

Town of Freeport
Site Plan Review Submission Checklist – Larger Projects
Per Section 602 of the Freeport Zoning Ordinance

Submission Requirements: When the owner of the property or authorized agent makes formal application for Site Plan Review to the Staff Review Board and/or the Project Review Board, the application for the Site Plan or an amendment to an approved site plan shall contain at least an application, a deed for the property, plans, building elevations, and a cover letter. In addition to the paper copies required below, all application materials must be submitted in digital PDF form. More details on each of these items are listed below. The Town Planner shall make an initial review of the application to determine if it is complete.

Requirements	Check if included	If the item has not been included with the submission, a waiver must be requested. Please explain the reason:
Application: A fully executed and signed copy of the Planning Department Application for Review. The application form will be provided by the Planning Department.	<input type="checkbox"/>	
Deed: A copy of the recorded deed for the property. If the applicant is not the property owner a purchase and sale agreement or a lease agreement shall also be submitted to show that the applicant has a serious interest in the project and sufficient title, right, and/or interest to complete the project. The amount being paid for the property may be blacked out.	<input type="checkbox"/>	
Cover letter: A cover letter explaining the project should include details on any proposed construction or change of use that can't be explained by the plans. The cover letter should also list other local, state, or federal permits or licenses that will be required.	<input type="checkbox"/>	
Plans: Two (2) sets of the full-size plan drawn at a scale sufficient to allow review under the Criteria and Standards of Section (F) of Section 602, but at not more than 40 feet to the inch for that portion of the total tract of land being proposed for development and one (1) copy of the plan set on 11 X 17" size sheets. All plans shall include the following information:	<input type="checkbox"/>	
a. Owner's name, address and signature;	<input type="checkbox"/>	
b. Assigned address and Tax Assessor Map and Lot(s) of each parcel(s)- existing at the time the application is submitted;	<input type="checkbox"/>	
c. <u>Boundaries</u> of all contiguous property under the control of the owner or applicant regardless of whether all or part is being developed at this time;	<input type="checkbox"/>	

d. The <u>bearings and distances</u> of all property lines, and easements and the location of the adjacent right-of-way. A formal survey is recommended for new developments; however, the Project Review Board may waive the requirement of a formal boundary survey when sufficient information is available to establish, on the ground, all property boundaries;	<input type="checkbox"/>	
e. <u>Zoning classification(s)</u> of the property and the location of Zoning District boundaries if the property is located in two or more Zoning Districts;	<input type="checkbox"/>	
f. The <u>lot area</u> of the parcel and the <u>road frontage</u> ;	<input type="checkbox"/>	
g. The <u>location, size, and type of all existing and proposed buildings</u> and structures (including size and height) and:	<input type="checkbox"/>	
<i>The setbacks from property lines</i>	<input type="checkbox"/>	
<i>Driveways</i>	<input type="checkbox"/>	
<i>Sidewalks</i>	<input type="checkbox"/>	
<i>Parking spaces</i>	<input type="checkbox"/>	
<i>Loading areas</i>	<input type="checkbox"/>	
<i>Open spaces</i>	<input type="checkbox"/>	
<i>Large trees</i>	<input type="checkbox"/>	
<i>Open drainage courses</i>	<input type="checkbox"/>	
<i>Signs</i>	<input type="checkbox"/>	
<i>Exterior lighting</i>	<input type="checkbox"/>	
<i>Service areas</i>	<input type="checkbox"/>	
<i>Easements</i>	<input type="checkbox"/>	
<i>Landscaping</i>	<input type="checkbox"/>	
<u>Developments proposed on land that hasn't been previously developed, redevelopment of property, and or significant expansion shall also include the following additional information.</u> The Town Planner may determine what additional information will need to be submitted. The Project Review Board may require additional information or may waive the additional submission requirements required by the Town Planner.		
h. Sketch map showing general location of the site within the town;	<input type="checkbox"/>	
i. The location of all <u>buildings within 150 feet</u> of the parcel to be developed and the location of <u>intersecting roads or driveways within 200 feet</u> of the parcel;	<input type="checkbox"/>	
j. Existing and proposed <u>topography</u> of the site at two foot contour intervals if major changes to the existing topography are being proposes;	<input type="checkbox"/>	

k. A <u>stormwater drainage</u> plan showing:	<input type="checkbox"/>	
(1) the existing and proposed method of handling stormwater run-off;	<input type="checkbox"/>	
(2) the direction of flow of the run-off through the use of arrows;	<input type="checkbox"/>	
(3) the location, elevation and size of all catch basins, dry wells, drainage ditches, swales, retention basins, and storm sewers;	<input type="checkbox"/>	
(4) engineering calculations used to determine the increased rate of drainage based upon the pre and post development conditions of a two year, ten (10) year and twenty-five (25) year storm frequency. The drainage plan shall result in no increase to the rate of off site- drainage from the pre-development rate.	<input type="checkbox"/>	
(5) Plan for maintaining and/or improving stormwater quality. Retention of the first one-half inch of run-off from a storm event for 24 hours may be required.	<input type="checkbox"/>	
(6) Compliance with Section 529.4 of the Freeport Zoning Ordinance, if applicable.	<input type="checkbox"/>	
l. A <u>utility plan</u> showing provisions for water supply and wastewater disposal, including the size and location of all piping, holding tanks, leach fields, etc., and showing the location and nature of any solid waste collection facility and all electrical, telephone and any other utility services to be installed on the site. Impact on groundwater shall be evaluated. All utilities shall be underground whenever feasible as determined by the Project Review Board.	<input type="checkbox"/>	
m. <u>Lighting</u> showing the location, type, radius and intensity in foot candles of all exterior lighting, including sidewalk lighting in the Village Commercial 1 and 2 Districts.	<input type="checkbox"/>	
n. A <u>landscaping</u> schedule keyed to the site plan and indicating the varieties, sizes, and the locations of trees, shrubs, plants and any other landscaping elements to be retained or to be planted or placed on the site. It should include proposed methods of protecting existing trees and growth during and after construction.	<input type="checkbox"/>	
o. If a new entrance is proposed; <u>sight distances</u> at the entrance is required in both directions	<input type="checkbox"/>	

p. <u>Building elevations</u> : For new building construction, building elevation drawings of all sides of the building including the description of type, color, and texture of all buildings.	<input type="checkbox"/>	
q. Estimated <u>peak-hour traffic</u> to be generated by the proposal.	<input type="checkbox"/>	
r. The <u>type and size of all permanent machinery</u> likely to generate appreciable noise at the lot lines.	<input type="checkbox"/>	
s. The amount and type of any raw, finished <u>or waste materials to be stored</u> outside of roofed buildings, including their physical and chemical properties, if applicable.	<input type="checkbox"/>	
t. A <u>list of construction items</u> that will be included in the performance guarantee and the estimated or actual cost of completing those items.	<input type="checkbox"/>	
u. Provisions for <u>maintenance agreements</u> of all common areas, if applicable.	<input type="checkbox"/>	
v. <u>Condominium declarations</u> , if applicable, including, but not limited to, organization of the homeowners' association and provisions for maintenance of common areas.	<input type="checkbox"/>	