

**PLANNING BOARD CITY OF CONCORD, NH  
MAJOR SITE PLAN CHECKLIST**

This checklist is intended to assist applicants and design professionals in the preparation of major site plan applications for consideration by the City of Concord Planning Board. The checklist is also intended as an aid to City staff in its review of a subdivision application. Any question about the applicability of any of the items in the checklist to a particular subdivision application should be discussed with a member of the Planning staff at 603-225-8515, before an application is submitted.

The first section lists the plans and documents needed for an application to be complete. The second section lists elements of each of the plans and documents required for an application to be complete. The third section is designed to provide guidance on the items to be completed after conditional Planning Board approval is obtained from the Planning Board.

**Summary**

Name of Development: \_\_\_\_\_  
Owner's Name(s): \_\_\_\_\_  
Street Address: \_\_\_\_\_ Nearest Street(s): \_\_\_\_\_  
Map\Block\Lot(s): \_\_\_\_\_ Map\Block\Lot(s): \_\_\_\_\_ Map\Block\Lot(s): \_\_\_\_\_  
Zoning District(s): \_\_\_\_\_ Overlay District(s): \_\_\_\_\_  
Municipal Water Supply Available: Yes\_\_\_\_ No\_\_\_\_ Municipal Sanitary Sewer Available: Yes\_\_\_\_ No\_\_\_\_  
Lot Frontage: \_\_\_\_\_ Lot Frontage Required: \_\_\_\_\_  
Lot Size \_\_\_\_\_ Minimum Lot Size Required: \_\_\_\_\_  
Building Setbacks Required: Front \_\_\_\_\_ Back \_\_\_\_\_ Side \_\_\_\_\_ Shoreland \_\_\_\_\_  
Building Setbacks Proposed: Front \_\_\_\_\_ Back \_\_\_\_\_ Side \_\_\_\_\_ Shoreland \_\_\_\_\_

**Part 1: The following documents and plans are needed for an application to be determined complete by the Planning Board.**

**Documents**

- \_\_\_\_\_ An application either signed by all the current owner(s) of the property or signed by an individual authorized by the owner(s) to act as the agent. A letter must be submitted with the application authorizing the individual to act as agent on the owner(s) behalf when the agent signs the application.
- \_\_\_\_\_ The appropriate application fees.
- \_\_\_\_\_ List of the current abutters to the property including those property owners located across streets and streams from the property being subdivided. Please include the name, address, and profession of the professionals responsible for the preparation of the subdivision plans and supporting studies.
- \_\_\_\_\_ If the project is to be phased, a description of project phasing and the proposed start and completion date for each phase.
- \_\_\_\_\_ Two (2) copies of a Storm Water Management Plan as called for in Section 22.
- \_\_\_\_\_ Two (2) copies of a Traffic Study as called for in Section 32.
- \_\_\_\_\_ Special Investigative fee for review of a Traffic Study as set forth in Section 32.
- \_\_\_\_\_ One (1) copy of any Impact Study which may be required by the Clerk of the Board.

- \_\_\_\_\_ Special Investigative or Third Party Review fees as set forth in Section 32.
- \_\_\_\_\_ Requests for any waivers from the Site Plan Regulations if any.
- \_\_\_\_\_ A copy of any variances or special exceptions, which have been granted by the Zoning Board of Adjustment.
- \_\_\_\_\_ Where Conditional Use Permits (CUP) are required in conjunction with a proposed subdivision, two (2) copies of complete CUP applications shall be provided for each CUP as set forth in Section 34.

**Drawings**

- \_\_\_\_\_ Five (5) full sized hard copies of the site plans and one (1) digital copy sized at 11” x 17”, including existing condition plan(s), demolition plan(s), site layout plan(s), grading, drainage and erosion control plan(s), utility plan(s), landscape plan(s), lighting plan(s), construction detail plan(s), and other improvement plans(s). Please note pursuant to Section 16, the plans may be consolidated onto one or more sheets, if the information can be clearly shown without obscuring information.
- \_\_\_\_\_ Five (5) full sized hard copies of any off-site improvement plans and one (1) digital copy sized at 11” x 17”.
- \_\_\_\_\_ Two (2) hard copies of the architectural elevations and one (1) digital copy.
- \_\_\_\_\_ Colored overview plan showing entire development with lot lines, buildings, parking lots, driveways, loading areas, solid waste facilities, green space and tree plantings, fences/walls/buffers, any outside sales and display areas, adjacent streets, along with other significant physical features shown on a single sheet suitable for display purposes.
- \_\_\_\_\_ One (1) set of reductions (8½ x 11) of the site plan drawings except for construction detail plans, including architectural elevations.
- \_\_\_\_\_ A New Hampshire Licensed Land Surveyor shall prepare, sign and seal the existing condition plan.
- \_\_\_\_\_ A New Hampshire Licensed Professional Engineer shall prepare, sign and seal all plans where grading, drainage and utility information is proposed.
- \_\_\_\_\_ Landscape plans shall be prepared by a New Hampshire Licensed Landscape Architect who shall sign and seal the landscape plan(s).
- \_\_\_\_\_ Architectural elevations shall be signed or sealed by a New Hampshire Licensed Architect, or a New Hampshire Licensed Professional Engineer, as allowed by the State of New Hampshire professional licensing boards.
- \_\_\_\_\_ Where wetland boundaries are required to be delineated, the delineation shall be performed by a New Hampshire Certified Wetland Scientist who shall sign and seal the plan upon which the wetland boundaries are mapped.
- \_\_\_\_\_ Where soils are required to be identified, classified, and delineated, the identification, classification, and delineation shall be performed by a New Hampshire Certified Soil Scientist who shall sign and seal the plan upon which the soils are mapped.

