

**Town of Freeport**  
**Site Plan Review Submission Checklist – Smaller 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.

Requirement	Check if included	If the item has not been included submission, a waiver must be requested. Please explain the reason:
<b>Application:</b> 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"/>	
<b>Deed:</b> 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"/>	
<b>Cover letter:</b> 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"/>	
<b>Plans:</b> 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"/>	

<p>c. <i>Boundaries</i> of all contiguous property under the control of the owner or applicant regardless of whether all or part is being developed at this time;</p>	<input type="checkbox"/>	
<p>d. The <i>bearings and distances</i> 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;</p>	<input type="checkbox"/>	
<p>e. <i>Zoning classification(s)</i> of the property and the location of Zoning District boundaries if the property is located in two or more Zoning Districts;</p>	<input type="checkbox"/>	
<p>f. The <i>lot area</i> of the parcel and the <i>road frontage</i>;</p>	<input type="checkbox"/>	
<p>g. The <i>location, size, and type of all existing and proposed buildings</i> and structures (including size and height) and:</p>	<input type="checkbox"/>	
<p><i>The setbacks from property lines</i></p>	<input type="checkbox"/>	
<p><i>Driveways</i></p>	<input type="checkbox"/>	
<p><i>Sidewalks</i></p>	<input type="checkbox"/>	
<p><i>Parking spaces</i></p>	<input type="checkbox"/>	
<p><i>Loading areas</i></p>	<input type="checkbox"/>	
<p><i>Open spaces</i></p>	<input type="checkbox"/>	
<p><i>Large trees</i></p>	<input type="checkbox"/>	
<p><i>Open drainage courses</i></p>	<input type="checkbox"/>	
<p><i>Signs</i></p>	<input type="checkbox"/>	
<p><i>Exterior lighting</i></p>	<input type="checkbox"/>	
<p><i>Service areas</i></p>	<input type="checkbox"/>	
<p><i>Easements</i></p>	<input type="checkbox"/>	
<p><i>Landscaping</i></p>	<input type="checkbox"/>	