

SITE PLAN REVIEW CHECKLIST

NAME _____

DATE _____

(✓)

- ___ 1. All applicable fees (see fee schedule)
- ___ 2. Fee Calculation Sheet
- ___ 3. Negotiated Exactions Fees: In accordance with Section 9.9, exaction fees may be assessed against projects requiring site plan approval per the administrative procedure of Section 12 of the Falmouth Subdivision Ordinance (Section 9.2). [Adopted 1/22/90].
- ___ 4. DEP approval, if required (Section 9.2).
- ___ 5. Board of Zoning Appeals approval, if required (Section 9.5).
- ___ 6. Subdivision approval, if required (Section 9.9).
- ___ 7. Plan sets in number and format as required (See Submittal Requirements form): (Section 9.2), and prepared in accordance with Section 9.2b.
 - ___ A. First floor plans.
 - ___ B. Building elevations showing proposed material and color.
 - ___ C. Site Plan at no less than 1"=40' scale showing:
 - ___ 1. Lot area and dimensions.
 - ___ 2. Size, shape, and location of existing and proposed buildings.
 - ___ 3. Location and layout of parking areas, parking spaces, and drives.
 - ___ 4. Existing and proposed grades and drainage.
 - ___ 5. Proposed sewer and water facilities.
 - ___ 6. Landscaping plan (by Registered Landscape Architect), if required by the Town Planner.
 - ___ 7. Location of fences.
 - ___ 8. Signs and advertising features.
 - ___ 9. Key map showing entire project and relation to surrounding properties and buildings.
 - ___ 10 Proposed location of all existing and new utility services (Section 9.27d).
- ___ 8. General Site Plan Standards (Section 9.7).
 - ___ 1. Utilities underground (Section 9.7.d)
 - ___ a. On-site
 - ___ b. Off-site to main utility lines
- ___ 9. Performance Standards and Guidelines (Section 9.8).
 - ___ A. Environmental Considerations (Section 9.31).
 - ___ 1. Maintenance of existing topography (Sec. 9.31 b (1)).
 - ___ 2. Increase in rate of storm water runoff minimized (Sec. 9.32 b (2)).
 - ___ 3. Full stormwater management plan if 10,000 sq. ft. of impervious surface (Subdivision Ordinance, Appendix 6).
 - ___ 4. Natural vegetation retained, protected, and supplemented (Section 9.32 b (3)).
 - ___ B. Parking Area Standards (Section 9.10)
General Parking Requirements:
 - ___ 1. Number of spaces for specific uses (section 5.5 b).
 - ___ 2. Planning Board determination for unspecified uses (Section 5.5 c).
 - ___ 3. Parking space dimensions (Section 5.5 d and 9.10 e).

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- ___4. Parking to be located on site (Section 5.5 e).
- ___5. Joint use arrangements (Section 5.5 f).
- ___6. Parking area setbacks in residential districts (Section 5.5 g).

Parking Area Design Standards (Section 9.10)

- ___1. Access to parking spaces (Section 9.10 a).
- ___2. Size of aisles (section 9.10 b).
- ___3. Parking within front setback (Section 9.10 c).
- ___4. Sidewalk and curbing (Section 9.10 d).

Parking Area Design Standards (Section 9.10) (cont.)

- ___5. Marking and delineation of parking area (Section 9.11).
- ___6. General circulation and parking design guidelines (Section 9.12).
- ___7. Snow removal and storage areas (Section 9.10 f).
- ___8. Location of off-street loading berths (Section 5.6 and 9.10 c).

Parking Standards (section 9.14)

- ___1. Location of entrances with respect to site distances and intersections (Section 9.14 a).
- ___2. Limitations on curb cuts (Section 9.14 b).
- ___3. Angles of driveways at road (Section 9.15).
- ___4. Maximum and minimum driveway dimensions (Section 9.16).
- ___5. Driveway surfacing (Section 9.17).
- ___6. Driveway grades (Section 9.19).
- ___7. Acceleration and deceleration lanes (Section 9.20 and 9.21).

___C. Lighting Design Section 9.23).

- ___1. Lighting plan (Section 9.23).
- ___2. Maximum height of freestanding lights (25') (Section 9.23 b).
- ___3. Maximum apex angle of cone of illumination (150) (Section 9.23 c).
- ___4. Lighting location requirements (Section 9.23 d-j, l & m).
- ___5. Lighting intensities (Section 9.23 k).

___D. General Buffer Standards. (Section 9.24)

- ___1. Spacing of evergreens used as buffering (Section 9.24 a).
- ___2. Required locations of buffers (Section 9.24 b).
- ___3. Maintenance of natural buffers, if sufficient (Section 9.24 c).
- ___4. Fences and screening located within property lines to allow access and maintenance (Section 9.24 e & f).

___E. Special Buffer Standards (Note: These requirements apply only to site development within the specific zoning districts indicated).

BP Business Professional (Section 9.25).

SB-1 Suburban Business-1 (Section 9.26).

CO Corridor Overlay (Section 9.27).

- ___1. Plan prepared by Registered Landscape Architect (Section 9.2 a (3)).
- ___2. Minimum required plantings and buffers:
 - (BP Section 9.25 a)
 - (SB-1 Section 9.26 a)
 - (CO Section 9.27 a)
- ___3. Parking Area Landscaping (Section 9.28 a).
- ___4. Minimum plant sizes (Section 9.28 b).
- ___5. Required plant types (Section 9.28 b).
- ___6. Plant Maintenance Bond (Section 9.28 d).

___F. Drive Through Facilities (Section 9.22)

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- ___1. Queuing & Circulation (Section 9.22 a).
- ___2. Pedestrian Safety (Section 9.22 b).
- ___3. Stacking & Queuing Requirements (Section 9.22 c).
- ___4. Circulation (Section 9.22 d).
- ___5. Separation Distances from Intersection (Section 9.22 e).

___10. Master Development Plans - BP and CO Districts

___A. Business and Professional Zone Five Acre Site Plan (Section 9.31). Plan required if more than 5 acres owned by developer/landowner.

- ___1. No more than one entrance and exit on Route 1 (Section 9.31 a).
- ___2. Lots for future development indicated (Section 9.31 b).
- ___3. Facilities for future lots indicated (Section 9.31 b).
- ___4. Definition of lots to receive final approval (Section 9.31 c).

___B. Corridor Overlay Zone Master Development Plan (Section 3.12).

- ___1. Plan required if lot of 10 acres or 500' frontage on Route 100.
- ___2. Plan by landscape architect or engineer.
- ___3. Minimum required information.
- ___4. Proposed overall vehicular circulation system (road network).
- ___5. Development to be consistent with Master Plan.

___11. Request waivers of performance standards with justification and proposed conditions (Sections 9.8).