**Part 2: The following standards and items need to be shown on plans in order for a site plan application to be determined complete.**

**Drawing Standards**

- \_\_\_\_\_ All drawings shall be shown at 1”=10’, 1”=20’, 1”=30’, 1”=40’ or 1”=50’ for all drawing sheets except for location plans, cover sheets, architectural elevations or engineering detail sheets. If alternative map scales may be warranted by the size and/or shape of the site, consult with the Planning Division staff prior to preparing the drawings.
- \_\_\_\_\_ If multiple sheets are necessary to provide design detail at required scales, then a concept drawing sheet or cover sheet shall be included. The concept drawing sheet can be flexible in scale while showing general project information and a graphic conceptual layout. Each detail sheet must be indexed on the concept drawing sheet.

- \_\_\_\_\_ North arrow.
- \_\_\_\_\_ Bar scale.
- \_\_\_\_\_ Drawing sheets not exceed 24" x 36" except for the colored overlay plan.

**Title Block**

- \_\_\_\_\_ Title of development.
- \_\_\_\_\_ Name and address of the owner and applicant.
- \_\_\_\_\_ Date the plan was prepared and the date of subsequent revisions.
- \_\_\_\_\_ Name, address, seal, and signature of the licensed professional who prepared the plan.
- \_\_\_\_\_ Street Address(s).

**Vicinity Plan**

- \_\_\_\_\_ The location of the development shall be shown.
- \_\_\_\_\_ Streets, water bodies, city limits, parks, schools, and other significant physical and man made features shall be shown on the vicinity plan.
- \_\_\_\_\_ Scale between 1"=1000' and 1"=2000'.

**Location Plan**

- \_\_\_\_\_ Proposed property to be developed.
- \_\_\_\_\_ Property lines.
- \_\_\_\_\_ Abutters' property lines.
- \_\_\_\_\_ Names and locations of nearby and adjacent City streets.
- \_\_\_\_\_ Names and locations of adjacent water bodies and watercourses.
- \_\_\_\_\_ Names and locations of nearby and adjacent parks, schools, churches, and other significant physical and man-made features.
- \_\_\_\_\_ Nearest street intersections.
- \_\_\_\_\_ The Tax Assessor's map-block-lot number, or map-lot number as applicable, for abutters and the properties to be developed.
- \_\_\_\_\_ Zoning district designations and boundaries.
- \_\_\_\_\_ Other special information which may be required by the Planning Board.
- \_\_\_\_\_ Minimum scale 1" = 400'.

**Standard Notes**

- \_\_\_\_\_ Purpose of the site plan.
- \_\_\_\_\_ Ownership of parcel with deed references.
- \_\_\_\_\_ Tax map-block-lot numbers, or map-lot number as applicable, of the existing parcels.
- \_\_\_\_\_ Title reference for Book and Page number of the lot(s) being proposed for development and abutting properties from the Merrimack County Registry of Deeds. Title reference shall not be more than 5 days old at the time of filing.
- \_\_\_\_\_ Plan references for prior recorded subdivisions or surveys on the properties proposed for development or abutting said properties proposed to be developed.
- \_\_\_\_\_ Addresses for all proposed buildings or condominium units.
- \_\_\_\_\_ Area of subject parcel(s).
- \_\_\_\_\_ Zoning designation of subject parcel(s) including all overlay zones.
- \_\_\_\_\_ Minimum lot area, frontage, and setback dimensions required for the zoning district(s) and for wetland buffers, bluff setbacks, the Shoreland Protection Overlay District buffers, and Aquifer Protection Areas.
- \_\_\_\_\_ Required useable lot and buildable lot area and calculations.
- \_\_\_\_\_ Tabulations of existing and proposed areas of wetlands, bluffs and ravines, steep slopes greater than 15% and greater than 25%. Existing and proposed impervious surface areas.

