



Submittal Item	Checklist	Applicable?	
Notes: Trakit located online at: https://lms.parkeronline.org/etrakit3/			
General Submittal Requirements - Electronic Submittals to be uploaded into Trakit			
01 Application (see note1)			Form enclosed; completed and signed; electronic PDF
Submittal Fees Paid			Refer to Fee Schedule
Legal Description of Property (see note 2)			Electronic PDF Document (Exhibit A)
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
Vicinity Map of Project Site			Electronic format in JPEG - 1MB max (Exhibit E)
Charge Back Agreement			Form enclosed; completed and signed; electronic PDF
Public Notice Requirements Apply			Refer to Public Notice Matrix
Specific Submittal Requirements - Section 13.06.030 - Electronic Submittals to be uploaded into Trakit			
06 Project Narrative			8 1/2" x 11" PDF Document
07 Site Plan Exhibits:			(See note 3)
Cover Sheet			Reference 13.06.030(c)(1) for formatting requirements
Site Plan			Reference 13.06.030(c)(1) for formatting requirements
Landscape Plan			Reference 13.06.030(c)(5) for formatting requirements
Building Elevations			Reference 13.06.030(c)(6) for formatting requirements - include rooftop mechanical structures
Photometric Plan			Include cut sheets on Photometric Plan
Existing Conditions Map			Electronic PDF Document
Tree Conservation Plan			Reference 13.10.110(c)(3) for formatting requirements
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.
Colors and Material Board			9" x 12" maximum size to be submitted to the Planning Department
Other			If other documents are required at later date, refer to Town for direction.
For Approval - To be submitted upon staff's request			
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