

# REQUEST FOR CONCEPTUAL REVIEW FORM

Tax Map \_\_\_\_\_ Lot \_\_\_\_\_

## Applicant

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No: \_\_\_\_\_

## Owner

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No: \_\_\_\_\_

Name of Proposed Project: \_\_\_\_\_

Description of the Project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Plan or sketch to include:

- A. Scale: no specific scale is required provided that the sketch plan is legible.
- B. Submit one (1) sketch plan prepared in ink or marker, not pencil.
- C. Plan sheet size is to be either on 8 1/2"x11" or 11"x17" paper.
- D. Date, title and approximate north arrow.
- E. Name and address of the owner and the applicant, if different from owner.
- F. A sketch plan of the site showing major existing natural feature, such as brooks, rivers, ponds, woods, etc.
- G. The approximate location of all buildings within fifty (50) feet of the site and the approximate location of all intersecting roads or driveways and utilities (water, sewer, etc.) within two hundred (200) feet. Plan views of all buildings, either existing or proposed, on site, including their use, approximate size, and approximate location.
- H. General location of property lines.
- I. The lot area.
- J. Preliminary location of off-street parking and loading spaces.
- K. The general location and width of accessways and egress ways.

**Instructions:** This form, with all required data, must be submitted to the Board or its agent at least thirteen (13) days prior to a scheduled regular meeting.

\_\_\_\_\_  
Applicant's Signature                      Date

\_\_\_\_\_  
Owner's Signature                      Date