

Number	Application Checklist	Included		Staff Approval	
		YES	NO	Yes	NO/ NA
1	Completed, signed application by applicant and owner	X		X	
2	Payment of required application fees	N/A			X
3	Evidence of approval by Eastern Highlands Health District for review	X		X	
4	Evidence of approval of application to the Inland Wetlands Commission OR approval by wetlands agent	X		X	
5	Copy of a request for review and approval by the Fire Marshal water approval supply for fire protection	X		X	
6	Copies of any required applications to other local, state or federal regulatory approvals	X			X
7	All draft deeds for any roads, road widenings and easements for drainage, conservation, driveways, utilities	N/A			X
8	Existing and proposed Covenants or Restrictions		X		X
9	For zoning text or map amendments, a list of mailing address of all current property owners within 500 feet of the subject property, from Assessor records; and abutters for special permit	X			X
10	List of all hazardous or potentially hazardous materials which will be present on the property with a full description of procedures that will be used to assure safety with the material safety data sheets	N/A			X
11	Copies of all reports including hydrology, hydraulic and drainage computations		X		X
12	Architectural elevation drawings of proposed buildings	X		X	
13	Landscaping plan including the locations, numbers, installed sizes, anticipated mature sizes, species and common names of proposed plants	X		X	
14	Architectural floor plans of existing and proposed buildings	X		X	
15	Existing trees of 10" diameter at breast height or greater	X		X	
16	Lighting plan including the location, size, height, light intensity coverage areas and manufacturer's product descriptions for each light type	X		X	
17	Erosion and Sedimentation Control Plan, complying with section 4.10	X		X	
18	Stormwater Management complying with section 4.17 including construction details, calculations, maps drainage paths and narrative descriptions	X		X	
19	Sanitary Waste Disposal Plan	X		X	

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20	Engineer's itemized cost estimate for the installation of all erosion and sediment controls based on published Connecticut DOT unit prices	X			X
21	Traffic Impact Report (Special permit application)		X		X
	Items 22 through 57 shall be incorporated in plans Items 12-18 may be incorporated into plans				
22	10 sets of complete stamped and signed site plans measuring 24" x 36	X		X	
23	A-2 boundary survey of the subject property showing all existing and proposed boundary lines and markers, easements, adjoining property lines and the names of all current abutting property owners	X		X	
24	Location Map	X		X	
25	Plan title block in the extreme lower right corner including ("Town of Andover)	X		X	
26	All plan sheets numbered with the format "sheet x of y"	X		X	
27	Clear legible plans with all lines, symbols and features readily identifiable	X		X	
28	North arrow on each plan including the reference meridian	X		X	
29	Graphic bar scale on each plan sheet, not smaller than 1"= 40'	X		X	
30	Overall plan of site at a smaller scale, with sheet index, if the site does not fit on one sheet at a scale of 1"=40' Key	X		X	
31	map at a scale of 1"= 500' showing the relation of the site to abutting properties and streets, shown on plan and zoning district boundaries within 500' of site	X		X	
32	Original and revision plan dates and revision explanations shown on the affected plan sheets	X		X	
33	Existing and proposed grading with two foot contours to T-2 standards, for all ground surfaces, shown on plan	X		X	
34	Existing and proposed structures and features, their uses and those to be removed, shown on the plan	X		X	
35	Exterior HVAC equipment placement), including on the roof	X		X	
36	Existing and proposed driveway entrances to street, parking, loading areas, fire lanes, sidewalks and construction detail drawings, shown on plan	X		X	
37	Sight distances from property entrances along public roads shown on plan and on profile if grading is needed	N/A			X
38	Soil test locations and soil test results shown on plan	X			
39	Existing and proposed sewage disposal systems and design information, shown on plan	X		X	
40	Outside Storage Areas		X		X

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41	Underground / overhead utilities, existing and proposed	X		X		
42	Existing and proposed water supply shown on plan	X			X	*
43	Existing wells and sewage disposal systems on other properties that could conflict with proposed site improvements, shown on plan	X			Y	X
44	Existing and proposed footing drains, curtain drains and dry wells, shown on plan	X		X		
45	Existing and proposed drainage systems, any affected Floodway or floodplain and construction detail drawings, shown on plan, including base flood elevation and floor elevation data.	X		X		
46	Existing and proposed bridges and culverts on or adjacent to the site, shown on plan	N/A			X	
47	Existing and proposed signs with dimensions, method of illumination, and construction detail drawings, shown on plan	N/A			X	
48	Existing and proposed fences and walls with dimensions and construction detail drawings, shown on plan	X		X	X	
49	Zoning district boundaries affecting the site, shown on plan	N/A			X	
50	Table shown on plan of zoning dimensions required and provided for lot area, street frontage, lot width, yard setbacks, impervious area, building coverage and the height and floor area of each building	X			X	*
51	Table on plan of parking / loading spaces required / provided	SEE SITE NARRATIVE				
52	Bicycle storage areas	X		X		
53	Sidewalks and other pedestrian ways	X		X		
54	Fire lanes	X		X		
55	Off-site traffic improvements	N/A			X	
56	Limits of wetlands as delineated by a certified soil scientist with the soil scientist's signed certification, shown on plan or a certification signed by a soil scientist that no wetlands are within 100 feet		X		X	
57	Natural features including 100 year flood plain areas, ponds, vernal pools, aquifers, slopes steeper than 25% and potential areas of endangered species, shown on plan		X		X	

* INFORMATION REQUESTED BY WAY
OF STAFF COMMENT

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