



PUD: FINAL DEVELOPMENT PLAN CHECKLIST

Thirty hard copies and one electronic version of all of the following information shall be submitted with any application that requires a Final Development Plan (FDP), unless one or more items are specifically waived in writing by the Town Administrator:

- The Land Use Application form provided by the Town Administrator.
- Proof of legal ownership in the form of a current title policy, and the names and addresses of the owners of the property and any lienholder(s).
- Proof of taxes paid.
- A cover letter including a statement of the purpose of the application and a brief description of the proposed FDP.
- A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- Names and mailing addresses of all persons owning property within three hundred (300) feet, excluding public rights-of-way, of the property subject to the application.
- Information listed by the Board of Selectmen as defined during the Preliminary Development Plan (PDP) process for FDP submittal.
- FDP site plan The FDP site plan shall contain at least the following:
 - Title block, scale, north arrow and vicinity map.
 - Identification of present ownership and developer if different from owner.
 - Location of the PUD with respect to surrounding properties and streets.
 - Location, size and architectural elevations of all existing and proposed buildings and structures.
 - Proposed land uses and their respective acreage within the PUD.
 - Locations and dimensions of all boundary lines of the PUD to be expressed in feet and decimals of a foot.
 - Location, dimension and surfacing, if applicable, of all existing and proposed streets, rights-of-way, drives, parking areas, pedestrian ways, service areas including trash disposal areas, outdoor storage and easements.
 - Location of all existing and proposed points of ingress and egress to the property and proposed turning movements to and from streets and median cuts.
 - Location and dimension of lot lines, setback lines, parks, open space and other areas dedicated for public use.



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- Location, height and size of proposed lighting, signs, advertising devices and mailboxes.
 - The maximum height of all buildings.
 - Location and screening of all utilities.
 - Designation of all areas that constitute natural hazard areas, including but not limited to snowslide, avalanche, contaminated or toxic soil, mudslide and the one-hundred-year floodplain.
- Environmental site plan. The FDP environmental site plan shall contain at least the following:
- Location of all existing and proposed structures within the FDP and within one hundred fifty (150) feet of its external boundary.
 - Existing forested or uniquely vegetated areas to remain after development.
 - Location of any existing major wildlife habitat or migration routes.
 - The location of significant natural, environmental, historical, archeological or paleontological features.
- Grading plan.
- Landscape plan showing spacing, sizes and specific types of landscaping materials shall be submitted.
- Cross sections for all streets and roadways.
- Utility plans for all major utilities and drainage facilities showing necessary easements, including but not limited to water, sanitary sewer, storm sewer, gas, telephone and electrical.
- Transportation plan.
- The following technical studies and reports:
- Soils report.
 - Drainage study.
 - Traffic study.
- Final Development Plan text. The FDP written textual statement shall contain the following information:
- Title block, legal description, submittal date, identification of present ownership and developer if different from owner and identification of technical consultants.
 - A statement of the character and development concept of the PUD.
 - A land use table showing building coverage and square footage and providing the percentage of paved, open space and landscaped areas in relation to the gross area of the FDP.



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- A statement of assessment and mitigation for the preservation of other special treatment of significant natural, environmental, historical, archeological or paleontological features.
 - Copies of any agreements, conveyances, restrictions or covenants that will govern the use, maintenance and continued protection of the PUD and any of its park, open space, common area or joint ownership area.
 - A development schedule setting forth the timing and phasing, if any, for construction of the development.
 - A detailed description of signs and lighting devices indicating type, size, material, color and text.
 - Approval block for the Board of Selectmen.
 - Completion of a preliminary review for a Certificate of Appropriateness (COA) by the Design Review Commission. Prior to the issuance of a building permit for any structure within the PUD area, a COA must be obtained in accordance with Section 17.08.130 of the Georgetown Municipal Code.
- An application fee per the Fee Schedule.
- A deposit to cover the reasonable anticipated costs for outside professional services.