

Application Submission Requirements for Code Enforcement Officer Review

- All applications for Code Enforcement Officer Review must contain two (2) copies of written materials plus two (2) sets of one or more maps or drawings containing the information listed in addition to the general information set out in Section 5.3.6.4, unless specifically waived by the Code Enforcement Officer. The written materials must be contained in a bound or stapled report. The maps or drawings must be at a scale sufficient to allow review of the items listed under approval criteria, but in no case shall they be more than one hundred (100) feet to the inch.

The following information about the existing conditions on the lot or portion of the lot proposed for use or development:

1. Zoning classification(s), including overlay districts, of the property and the location of zoning district boundaries if the property is located in two (2) or more zoning districts or abuts a different district.
2. The bearings and length of all property lines of the property to be developed and the source of this information. The Code Enforcement Officer may waive this requirement for a boundary survey when sufficient information is available to establish, on the ground, all property boundaries.
3. The location of all required building setbacks, yards, and buffers.
4. The location and size of any existing sewer and water mains, culverts and drains, on-site sewage disposal systems, wells, underground tanks or installations, and power and telephone lines and poles on the property to be developed and on abutting roads or land that may serve the development and an assessment of their adequacy and condition to meet the needs of the proposed use. Appropriate elevations must be provided as necessary to determine the direction of surface water flow.
5. The location, names, and present widths of existing public and/or private roads and rights-of-way within or adjacent to the proposed development.
6. The location, dimensions, and ground floor elevation of all existing buildings on the lot.
7. The location and dimensions of existing driveways, parking and loading areas, walkways, and sidewalks on or immediately adjacent to the lot.
8. The location of intersecting roads or driveways within two hundred (200) feet of the lot.
9. The location of open water, drainage courses, wetlands, significant vernal pools, stone walls, graveyards, fences, stands of trees, farmland, and other important or unique natural areas and site features, including, but not limited to, floodplains, deer wintering areas, significant wildlife habitats, fisheries, habitat for rare and endangered plants and animals, unique natural communities and natural areas, sand and gravel aquifers, and historic and/or archaeological resources, together with a description of such features. This information may be based on available, published sources unless the Planning Board determines that field determination is needed to allow review of the proposal.
10. The direction of existing surface water drainage across the site.
11. The location, front view, dimensions, and means of lighting of existing signs.
12. The location and dimensions of any existing easements and copies of existing covenants or deed restrictions.

The following information about the proposed use and development activity:

1. The location, dimensions, and ground floor elevation of all proposed buildings or building expansion.

2. Estimated demand for water supply and sewage disposal, together with the location and dimensions of all provisions for water supply and wastewater disposal, and evidence of their adequacy for the proposed use, including soils test pit data if on-site sewage disposal is proposed.
3. The direction of proposed surface water drainage across the site, and from the site, with an assessment of impacts on downstream properties.
4. Provisions for handling all solid wastes, including hazardous and special wastes, and the location and proposed screening of any on- site collection or storage facilities.
5. The location, dimensions, and materials to be used in the construction of proposed driveways, parking and loading areas, and walkways and any changes in traffic flow onto or off-site.
6. Proposed landscaping and buffering.
7. The location, front view, materials, and dimensions of proposed signs if any new or modified signs are proposed.
8. The location and type of exterior lighting if any new or modified exterior lighting is proposed.
9. The location of all utilities, including fire protection systems.
10. An estimate of the peak hour and daily traffic to be generated by the project.
11. A stormwater drainage and erosion control plan/program documenting conformance with the stormwater management and erosion control performance standards of Sections 9.3 and 9.4 if the Code Enforcement Officer determines that such information is necessary based upon the scale of the project or the existing conditions in the vicinity of the project or if the project is located within the Watershed Protection Overlay (WPO) District.