

Roxbury Site Plan Applicant Review Check List*

Application#: _____

A Site Plan is required of all new commercial (including institutional, recreational, industrial and all other forms of non-residential) and expanding existing structures over 2000' gross floor area; as list under section 2.01 of the Roxbury Site Plan Review Law*.

1. Pre-sketch Phase:

The applicant may informally speak with a designated member of the planning board or a representative, concerning the application and needed material as per section 3.03.

2. Sketch Plan Phase: 3 copies of all items listed below must be submitted 14 days prior to the regularly scheduled Planning Board meeting:

____ Completed Site Plan application.

____ Receipt of Fees paid for application as per section 3.08 of the Roxbury Site Plan.

____ Site Plan Map including all items of section 3.06, 1-5 summarized below:

___ Scale of 1" equals 50' or less, on standard 24x36 sheets

___ Topography at a contour interval of not more than 5'

___ Name of project, boundaries, site location, date, north arrow, scale

___ Name/address of owner, developer, seal of engineer/architect

___ Lot lines, easements, rights-of-way, acres used, abutting land use, structures within 500' of site

___ Pertinent natural features

___ Other: list _____

____ Items 6-18 of section 3.06 may be required depending on the nature and extent of the proposal.

____ Development plan as listed under section 3.08.

____ Elevations and/or Sections as listed under section 3.08.

____ Engineering Plans as listed under section 3.08.

____ SEQRA Form (short or long) as per section 3.14

3. Refer to section's 3.15, 3.16 for timeline information and Planning Board action.

*This is a summarized list; it is the responsibility of the Applicant to insure they have included any/all information that is listed in the Roxbury Site Plan and might be needed to complete all phases of the development.