

**TOWN OF PLAINVILLE**  
**SITE PLAN REQUIREMENTS AND CHECKLIST – PART 2**  
**EFFECTIVE December 1, 2010**

Site Plan Requirements: All site plans shall bear the seal and signature of a registered land surveyor, professional engineer, architect, and/or landscape architect as appropriate to the specific proposal. Storm drainage for roof areas, parking lots, driveways and site drainage shall be prepared by a professional engineer in compliance with the Town's Stormwater Manual. The applicant shall submit design criteria for all elements of the stormwater drainage plan in accordance with the Manual. **An asterisk delineates that an item is required to be shown in tabular form within a Zoning Data Table.**

- ( ) 1. All site plans shall be prepared to Class A-2 Survey standards and bear the original seal and signature of a Land Surveyor licensed in the State of Connecticut. The Commission may waive this requirement if it finds that the proposed modification to an existing site plan is minor in nature and will not have an adverse effect on the site and/or adjacent properties.
- ( ) 2. Names of developer and property owner.
- ( ) 3. Street address of the property.
- ( ) 4. Property lines and building lines.
- ( ) 5. North point (arrow).
- ( ) 6\*. Zoning districts.
- ( ) 7\*. Property setback (\*required and provided).
- ( ) 8. Sidewalks.
- ( ) 9. Curb cut, existing and/or proposed.
- ( ) 10. Existing & proposed contours or spot elevations at no more than 5' intervals.
- ( ) 11. Any existing buildings or structures.
- ( ) 12. Proposed buildings or structures with dimensions, building area and number of stories.
- ( ) 13. A note indicating the building use including the number of employees.
- ( ) 14\*. Lot area and dimensions (\*required and provided).
- ( ) 15. Inland wetland boundaries, if applicable.
- ( ) 16. Soil types.
- ( ) 17. Location of areas designated on the State of CT Natural Diversity Database Map. If applicable, provide documentation from appropriate authority that due consideration has been given to endangered species or species of special concern in accordance with DEP recommendations.
- ( ) 18. Soil erosion and sediment control plan including a narrative detailing methods of installation, maintenance and emergency contact information.
- ( ) 19. Limits of existing or proposed streets, curbs and sidewalks.
- ( ) 20. Limits of any easements or rights of way, existing or proposed.

- ( ) 21. A stormwater management plan prepared by a professional engineer which includes the location and elevation of existing and proposed drainage structures and elements developed in accordance with the Plainville Low Impact Development and Stormwater Management Design Manual.
- ( ) 22. Location and elevation of all existing and proposed utilities – electricity, gas, water, sanitary sewers, storm drainage system, fire hydrants and fire alarm boxes.
- ( ) 23\*. Location of existing and proposed parking and loading spaces, clearly delineated, the total number of parking spaces on the lot in strict accord with the Zoning Regulations (\*required and provided).
- ( ) 24\*. Internal and external landscape requirements for off-street parking areas in strict accord with the Zoning Regulations (\*required and provided).
- ( ) 25. Buffers and screening in strict accord with the Zoning Regulations.
- ( ) 26\*. Landscaping in required front yard in strict accord with the Zoning Regulations (\*required and provided).
- ( ) 27. The location, type and orientation of existing and/or proposed external lighting. For parking lots in excess of 10 vehicles where new lighting is proposed, provide a photometric lighting plan.
- ( ) 28. Outside storage areas and refuse areas visually screened from adjoining properties by trees, shrubs and/or a fence.
- ( ) 29. Existing and/or proposed sign locations, height, dimensions and type of illumination.
- ( ) 30. Location Map showing the site and surrounding area at a Scale of 1" = 600'.
  - The Planning and Zoning Commission may require additional technical assistance during its review of an application. The expense of the technical assistance shall be estimated by the Commission. The applicant shall deposit 150% of the estimated expense of this technical assistance with the Commission or its designated agent prior to the review of the application.
  - Mylars are required for all Site Plan, Site Plan Modification, Subdivision, Resubdivision and Special Exception approvals where plans must be filed. Mylars must be endorsed by the Chairperson of the Planning and Zoning Commission and filed by the applicant in the Town Clerk’s Office, by the applicant or its designated agent, within 90 days of the date of approval of the plan.
  - The Planning and Zoning Commission may require an applicant to post a performance bond to guarantee the completion of the required and approved site improvements.
  - The Planning and Zoning Commission may require the submission of a Traffic Impact Study if it finds this type of study is necessary to assess the impact of traffic generated by a proposal.

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**Signature of Data Provider**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**