's request</b>			
Final Site Plan Set			
Electronic Deliverables - CD's			See Roadway Design and Construction Criteria Manual Appendix TOC Revised 2015 - Section 3.0 Submittal Requirements for Construction Plans

**Notes:**

- 1: Application must include all exhibit attachments.
- 2: Legal descriptions are required to be attached to signed authorization and disclosure letters.
- 3: Provide (1) 24"x36" and (1) 11"x17" PDF document sets with consistent page orientation.
- 4: Roadway Design and Construction Criteria Manual, Appendix B, Plan Sheet Submittal List

G:\planning\Development Assistance Packets 2016\Development Assistance Packets - Update 2016 Working Folder\Site Plan Amendment

**\* NOT REQUIRED AT THIS TIME**

**\*\* MATERIALS BOARD WILL BE HAND DELIVERED TO THE PLANNING DEPARTMENT**

**\*\*\* 09: DRAINAGE REPORT / 11: TRAFFIC IMPACT STUDY**