

## Checklist of Documents and Items Required from an Applicant for A SITE PLAN TOWN OF HUDSON

*The following list identifies the actions and items that the applicant needs to provide in a Site Plan Application in the Town of Hudson. All of the items below are required for a complete application, unless waived by the Town. Additional detail is found in the Land Development Code.*

1. *Development Application.* A one-page form which identifies the type of application, property location and contact information for the property owner and applicant (if different than the property owner).
2. *Signed Transmittal Letter.* Signed by applicant listing contents of the submittal.
3. *Application Fee and Review Fee.* Listed separately in the application but is usually one fee that covers both the application and review fee. Town staff estimates the amount of the fee and a check for the amount is due with the application. Town keeps records of amount of time for planning, engineering and legal review, required publication and advertising costs, and other costs directly related to the application. See Section 16.8 – Fees, of the Land Development Code for a complete description of fee basis.
4. *Evidence of Current Ownership.* An updated title policy, title commitment or warranty deed acceptable to the Town Attorney.
5. *Copy of Executed Covenants* (if any)
6. *Copy of Approved Development Guide and Plan.* (For PD's only)
7. *Site Plan Narrative.*
8. *Check for Recording Fee of Site Plan and Subdivision Improvement Agreement.* Town to provide an estimate of cost.
9. *Engineering and Architectural Plans.* Items to be provided:
  - (1) Site Plan. To include:
    - a) Date of preparation.
    - b) North arrow with written and graphic scale.
    - c) Vicinity map showing the relationship of the site to the surrounding area within one-half (½) mile radius.
    - d) Listings of the gross, lot and net acreage of each proposed use, all existing and proposed buildings, and the total number of dwelling units and/or the number of buildings and gross floor area.
    - e) The existing grading and drainage information on the site drawn at five-foot intervals and related to United States Geological Survey (USGS) datum, as well as finished grades and contours proposed by the applicant.
    - f) The size and location of all existing and proposed public and private utility and emergency easements or other rights-of-way.
    - g) The building envelope, size, setback dimensions and height of all proposed structures and all existing structures which are to be retained on the site.
    - h) Location, dimensions and names of adjacent streets, and proposed internal streets showing center line radii and curb return radii.
    - i) The location and dimensions of bike/pedestrian paths and walkways shall be shown.
    - j) The location, dimensions and number of bicycle storage spaces or facilities.

- k) Listings of the number of all parking stalls as well as indicating the number of compact car and accessible spaces.
- l) The proposed layout of the parking lot, including location and dimensions of parking spaces, curb islands, internal planter strips, maneuvering aisles and access driveways with indication of direction of travel.
- m) Location of all exterior lighting, signage and fencing used to divide properties and to screen mechanical equipment and trash receptacles. Specifications on exterior lighting fixtures. All trash receptacles shall be screened by a solid fence surrounding at least three (3) sides of the container.
- n) Existing specific physical features on the site, including drainageways, lakes, buildings and structures with indication as to which are to be retained.
- o) Adjacent properties and their physical features within fifty (50) feet of the property line shall be identified, including locations of adjacent structures.
- p) The location and dimensions of landscaped areas, location and names of all plant material and groundcover and the location of other pertinent landscape features. Irrigation system plans and specifications.
- q) Location of all existing and proposed recreational amenities such as open play areas, swimming pools, tennis courts, tot lots and similar facilities.
- r) Location and specifications for all proposed fire hydrants and other fire protection facilities, as approved by the fire district.
- s) Location and specifications for all freestanding signs.

Copies:

- 2 full size paper copies
- 2 full size mylars
- 1 set of 11"x17" reductions

(2) Final Drainage Plan and Report

Each application for site plan approval shall be accompanied by a drainage plan if a final drainage plan as part of a subdivision has not been approved. Two (2) copies of the proposed drainage plan, prepared by a professional engineer, shall be submitted with the site plan submittal and then forwarded to the office of the town engineer. Review of the drainage plan will be simultaneous with that of the site plan.

Copies:

- 2 full size copies
- 1 set of 11"x17" reductions

(3) Landscape Plan

a) Each application for a site plan approval shall be accompanied by a landscape plan prepared by a qualified professional and drawn on one (1) sheet measuring 24" x 36" with a minimum scale of one inch equals fifty feet (1"=50'). Larger scales are encouraged to effectively portray the landscape plan. The landscape plan shall contain the following information:

- 1) Date of preparation.
- 2) Scale and north arrow.

- 3) Building footprint.
- 4) Parking lots.

b) Location, quantity and size of landscape materials. The location of all landscape materials shall be shown on the plan, accompanied by a chart showing the quantity planted, mature size and years to maturity and common names of the plant materials.

c) A calculation of the percentage of the site that is landscaped.

Copies:

2 full size copies

1 set of 11"x17" reductions

(4) Colored Building Elevations

(a) Architectural renderings (building elevations). Unless waived by the town, each request for site plan approval shall be accompanied by a set of architectural renderings of the proposed buildings or structures sufficient to represent the proposed building architecture. One (1) rendering, drawn on twenty-four-by-thirty-six-inch paper, must be submitted with the application. These renderings shall include front, rear and side elevations accurately depicting the finished building or structure on the site. Perspective renderings showing the building in one (1) or more oblique angles, scale models, photographs or similar structures, or other similar techniques may be acceptable. In addition to this submittal, the following information shall be specified on the plan sheets:

- 1) All exterior surfacing materials and colors.
- 2) Outdoor lighting, furnishings and architectural accents.
- 3) Any proposed signage for the site and its placement in relationship to the building or structure. (Ord. 10-08 §2, 2010)

Copies:

2 full size copies

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(5) Drawing Detail of Screening for Rooftop Mechanical Structures

(6) Construction Drawings for All Required Public Improvements