



## **TOWN OF LINCOLN PLANNING BOARD** **SITE PLAN REVIEW CHECKLIST**

This checklist is intended as a guideline to assist the applicant and the Planning Board in the planning review process. The type of project proposed will determine the types of information required by the Planning Board to review a proposed Site Plan. This completed checklist must be initially submitted by the applicant as part of the Site Plan Review Application. This checklist is only a guideline. Applicants are referred to Article XIV of the Site Plan Regulations for the binding requirements unless waiver(s) are granted by the Planning Board.

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

Location/Street Address: \_\_\_\_\_

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Owner Name: \_\_\_\_\_

	<b><u>Provided</u></b>	<b><u>Not Applicable</u></b>	<b><u>Waiver Requested</u></b>
1. Scale: not less than 1" = 40".	_____	_____	_____
2. Submit 3 copies of blue or black line prints.	_____	_____	_____
3. Date, title, north arrow and scale.	_____	_____	_____
4. Name and address of the owner and applicant.	_____	_____	_____
5. Name and address of the licensed land surveyor.	_____	_____	_____
6. An accurate plan of the site showing existing natural features, including watercourses and water bodies, various types of vegetation, topographical features and any other features which should be considered in the site design process.	_____	_____	_____
7. The type, extent and location of existing and proposed landscaping and open space areas indicating what existing landscaped and open space areas will be retained.	_____	_____	_____

	<u><b>Provided</b></u>	<u><b>Not Applicable</b></u>	<u><b>Waiver Requested</b></u>
8. Existing and proposed topography of the site at two (2) foot contour intervals.	_____	_____	_____
9. Soil mapping units and unit boundaries.	_____	_____	_____
10. Flood plain identification areas.	_____	_____	_____
11. The location of all buildings within fifty (50) feet of the site and the location of all intersecting roads or driveways and utilities (water, sewer, electrical, cable, telephone) within 200 feet.	_____	_____	_____
12. The location of all building setbacks required by the Land Use Plan Ordinance.	_____	_____	_____
13. The location of district boundaries, including wetlands.	_____	_____	_____
14. The lot area, street frontage and the requirements for minimum lot size.	_____	_____	_____
15. Location of off-street parking and loading spaces with a layout of the parking indicated.	_____	_____	_____
16. The location, width, curbing and type of accessways and egress ways.	_____	_____	_____
17. The location of all existing and proposed deed restrictions, covenants, etc.	_____	_____	_____
18. Surveyed property lines, showing their deflection angles, distances, radius, lengths of arcs, control angles, along property lines and monument locations and names of all abutters.	_____	_____	_____

	<b><u>Provided</u></b>	<b><u>Not Applicable</u></b>	<b><u>Waiver Requested</u></b>
19. If the development is a subdivision, then lines and names of all proposed streets, lands and ways of easements intended to be dedicated for public use. All subdivision regulations shall apply.	_____	_____	_____
20. Plan views of all buildings, either existing or proposed, with their use, size, location and floor elevations indicated.	_____	_____	_____
21. A typical elevation view of all existing and proposed buildings indicating their height and signing.	_____	_____	_____
22. The type and location of solid waste disposal facilities.	_____	_____	_____
23. The location, size and design of proposed signs and other advertising or instructional devices.	_____	_____	_____
24. Stormwater drainage plan showing:			
a. The existing and proposed methods of handling stormwater runoff.	_____	_____	_____
b. The direction of flow of the runoff through the use of arrows.	_____	_____	_____
c. The location, elevation and size of all catch basins, dry wells, drainage ditches, swales, retention basins and storm sewers.	_____	_____	_____
d. Engineering calculations used to determine drainage requirements.	_____	_____	_____
25. The size and proposed location of water supply and sewage facilities and provision for future expansion of sewage and water facilities.	_____	_____	_____

	<u>Provided</u>	<u>Not Applicable</u>	<u>Waiver Requested</u>
26. The size and location of existing and proposed public and private utility connections, including provisions for fire protection.	_____	_____	_____
27. The location and type of all existing and proposed lighting for all outdoor facilities.	_____	_____	_____
28. Copies of all applications submitted for applicable state approvals and permits.	_____	_____	_____
29. Performance Guarantee or Bond.	_____	_____	_____
30. Illustration of effect on pedestrian and automotive circulation.	_____	_____	_____
31. Illustration of fencing, walls and buffers	_____	_____	_____
32. If waivers for non-compliance to DOT construction specifications for roads, parking, streets, drainage and bridges will be required.	_____	_____	_____

This checklist finalized and submitted by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Printed or Typed)

**Office Use Only:**

Date Received: \_\_\_\_\_ Date of Board Meeting: \_\_\_\_\_  
Initials