

TOWN OF JACKSON PLANNING BOARD
SITE PLAN REVIEW CHECKLIST – Page 1

Sketch Plan Conference: The Planning Board shall, not less than fourteen (14) days prior to the sketch plan conference, notify the applicant which items, if any, from the site plan checklist contained in Section 405 the Planning Board deems necessary to have at the sketch plan conference, and the applicant shall endeavor to furnish those items at the sketch plan conference.

1. ____ Written statement and rough sketch showing the location and dimensions of principal and accessory structures, parking areas, access signs (with descriptions), existing and proposed vegetation, and other planned features; anticipated changes in the existing topography and natural features; and, where applicable, measures and features to comply with flood hazard and flood insurance regulations; and
2. ____ An area map showing the parcel under consideration for site plan review, and all properties, subdivisions, streets, rights of way, easements and other pertinent features within 200 feet of the boundaries of the parcel, including surface- and groundwater-related natural features and the location of the site in relation to surface and subsurface water resources and downslope surface water bodies.

Due at Submission of Application (two weeks prior to Planning Board meeting):

1. ____ Application for Site Plan Review **(Original, plus 4 copies)**
2. ____ Designated Agency Designation form, if applicable
3. ____ Short Environmental Assessment Form – Part 1 ONLY **(Original, plus 4 copies)**
4. ____ Agricultural Data Statement (if applicable)
5. ____ **Application fee of \$100** made payable to: Town of Jackson
6. ____ Washington County Building Permit Application (see Building Permits on website)
7. ____ Site Plan Map (11" x 17"- **4 Copies**) showing items listed in sketch plan & the following:
 - a. ____ Title of drawing including name and address of applicant, tax map parcel number, and person responsible for preparation of such drawing; if the Planning Board determines that a survey is necessary for review of the proposed Land Use Activity, a survey shall be submitted;
 - b. ____ North arrow, scale, and date of drawing;
 - c. ____ Boundaries of the property, plotted to scale;
 - d. ____ Existing and proposed structures;
 - e. ____ Grading and drainage plan, showing existing and proposed contours, rock outcroppings, soil characteristics, and watercourses and water bodies;
 - f. ____ Location, design, type of construction, proposed use and exterior dimensions of all proposed structures;
 - g. ____ Location, design, and type of construction of all parking and truck loading areas, showing access and egress, together with proof of driveway permits by state, county, and town, where applicable;
 - h. ____ Provision for pedestrian access;

TOWN OF JACKSON PLANNING BOARD
SITE PLAN REVIEW CHECKLIST – Page 2

- i. ____ Location of outdoor storage, if any;
- j. ____ Location, design, and construction materials of all existing and proposed site improvements, including drains, culverts, retaining walls and fences;
- k. ____ Description of the method of sewage disposal and location, design and construction materials of such facilities;
- l. ____ Description of the method of obtaining water supply; location, design and construction materials of such facilities; and demonstration that the placement of such facilities will not adversely affect the utilization of the adjacent property;
- m. ____ Location of fire and other emergency zones, including the source of water for fire suppression;
- n. ____ Location, design, and construction materials of all energy distribution facilities, including electrical, gas, and solar energy;
- o. ____ Location, size, design, and type of construction of all proposed signs;
- p. ____ Location and proposed development of all buffer areas, including existing vegetative cover;
- q. ____ Location and design of outdoor lighting;
- r. ____ Identification of the location and amount of building area proposed for retail sales or similar commercial activity;
- s. ____ General landscaping plan and planting schedule;
- t. ____ An estimated project construction schedule;
- u. ____ Record of application for, and status of, all necessary permits from other governmental agencies;
- v. ____ Identification of any permits from other governmental agencies required for the project's execution;
- w. ____ Existing natural groundwater-related and surface-water features, such as contours, rock outcroppings, soil characteristics, water courses, waterbodies, wetlands, wooded areas, flood hazard zones, aquifer and aquifer tributary areas; features to be retained in the proposed development should be indicated;
- x. ____ Location and design of all existing on-site or nearby ground-water-related improvements, including drains, culverts, water lines, sewers, septic systems, and wells; and
- y. ____ Other elements integral to the proposed development as may be considered by the Planning Board to be necessary in the applicant's particular proposed development.