

FORM P(2): SITE DEVELOPMENT PLAN REVIEW - D.R.B. PUBLIC HEARING

- ☐ **SITE DEVELOPMENT PLAN FOR SUBDIVISION (DRB15)**

Maximum Size: 24" x 36"

  - 5 Acres or more & zoned SU-1, IP, SU-2, PC, or Shopping Center: Certificate of No Effect or Approval
  - Scaled site plan and related drawings (folded to fit into an 8.5" by 14" pocket) **10 copies**
  - Zone Atlas map with the entire property(ies) clearly outlined
  - Letter briefly describing, explaining, and justifying the request
  - Letter of authorization from the property owner if application is submitted by an agent
  - Copy of the document delegating approval authority to the DRB
  - FORM DRWS Drainage Report, Water & Sewer availability statement filing information
  - Proposed Infrastructure List (Figure 18)
  - Office of Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
  - Sign Posting Agreement
  - Completed Site Plan for Subdivision Checklist
  - 6 copies of the Infrastructure List, if relevant to the site plan
  - Traffic Impact Study (TIS) form with required signature
  - Fee (see schedule)
  - List any original and/or related file numbers on the cover application
  - Grading and Drainage Plan/Drainage Report Submittal to Hydrology

**(Grading and Drainage Plan/Drainage Report must be submitted to Hydrology prior to DRB application submittal. Grading and Drainage plans may have to be approved prior to DRB approval.)**

DRB hearings are approximately 30 DAYS after the filing deadline. Bring the original to the meeting.  
Your attendance is required.

- ☐ **SITE DEVELOPMENT PLAN FOR BUILDING PERMIT (DRB14)**

Maximum Size: 24" x 36"

  - 5 Acres or more & zoned SU-1, IP, SU-2, PC, or Shopping Center: Certificate of No Effect or Approval
  - Site plan and related drawings (folded to fit into an 8.5" by 14" pocket) **10 copies**
  - Site Plan for Subdivision, if applicable, previously approved or simultaneously submitted.  
(Folded to fit into an 8.5" by 14" pocket.) **10 copies** for DRB public hearings
  - Solid Waste Management Department signature on Site Plan
  - Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
  - Letter briefly describing, explaining, and justifying the request
  - Letter of authorization from the property owner if application is submitted by an agent
  - Copy of the document delegating approval authority to the DRB
  - FORM DRWS Drainage Report, Water & Sewer availability statement filing information
  - Proposed Infrastructure List (Figure 18)
  - Office of Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
  - Sign Posting Agreement
  - Completed Site Plan for Building Permit Checklist
  - 6 copies of the Infrastructure List, if relevant to the site plan
  - Traffic Impact Study (TIS) form with required signature
  - Copy of Site Plan with Fire Marshal's stamp
  - Fee (see schedule)
  - List any original and/or related file numbers on the cover application
  - Grading and Drainage Plan/Drainage Report Submittal to Hydrology

**(Grading and Drainage Plan/Drainage Report must be submitted to Hydrology prior to DRB application submittal. Grading and Drainage plans may have to be approved prior to DRB approval.)**

D.R.B. hearings are approximately 30 DAYS after the filing deadline. Bring the original to the meeting.  
Your attendance is required.

- ☐ **AMEND SITE DEV PLAN FOR SUBDIVISION or BUILDING PERMIT (DRB10)**

Maximum Size: 24" x 36"

  - Proposed amended Site Plan (folded to fit into an 8.5" by 14" pocket) **10 copies**
  - DRB signed Site Plan being amended (folded to fit into an 8.5" by 14" pocket) **10 copies**
  - DRB signed Site Plan for Subdivision, if applicable (required when amending SDP for Building Permit) **10 copies**
  - Zone Atlas map with the entire property(ies) clearly outlined
  - Letter briefly describing, explaining, and justifying the request
  - Proposed Infrastructure List (Figure 18)
  - Letter of authorization from the property owner if application is submitted by an agent
  - Office of Coordination inquiry response, notifying letter, certified mail receipts
  - Sign Posting Agreement
  - Completed Site Plan for Building Permit Checklist (not required for amendment of SDP for Subdivision)
  - 6 copies of the Infrastructure List, if relevant to the site plan
  - Traffic Impact Study (TIS) form with required signature
  - Fee (see schedule)
  - List any original and/or related file numbers on the cover application

D. R. B. hearings are approximately 30 DAYS after the filing deadline. Bring the original to the meeting.  
Your attendance is required.

I, the applicant, acknowledge that any information required but not submitted with this application will likely result in deferral of actions.

Applicant name (print)

Applicant signature / date



☐ Checklists complete

☐ Fees collected

☐ Case #s assigned

☐ Related #s listed

Application case numbers

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Form revised **January 2018**

Planner signature / date

Project #: