

TO: Site Plan Applicants

SUBJECT: Applications for Site Plan

Attached please find the materials necessary in connection with a site plan application. All applications must be submitted at least 21 days prior to the regularly scheduled meeting. An application will not be scheduled on an agenda for a hearing until it is found to be complete. Due to the Board's workload, an application may be postponed within applicable statutory time periods. You will be notified when your application is scheduled to be heard.

When submitting an application, the following information/documentation must be submitted. The omissions of any one of these items will automatically constitute an incomplete application, and all materials will be returned for revision and re-submission.

- 1. Application Fee (see attached schedule).**
- 2. Escrow Fee (if applicable – see attached fee schedule).**
- 3. Completed application form (original and 20 copies).**
- 4. Completed “Site Plan Checklist” form (original and 20 copies).**
- 5. Receipted tax bill or tax search showing taxes paid to date.**
- 6. 20 copies of plats – See checklist for plat requirements. *All plats must be folded – plats will not be accepted unless they are folded.***
- 7. Completed W-9 form**
- 8. Escrow Agreement.**

If any of the above listed items are not included in a submission, an application will be deemed incomplete; and will not be forwarded to the Planning Board Engineer & Attorney for review until such time as all documents/information have been received.

Applicants for Site Plan, please take notice:

Do not mail or publish notice of a hearing date for the consideration of your application unless and until the Planning Board, at a meeting of the full board, has determined that your application is complete and assigned you a hearing date. No hearing will be scheduled for the same night as a completeness determination except in extreme circumstances of hardship.

If the applicant requests a waiver, a letter stating the waivers requested must accompany the application. Without such letter, the application will be deemed incomplete. In order to be deemed complete with waivers, the full Planning Board will have to consider the request within 45-day completeness review period.

If a variance is being requested, a variance application must be completed as a part of this submission.