

TOWN OF BRISTOL PLANNING BOARD

CHECKLIST FOR SITE PLAN ACCEPTANCE & 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 - #4 to be provided on the Site Plan Application		
1. Names, addresses & phone numbers of applicant and owner – 8.7A.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 – 8.7A.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 – 8.7A.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 the types of services – 8.7A.4 and/products to be involved in any non-residential use	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> INCLUDED <input type="checkbox"/> N/A
Item #5 – required on the Site Plan Application (pg. 2) & on the drawing		
5. Abutters list – 8.7A.5 (verified by town Assessing Office)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> INCLUDED <input type="checkbox"/> NO
Items #6 – #50 required on the Site Plan drawing unless a waiver is requested, in writing		
6. Title block – 8.8A.1 <input type="checkbox"/> Plan identification <input type="checkbox"/> Name(s) of applicant(s) <input type="checkbox"/> Name(s) of owner(s), if other than applicant <input type="checkbox"/> Tax Map and Lot Numbers <input type="checkbox"/> Name(s) of person(s) responsible for plan preparation <input type="checkbox"/> Date plan was prepared <input type="checkbox"/> Scale of plan	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCLUDED <input type="checkbox"/> No
7. Professional stamps & signatures 8.8A.29	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCLUDED <input type="checkbox"/> No
8. Location plan – shows site in relation to Surrounding portion of town (locus) – 8.8A.2	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCLUDED <input type="checkbox"/> No
9. Zoning district of Lot – 8.8A.5	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCLUDED <input type="checkbox"/> No

	Applicant	Planning Board Use Only
10. Tax Map, Lot # & owners of adjoining Properties – 8.7B.1	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCLUDED <input type="checkbox"/> No
11. North Arrow – 8.7B.2	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCLUDED <input type="checkbox"/> No
12. Minimum building requirements Including maximum height & set-backs (Per Zoning Ord.)	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCLUDED <input type="checkbox"/> No
<input type="checkbox"/> Minimum Lot size		
<input type="checkbox"/> Minimum Road Frontage		
<input type="checkbox"/> Front, rear, side setbacks		
<input type="checkbox"/> Building height		
13. Planning Board approval block 8.8A.30 (see sample on last page) *	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCLUDED <input type="checkbox"/> No
<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		
14. Four (4) copies of Site Plan – 8.7B	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCLUDED <input type="checkbox"/> No
<input type="checkbox"/> Lot under consideration		
<input type="checkbox"/> All adjoining properties		
<input type="checkbox"/> Zoning District		
15. Boundary distances, monuments, bearings – 8.7B3	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCLUDED <input type="checkbox"/> No
16. Contour lines at two (2) foot intervals - 8.7B.4	<input type="checkbox"/> Provided <input type="checkbox"/> Waiver Requested <input type="checkbox"/> N/A	<input type="checkbox"/> INCL <input type="checkbox"/> Waived <input type="checkbox"/> N/A
<input type="checkbox"/> Existing <input type="checkbox"/> Proposed		
17. Streets within 100 Feet – 8.7B.6	<input type="checkbox"/> Provided <input type="checkbox"/> Waiver Requested <input type="checkbox"/> N/A	<input type="checkbox"/> INCL <input type="checkbox"/> Waived <input type="checkbox"/> N/A
18. Location of Flood Zone – 8.8A.7	<input type="checkbox"/> Provided <input type="checkbox"/> Waiver Requested <input type="checkbox"/> N/A	<input type="checkbox"/> INCL <input type="checkbox"/> Waived <input type="checkbox"/> N/A
<input type="checkbox"/> Project is in the 100 year flood zone		
<input type="checkbox"/> Project is not in the 100 year flood zone		
19. Present use of lot – 8.8A.8	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCL <input type="checkbox"/> No <input type="checkbox"/> N/A
20. Proposed use of lot – 8.8A.9	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCL <input type="checkbox"/> No <input type="checkbox"/> N/A
21. Purpose of Plan – 8.8A.10	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCL <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Size of buildings		
<input type="checkbox"/> Uses proposed		
22. Total area of parcel in acres & sq. ft. 8.8A.11	<input type="checkbox"/> Provided <input type="checkbox"/> N/A	<input type="checkbox"/> INCL <input type="checkbox"/> No <input type="checkbox"/> N/A
23. Reference to established benchmark 8.8A.12	<input type="checkbox"/> Provided <input type="checkbox"/> Waiver Requested <input type="checkbox"/> N/A	<input type="checkbox"/> INCL <input type="checkbox"/> Waived <input type="checkbox"/> N/A
<input type="checkbox"/> Includes steps, entries, loading platforms, outside service, storage &/or display		

