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Sufficiency Checklist

INFORMATION TO BE SUBMITTED ELECTRONICALLY & IN HARDCOPY FORMAT AS SPECIFIED			
APPLICATION FEE PER DEVELOPMENT REVIEW APPLICATION FORM			
LIMITED POWER OF ATTORNEY (IF REPRESENTED BY AGENT)			
SIGNED & SEALED, FOLDED COPIES OF THE PLANS (NOT ROLLED)			
A CD COPY OF ALL APPLICATION DOCUMENTS & SUBMITTAL DOCUMENTS IN PDF FORMAT			
GENERAL INFORMATION (PROVIDE ON COVER SHEET &/OR PROJECT WRITE-UP)	Y	N	N/A
NAME OF PROJECT IDENTIFIED			
STATEMENT OF INTENDED USE OF SITE			
HAVE ANY DEVELOPMENT REVIEWS &/OR APPROVALS BEEN GRANTED TO THIS PROPERTY? IF YES, LIST CASE NUMBER & DESCRIBE THE NATURE OF THE VARIANCE, INCLUDE APPROVAL LETTER.			
COMMITMENT TO TOWN INCLUDING CONTRIBUTIONS TO OFFSET PUBLIC FACILITY IMPACTS			
TOTAL SQUARE FEET OF PROPOSED DEVELOPMENT; BUILDING & EXTERIOR IMPROVEMENTS			
ENGINEER'S NAME, ADDRESS, PHONE NUMBER, & REGISTRATION			
SURVEYOR'S NAME, ADDRESS, PHONE NUMBER, & REGISTRATION			
NAME, ADDRESS, PHONE NUMBER, & REGISTRATION OF OTHER PROJECT PROFESSIONALS			
OWNERS & AGENTS NAME, ADDRESS, & PHONE NUMBER			
ZONING & FUTURE L& USE OF PROPERTY & ALL ADJACENT PARCELS			
AREA OF L& WITHIN THE PROJECT IN ACRES OR SQUARE FEET			
LEGAL DESCRIPTION			
SHEET INDEX			
IDENTIFY RESPONSIBLE PARTIES PROVIDING UTILITIES (WATER, SEWER, GAS, ELECTRICITY, ETC.); PROVIDE CONTACT INFORMATION			
LOCATION MAP IDENTIFYING PARCEL WITH RESPECT TO EXISTING ROADS, L& MARKS, LOCAL CONTEXT & VICINITY			
DEVELOPMENT PLANS REQUIREMENT	Y	N	N/A
KEY MAP FOR MULTIPLE SHEET SETS			
SCALE (MAXIMUM 1"=50') & NORTH ARROW			
IDENTIFICATION OF ANY PROPOSED OR EXISTING STRUCTURES, BUILDINGS, SIGNS, WALLS ON THE PROPERTY, ETC.			
VEHICLE USE AREAS WITH ARRANGEMENT & NUMBER OF SPACES INCLUDING HANDICAP SPACES			
LOADING & SERVICE AREAS			
STREETS AND DRIVEWAY CUTS ONTO & ADJACENT TO THE PROJECT INCLUDING NAMES & R/W WIDTHS & DRIVEWAY CUTS			
DUMPSTERS/COMPACTOR ENCLOSURE FOR COMMERCIAL & MULTI-FAMILY DEVELOPMENTS			
ENGINEERED PLANS & SPECIFICATIONS FOR STREETS, SIDEWALKS & DRIVEWAYS			
RIGHT OF WAY WIDTHS SHOWN (EXISTING & PROPOSED)			
BREAKDOWN OF PERVIOUS & IMPERVIOUS AREA FOR PROJECT IN ACRES OR SQUARE FEET & SURFACE MATERIAL TYPES			
ALL INGRESS & EGRESS POINTS CLEARLY IDENTIFIED			
LIMITS OF 100 YEAR FLOOD PLAIN IDENTIFIED			
ALL PROPOSED STREETS & ALLEYS			



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IDENTIFY ALL VEGETATIVE TYPES, WETLANDS, WOODED AREAS, & CONSERVATION AREAS			
ALL PROPERTY-WIDE EASEMENTS IDENTIFIED			
FIRE LANE & ACCESS, FIRE HYDRANTS, ALL FDC IDENTIFIED			
COORDINATE LOCATION OF PROPOSED WALKS, DRIVEWAYS, & CONNECTIONS WITH FACILITIES IN ADJACENT DEVELOPMENTS (PROMOTE CROSS-ACCESS)			
TRAFFIC CONTROL & SIGNALIZATION DEVICES (EXISTING & PROPOSED)			
PRIMARY & SECONDARY DRAINAGE CALCULATIONS SIGNED & SEALED BY THE ENGINEER OF RECORD			
ALL EXISTING UTILITIES SHOWN ON PLANS			
ALL NECESSARY REGULATORY AGENCY PERMITS IN HAND OR "IN PROCESS"			
FINISHED FLOOR ELEVATION FOR EXISTING & PROPOSED STRUCTURES			
ALL STORM SEWER PIPES LABELED WITH MATERIAL TYPE, DIAMETER, LENGTH, & SLOPE			
CROSS SECTIONAL VIEWS OF ALL STORM WATER RETENTION/DETENTION FACILITIES			
RETENTION AREA CONTROL STRUCTURE DETAILS			
ALL EXISTING DRAINAGE STRUCTURES LABELED WITH TOP & INVERT ELEVATIONS			
PROVIDE DETAILS OF ALL DRAINAGE STRUCTURES, CURBS, WHEEL STOPS, SIDEWALKS, BACKFLOW PREVENTION DEVICES, FIRE HYDRANTS, WATER DERVICES, VALVES, EROSION CONTROL DEVICES, ETC.			
SHOW DETAILS OF TYPICAL LOT CONFIGURATION WITH FRONT, SIDE, REAR UTILITY EASEMENTS, SETBACK INFORMATION, & LOT CORNER ELEVATIONS			
CROSS SECTIONAL VIEW OF PAVEMENT/PARKING LOT DETAILING SURFACE COURSE, BASE, SUB-BASE, & 18" OF CLEAN FILL BELOW THE SUBGRADE			
IDENTIFY ALL VEGETATIVE TYPES, WETLANDS, WOODED AREAS, & CONSERVATION AREAS			
A NOTE STATING THAT ALL DENSITIES IN UTILITY & STORM TRENCHES SHALL BE 98% MINIMUM			
A NOTE STATING THAT ALL SANITARY SEWER & STORM SEWERS SHALL BE VIDEO INSPECTED BEFORE PAVING & AGAIN PRIOR TO THE END OF THE ONE YEAR WARRANTY PERIOD			
LOT NUMBERS & LOT GRADING (TYPE A, B, C)			
PROPOSED DRAINAGE PATTERNS (FLOW ARROWS & INLET ELEVATIONS)			
CUL DE SAC MINIMUM RADIUS NOT LESS THAN 40'			
PROVIDE HORIZONTAL & VERTICAL CURVE DATA FOR ROAD/ACCESS IMPROVEMENTS			
PROVIDE ALL EXISTING STREET/ROAD NAMES			
PROVIDE STATIONING & PROFILE GRADE INFORMATION			
PROVIDE PLAN & PROFILES SHEETS SHOWING STORM SEWERS, VERTICAL CURVES, EXISTING UTILITIES, PROPOSED UTILITIES (INCL. GAS, ELEC., PHONE/CABLE, FIBER OPTIC), PROFILE GRADE			
MINIMUM RIGHT OF WAY WIDTHS SHALL BE AS FOLLOWS: ARTERIAL - 80', COLLECTOR - 65', LOCAL - 50', ALLEY - 20'			
ALL SIDEWALKS SHALL BE A MINIMUM OF 5 FEET WIDE			
ALL SANITARY SEWER, WATER, & REUSE WATER MAINS SHOWN ON PLANS			
SANITARY SEWER LESSS THAN 5 FEET DEEP SHOWN AS SDR 26			
WATER & REUSE MAINS & VALVES SHOWN UNDER THE SIDEWALK			
PROVIDE A NOTE ON THE PLANS STATING THAT ALL SANITARY & STORM SEWERS WITH LESS THAN 5' OF COVER SHALL BE VIDEO INSPECTED AFTER BASE INSTALLATION			
WATER MAINS ON CUL DE SACS SHALL BE LOOPED			