- \_\_\_\_\_ Plan or deed references for recorded easements, whether public or private, on the properties proposed for development and existing easements on abutting properties, which are for the purposes of providing access, utilities, and drainage to the properties proposed to be subdivided.
- \_\_\_\_\_ Deed reference and statement of any existing recorded covenants or restrictions relating to the use of the land proposed to be developed.
- \_\_\_\_\_ Source of sanitary sewer and potable water supply.
- \_\_\_\_\_ Zoning variances and/or special exceptions granted.
- \_\_\_\_\_ Flood Insurance Rate Map sheets used to identify 100 year flood elevation and zone designation.
- \_\_\_\_\_ If applicable, Flood Hazard Designation along Merrimack River (F1) or (F2) and minimum finished floor elevation.
- \_\_\_\_\_ List of required local, state, and federal permits.
- \_\_\_\_\_ List of any Planning Board waivers and Conditional Use Permits requested.
- \_\_\_\_\_ Phasing description.

**Existing Condition Plan**

- \_\_\_\_\_ Property lines for the parcel to be developed with bearings and dimensions.
- \_\_\_\_\_ Full names and addresses of all abutters of the property.
- \_\_\_\_\_ Addresses of the existing lots and/or uses located on the property.
- \_\_\_\_\_ Title reference for Book and Page number of the lot from the Merrimack County Registry of Deeds. Title reference shall not be more than 5 days old at the time of filing.
- \_\_\_\_\_ Zoning district designation and boundaries including Floodway and Floodplain Districts.
- \_\_\_\_\_ Building setback lines and dimensions for all lots including wetland buffers, bluff setbacks, the Shoreland Protection Overlay District buffers, and Aquifer Protection areas.
- \_\_\_\_\_ The location of existing features such as water courses and bodies, parks, open space, large trees, foliage lines, rock outcrops, railroads, buildings, and significant natural and man-made features. Other pertinent features such as, but not limited to, wetlands, cemeteries, and drainage ditches.
- \_\_\_\_\_ The location of all existing buildings, structures, fences, stone walls, driveways, parking, and any vehicular use areas.
- \_\_\_\_\_ The location and dimensions of existing driveways, curb cuts, parking lots, loading areas, or any other vehicular use areas.
- \_\_\_\_\_ The location of all existing access points (driveways) onto city streets.
- \_\_\_\_\_ The location, travel way width, and rights-of-way of all existing adjacent city streets, as well as mapped future streets.
- \_\_\_\_\_ The location, dimensions, and purpose of any easements or rights-of-way.
- \_\_\_\_\_ Existing topographic conditions and all proposed changes in ground elevation at a contour interval of two (2) feet referred to sea level datum of the US Coast and Geodetic Survey.
- \_\_\_\_\_ Where the land slopes less than two percent, spot elevations shall be shown at all breaks in grade, along all drainage channels or swales, and at selected points not more than 100 feet apart in all directions.
- \_\_\_\_\_ Finished floor elevations and minimum finished floor elevations required within the Floodway or Floodplain Zoning District, if applicable.
- \_\_\_\_\_ Wetland Delineation by NH Certified Wetland Scientist if the presence of wetlands is suspected.
- \_\_\_\_\_ Steep slopes greater than 15% and greater than 25%.
- \_\_\_\_\_ Buildable and Useable land area calculations as applicable.
- \_\_\_\_\_ The location and size of existing ground signs.
- \_\_\_\_\_ The type and location of existing outdoor lighting.
- \_\_\_\_\_ The identification and classification of the extent and type of soils using the USDA Soil Conservation Services system, specifically identifying those soils recognized as wetlands and those important for agriculture.

- \_\_\_\_\_ Soil test data as required by the NH Water Supply and Pollution Control Division, where municipal sewers are not present. A High Intensity Soil Survey may be required.
- \_\_\_\_\_ The location, size, and invert elevations of existing sanitary and storm sewers including manholes, catch basins, and culverts.
- \_\_\_\_\_ The location and size of all existing water mains including hydrants, gates, valves, and blowoffs.
- \_\_\_\_\_ The location of wells and subsurface disposal systems if the property is not served by municipal water and sanitary sewers, including those on abutting property.
- \_\_\_\_\_ The location of all existing non-municipal utilities including electric, telephone, gas, steam, and CATV systems, along with fire alarm cables, both on-site and within abutting rights-of-way.
- \_\_\_\_\_ The type and location of existing solid waste disposal facilities.

