

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, the application for the Site Plan or an amendment to an approved plan shall contain at least an application, a deed for the property, plans, building elevations, and a cover letter. 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 with the submission, a waiver must be requested. Please explain the reason:
Application: A fully executed and signed copy of the application for Site Plan Review. The application form will be provided by the planning department.		
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.		
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. If applicable, the cover letter should include the applicant's intent for ownership of the open space.		
Plans: At least twelve (12) copies of a site plan drawn at a scale sufficient to allow review under the Criteria and Standards of section (G) of Section 602, but at not more than 50 feet to the inch for that portion of the total tract of land being proposed for development and twelve (12) copies of the plan on 11 X 17" size sheets. All plan sheets must also be submitted electronically in a pdf format. All plans shall include the following information:		
a. Owner's name, address and signature;		
b. <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;		
c. 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;		
d. <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;		
e. The <u>lot area</u> of the parcel and the <u>road frontage</u> ;		
f. The <u>location, size, and type of all existing and proposed buildings</u> and structures (including size and height) and:		
<i>the setbacks from property lines,</i>		
<i>driveways</i>		
<i>sidewalks</i>		
<i>parking spaces</i>		
<i>loading areas</i>		
<i>open spaces</i>		
<i>large trees</i>		
<i>open drainage courses</i>		
<i>signs</i>		
<i>exterior lighting</i>		
<i>service areas</i>		
<i>easements</i>		
<i>landscaping</i>		