



Application Submittal Checklist - Site Plan Amendment

Submittal Item	Checklist	MISSING	Notes: Trakit located online at: https://lms.parkeronline.org/etrakit3/
General Submittal Requirements - Electronic Submittals to be uploaded into Trakit			
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) <i>Revise</i>
Title Commitment/Policy			Current to within 30 days (Exhibit B)
Notarized Letter of Authorization			Exhibit C enclosed; completed, signed. Electronic PDF
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 <i>N/A</i>
Specific Submittal Requirements - Section 13.06.030 - Electronic Submittals to be uploaded into Trakit			
Project Narrative			8 1/2" x 11" PDF Document
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 <i>additional lighting included with this amendment?</i>
<i>Existing Conditions Map</i>			Electronic PDF Document
<i>Tree Conservation Plan</i>			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			
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