

TOWN OF BRISTOL PLANNING BOARD CHECKLIST FOR MINOR SITE PLAN REVIEW

Tax Map # _____

Lot # _____

File Number: _____

Project Name _____ Applicant _____

Project Address _____

PLEASE NOTE: The owner of the property or designated agent (authorized in writing and attached) shall file a completed application NO LESS than twenty (20) days prior to a regularly scheduled meeting of the Planning Board. An application will be considered complete for the purpose of submission if it meets ALL of the following requirements. ALL WAIVERS requested must be in writing and attached. Failure to do so will result in a rejected application. **All regulations cited in this Checklist can be found in the Site Plan Review/Subdivision Regulations unless otherwise noted.**

	Applicant	Planning Board Use Only
Items #1 - #6 to be provided on the Minor Site Plan Application		
1. Names, addresses & phone numbers of applicant and owner – 8.9A.1 <input type="checkbox"/> Applicant Name, address & phone no. <input type="checkbox"/> Owner, Name, address & phone no. <input type="checkbox"/> Owner Applicant Same	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> INCLUDED <input type="checkbox"/> NO
2. Location of Site – 8.9A.2 <input type="checkbox"/> Tax Map # <input type="checkbox"/> Lot # <input type="checkbox"/> Street Address	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> INCLUDED <input type="checkbox"/> NO
3. Brief Description of Proposed Plan – 8.9A.3 <input type="checkbox"/> Existing Use <input type="checkbox"/> Proposed Use <input type="checkbox"/> Changes to existing use	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> INCLUDED <input type="checkbox"/> NO
4. Detailed description of services/products for non-residential use 8.9A.4 <input type="checkbox"/> hours of operation <input type="checkbox"/> changes of existing use		<input type="checkbox"/> INCLUDED <input type="checkbox"/> NO
5. Abutters list – 8.9A.5 (verified by town Assessing Office)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> INCLUDED <input type="checkbox"/> NO
6. Parking requirements, with written statement with calculations depicting how the parking requirements are being met 8.9A.9, 8.5E.1, 8.5E.2; 4.5A (Zoning Ordinance) <input type="checkbox"/> Proposed <input type="checkbox"/> None proposed <input type="checkbox"/> Existing <input type="checkbox"/> None existing	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCLUDED <input type="checkbox"/> N/A
Items #7 - #15 to be provided on the Minor Site Plan		
7. Four (4) copies of Minor Site Plan Showing– 8.9A.6 <input type="checkbox"/> Lot under consideration <input type="checkbox"/> All adjoining properties <input type="checkbox"/> Zoning District	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCLUDED <input type="checkbox"/> NO
8. North Arrow – 8.9A.7	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCLUDED <input type="checkbox"/> NO
9. Previous Zoning Board Decisions – 8.9A.8	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCLUDED <input type="checkbox"/> N/A

Applicant	Planning Board Use Only
10. Rights-of-way/easements – 8.9A.10 <input type="checkbox"/> Provided <input type="checkbox"/> N/A <input type="checkbox"/> Rights of way shown <input type="checkbox"/> No rights of way on property <input type="checkbox"/> Easements <input type="checkbox"/> No easements on property	<input type="checkbox"/> INCLUDED <input type="checkbox"/> N/A
11. Permits and Approvals 8.9A.11 <input type="checkbox"/> Provided <input type="checkbox"/> Waiver Requested <input type="checkbox"/> N/A <input type="checkbox"/> Town _____ <input type="checkbox"/> State _____ <input type="checkbox"/> Federal _____	<input type="checkbox"/> INCL <input type="checkbox"/> Waived <input type="checkbox"/> N/A
12. Description of Changes in Exterior Lighting – 8.9A.12 <input type="checkbox"/> Provided <input type="checkbox"/> Waiver Requested <input type="checkbox"/> N/A <input type="checkbox"/> Type <input type="checkbox"/> Intensity <input type="checkbox"/> Location(s) <input type="checkbox"/> Direction	<input type="checkbox"/> INCL <input type="checkbox"/> Waived <input type="checkbox"/> N/A
13. Planning Board approval block 8.9A.13 (see sample on last page) * <input type="checkbox"/> Provided <input type="checkbox"/> N/A <input type="checkbox"/> Date Line <input type="checkbox"/> Appropriate Size <input type="checkbox"/> Chair person signature line <input type="checkbox"/> 6 Board signature lines <input type="checkbox"/> Expiration date	<input type="checkbox"/> INCLUDED <input type="checkbox"/> NO
14. Waivers requested in writing Explaining why requested 8.9B <input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCLUDED <input type="checkbox"/> NO
15. Additional requirements – 8.9AB <input type="checkbox"/> Provided <input type="checkbox"/> Waiver Requested <input type="checkbox"/> N/A <input type="checkbox"/> Environmental impact <input type="checkbox"/> Environmental impact waived <input type="checkbox"/> Traffic Study <input type="checkbox"/> Traffic Study waived <input type="checkbox"/> Cost Estimate <input type="checkbox"/> Cost Estimate waived <input type="checkbox"/> Fiscal impact study <input type="checkbox"/> Fiscal impact study waived <input type="checkbox"/> Performance bond <input type="checkbox"/> Performance bond waived <input type="checkbox"/> Other restrictions <input type="checkbox"/> No other restrictions	<input type="checkbox"/> INCL <input type="checkbox"/> Waived <input type="checkbox"/> N/A

Applicants may be required to submit additional information relating to the site, neighborhood, and the proposal and its potential impact.

Reviewed by Land Use Office on _____
Date Signature

Comments forwarded to Planning Board and Applicant(s) on _____ By _____

Application accepted as Complete by Planning Board:

Date _____
Planning Board Chairman

A Completed application is **NOT** a Notice of Decision by the Planning Board but indicates that the application itself is deemed complete and the process can move forward to the decision making phase.

*Planning Board approval Block measuring at least 2 x 4 inches and containing at a minimum, all of the information in the example below:

Approval Block – Planning Board Use Only

Date of Planning Board Approval: _____

Chairman Signature _____

Board Signatures:

