



PUD: PRELIMINARY 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 Preliminary Development Plan (PDP), unless one or more items are specifically waived in writing by the Town Administrator:

- The Land Use Application form provided by the Town Administrator.
- A cover letter including a statement of the purpose of the application and a brief description of the proposed PDP.
- A letter of representation, signed 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.
- Preliminary Development Plan maps and drawings. The PDP map shall contain at least the following information:
 - Title block, scale, north arrow and vicinity map.
 - The location of streets and other circulation systems, with notes specifying general conditions, such as right-of-way width and access control and other pertinent factors when applicable.
 - Proposed land uses and their respective acreage.
 - Existing structures and features with notes specifying whether they are to remain.
 - Existing and proposed utilities and easements.
 - Existing topographical character of the land.
- Preliminary Development Plan text. The PDP written textual statement shall contain the following information:
 - Title block.
 - Approval blocks for the Planning Commission and Board of Selectmen.
 - A statement of present ownership and legal description of the land within the PUD.
 - A list of technical consultants preparing the plan (if applicable).
 - A statement of the character and development concept of the PUD and of how the PUD has been planned to take advantage of the PUD regulations.
 - A General Description of land use and transportation and their impacts on existing land uses and transportation systems.
 - A General Description of the location of and impact on significant natural features and environmental components, such as trees, wetlands, wildlife, streams, floodplains and historical and archeological sites.



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- A general description of utilities and public services necessary to serve the PUD.
 - The location, size and description of existing and proposed public and semi-public uses, both dedicated and other.
 - The density of residential land uses and types of dwellings, if applicable.
 - A statement specifying maximum building height.
 - A land use table summarizing use, acreage and density of each phase of the PUD.
 - A general statement of the expected schedule of development and any proposed phasing.
 - A description 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.
- An application fee per the Fee Schedule.
- A deposit to cover the reasonable anticipated costs for outside professional services.