

SITE PLAN AND SUBDIVISION PLAN SUBMITTAL PROCEDURES

1. **SUBMITTAL DATE:** Applicant submits the following by 5 p.m. on the submittal dates to the Inspections & Permits Office: 9 complete sets of the plan. 1 application plus 8 copies, with any associated documentation and application fee.
2. **TOWN STAFF'S FIRST REVIEW:** On the day after the submittal date, plans and related written documentation will be distributed to each staff member for their review.
3. **APPLICANT'S FIRST REVIEW:** The staff will review the plan and recommend changes for resubmittal. The applicant will have a scheduled meeting date with the staff and receive a cover sheet outlining re-submittal schedule with all comments addressed. The project contact person will be called when the plans are ready. The applicant reviews staff's comments and adjusts plans accordingly. The applicant can call to meet with the coordinating staff member to address comments. The applicant must resubmit the following, or as directed in the cover letter attached to the comments, by 5 p.m. of the submittal date to the Inspections & Permits Office.

- # Original 'RED LINED" plans;
- # Complete sets (see below) of revised plans;

4. **TOWN STAFF'S SECOND REVIEW:** On the first day of staff's second review, plans and any written documentation are distributed to each staff member for their review. The applicant will have a schedule date to resubmit with all comments addressed. The project contact person will be called when the plans are ready.
5. **APPLICANT'S SECOND REVIEW:** Staff will review the revisions and respond accordingly to the revisions. The project contact person will be called when the plans are ready. The applicant reviews staff's comments and adjusts plans accordingly. The applicant can call or meet with the coordinating staff to address comments. The applicant must resubmit the following, or as directed in the cover letter to the review comments, by 5 p.m. on the Town's Planning Review Group.

- # Of Original 'RED LINED" plans;
- # Of Complete sets based upon the number of revised plans;
- 10 additional Planning & Zoning sets (see below) and;
- 9 reduced Town Council sets, size "11x17", containing site plan, landscape plan & building elevations.

NOTE: THIS PROCEDURE WILL CONTINUE UNTIL THE PLAN RECEIVES FINAL APPROVAL.

6. **PLANNING & ZONING BOARD PLAN SUBMITTAL & TOWN COUNCIL SUBMITTAL:** Town staff sends plans to the Planning & Zoning Board one-week in advance of the Board's regular scheduled meeting.
7. **PLANNING AND ZONING BOARD MEETING:** The Board reviews staff recommendations, and formulates a recommendation for official consideration by the Town Council. (The Planning Board meets at 6:30 p.m. in the Town Hall Auditorium on the date indicated).
8. **TOWN COUNCIL MEETING:** The Town Council reviews the recommendations of both the Planning & Zoning Board as well as staff, and then takes official action on the plan. (The Town Council meets at 6:30pm in the Town Hall Auditorium on the date indicated).
9. **FINAL PLAN SUBMITTAL:** After Town Council or staff approval, the applicant is required to submit 1 set of Mylar or reproducible plans to be stamped by staff for approval. (The final plan set of plans must address any outstanding comments by staff and any conditions of approval imposed by the Town Council). The final plans are stamped "approved", dated, signed, and supplied back to the applicant. Before construction can begin, the applicant is required to submit copies of the approved plan. A checklist requiring a designated number of plan sets, permit applications, and/or other items will be provided to the applicant when the final plans are signed and returned. This construction package shall include all required permits necessary for construction to be submitted at one time to help expedite the final plan approval process.

<u>SITE PLANS</u>	<u>SUBDIVISIONS</u>	<u>Sketch sets include</u>
<u>Complete sets include</u>	<u>Complete sets include</u>	
site layout plan (with 1"=500' scale map) grading plan utility plan soil erosion control plan stormwater drainage plan road profiles building elevations(in color) floor plan landscape plan lighting plan tree survey traffic impact analysis	site layout plan(with 1"=500' scale map) lot/street layout plan grading plan utility plan soil erosion control plan stormwater drainage plan road profiles building elevations(in color) floor plan landscape plan lighting plan tree survey traffic impact analysis	site layout plan grading plan utility plan landscape plan stormwater drainage plan tree survey sketch building elevations (in color) sketch floor plan traffic impact analysis