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PROVIDE A 10' UTILITY EASEMENT IN FAVOR OF THE TOWN OF OAKLAND ADJACENT TO ALL RIGHTS OF WAY (15' ALONG S.R. 50)			
PLAN & PROFILE VIEW OF ALL STREETS & SANITARY SEWER STRUCTURES			
LIFT STATION CALCULATIONS & DETAILS SIGNED & SEALED BY THE ENGINEER OF RECORD			
ALL PLAN SHEETS SIGNED & SEALED - EACH SUBMITTAL			
LANDSCAPING, BUFFERS & IRRIGATION PLAN & PERIMETER WALL/FENCE PLAN			
PHOTOMETRIC LIGHTING PLAN			
TREE SURVEY SHOWING EXISTING TREES & DIAMETER AT BREAST HEIGHT (DBH) - MIN. 4" DBH			
TREE REMOVAL & REPLACEMENT PLAN WITH REMOVAL & RETENTION INCHES TABLE			
TOPOGRAPHIC SURVEY SHOWING EXISTING CONTOUR LINES AT 1' INTERVALS (SURVEY SHALL EXTEND A MINIMUM OF 100 FEET BEYOND PROJECT LIMITS)			
BOUNDARY SURVEY SIGNED & SEALED BY LICENSED SURVEYOR			
PHASE 1 ENVIRONMENTAL SITE ASESSMENT			
SIGNED & SEALED SOIL REPORT FROM GEOTECHNICAL ENGINEER WITH SOILS MAP OF PROJECT			
EROSION CONTROL PLAN			
TRAFFIC IMPACT STUDY PREPARED BASED UPON TOWN STUDY GUIDELINES			
BUILDINGS & STRUCTURES	Y	N	N/A
INTENDED USE			
NUMBER OF STORIES PROPOSED			
HEIGHT OF PROPOSED BUILDING AND/OR EXISTING BUILDING(S)			
NUMBER OF DWELLING UNITS & DENSITY FOR MULTIFAMILY SITE PLANS			
PROJECTED NUMBER OF EMPLOYEES (IF APPLICABLE)			
IF RESTAURANT, SHOW NUMBER OF SEATS & OCCUPANCY LOAD			
SQUARE FOOTAGE FOR: GROSS FLOOR AREA, STORAGE AREA, NON-STORAGE AREA			
FAÇADE & ELEVATION PLANS AS FOLLOWS: <ul style="list-style-type: none"> • EXTERIOR ELEVATIONS WITH MATERIAL DESIGNATIONS • OUTLINE SPECIFICATIONS OF FAÇADE & ROOF TREATMENTS 			
SIGNAGE (TEMPORARY & PERMANENT)	Y	N	N/A
FULLY DIMENSIONED COLOR ELEVATION OF PROPOSED SIGNAGE WITH COPY AREA AND MATERIAL TYPE (BUILDING AND NON-BUILDING SIGNS)			
TOTAL SQUARE FOOTAGE OF EXISTING SIGNAGE			
TYPE OF SIGN PROPOSED (POLE, MONUMENT, WALL MOUNTED, AWNING, TRAILER)			
TEMPORARY SIGN LOCATIONS AND DETAILS AND DATES REQUESTED			
TABLE WITH BUILDING FRONTAGE, LOT AREA, SIGN SETBACKS PROPOSED			
SIGN LANDSCAPING			
SIGN LIGHTING (BACK LIGHTING & AND UPLIGHTING)			
SIGN LETTERING (IF LETTERING IS LIGHTED, THE TYPE/COLOR OF LIGHTING)			
WILL PROJECT HAVE STORAGE? WHAT TYPE OF MATERIAL WILL BE STORED?			
DRC COMMENT - COMPLETE STATUS	Y	N	N/A
PLANNING DEPARTMENT REVIEW COMPLETE			
ENGINEERING DEPARTMENT REVIEW COMPLETE			



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PUBLIC WORKS DEPARTMENT REVIEW COMPLETE			
FIRE DEPARTMENT REVIEW COMPLETE			
TOWN ATTORNEY REVIEW COMPLETE			
TRANSPORTATION ENGINEERING REVIEW COMPLETE			