**Demolition Plan**

- \_\_\_\_\_ The demolition plan shall be based on the existing condition plan.
- \_\_\_\_\_ The location and extent of removal of all buildings, structures, paving and landscaping shall be shown on the plan including the limits of any clearing, or site disturbance.
- \_\_\_\_\_ Provisions for the removal or reuse or any construction or demolition debris from the site.
- \_\_\_\_\_ The location and extent of any removal of utilities and drainage along with the provisions for the removal, and capping of underground public and private utilities.
- \_\_\_\_\_ Plans and provisions for site restoration, erosion control and repaving of public or private streets disturbed.

**Site Plan**

- \_\_\_\_\_ Property lines of the parcel to be developed including bearings and dimensions.
- \_\_\_\_\_ Zoning district designation and boundaries including the Floodway and Floodplain Districts.
- \_\_\_\_\_ Building setback lines, including dimensions including wetland buffers, bluff setbacks, the Shoreland Protection Overlay District buffers, and Aquifer Protection areas including labels.
- \_\_\_\_\_ Full names and addresses of all abutters to the property.
- \_\_\_\_\_ Title reference for Book and Page number of the lot from the Merrimack County Registry of Deeds. Title reference shall not be more than 5 days old at the time of filing.
- \_\_\_\_\_ Locations of any wetlands, bluffs and ravines, and steep slopes greater than 15% and greater than 25%.
- \_\_\_\_\_ Flood Hazard areas and boundaries.
- \_\_\_\_\_ Finished floor elevations and minimum finished floor elevations required within the Floodway or Floodplain Zoning District, if applicable.
- \_\_\_\_\_ Wetland Delineation by NH Certified Wetland Scientist if the presence of wetlands is suspected.
- \_\_\_\_\_ The location, use and dimensions of all existing and proposed buildings and structures including fences, stone walls, towers, mechanical equipment, etc. Separately identify proposed additions to buildings and structures.
- \_\_\_\_\_ The location and dimensions of existing and proposed driveways, curb cuts, parking lots, loading areas, or any other vehicular use areas, including the number of parking and loading spaces per bay, and the designation of spaces for compact vehicles and the handicapped.
- \_\_\_\_\_ The location and dimensions of existing and proposed pedestrian walkways, sidewalks and other paved surfaces, both on-site and within abutting rights-of-way.
- \_\_\_\_\_ The location of existing features such as water courses and bodies, parks, open space, large trees, foliage lines, railroads, buildings, and significant natural and man-made features. Other pertinent features such as, but not limited to, wetlands, cemeteries, and drainage ditches.
- \_\_\_\_\_ The location, travel way width, and right-of-way of all existing adjacent city streets, as well as mapped future streets.
- \_\_\_\_\_ Existing public or private street names.

- \_\_\_\_\_ Addresses for all existing and proposed buildings or condominium units.
- \_\_\_\_\_ The location of any wells and the NHDES well radii.
- \_\_\_\_\_ The location of septic tank drainfields and the required 4,000 square foot septic drain field area required by the NHDES.
- \_\_\_\_\_ Fire lanes and fire access for fire apparatus.
- \_\_\_\_\_ Phase boundaries and labels.
- \_\_\_\_\_ The location, bearings, and dimensions and area of all property proposed to be set aside for park or playground use or other public or private reservation, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation.
- \_\_\_\_\_ The location, bearings, and dimensions of all existing and proposed easements.
- \_\_\_\_\_ Notations of all covenants, easements, self-imposed restrictions, and any other restrictions or notations required by the Board.

Tabulations

- \_\_\_\_\_ Gross acreage - Lot size in square feet is recommended for projects less than 1 acre.
- \_\_\_\_\_ Square feet or acres devoted to the various uses.
- \_\_\_\_\_ Ground coverage of buildings and structures in square feet and percent.
- \_\_\_\_\_ Ground coverage for parking and loading areas including aisles and internal landscaping in square feet and percent.
- \_\_\_\_\_ Internal parking lot landscaping in square feet and percent.
- \_\_\_\_\_ Impervious surface coverage in square feet and percent.
- \_\_\_\_\_ Useable land area calculations for residential development and net land area calculations for non-residential development.
- \_\_\_\_\_ Total number of dwelling units, and total numbers of dwelling units by type and number of bedrooms.
- \_\_\_\_\_ Square feet of floor area by type of use for all non-residential uses.
- \_\_\_\_\_ Projected number of employees by shift if necessary for calculating required parking.
- \_\_\_\_\_ Building occupancy or fixed seating if necessary for calculating required parking.
- \_\_\_\_\_ Calculations of required parking and loading areas, including handicapped and compact spaces.
- \_\_\_\_\_ Parking and loading areas provided including handicapped and compact spaces.

*Note: Tabulations shall be completed for the entire project and for each development phase. When a site falls into more than one zoning district, separate tabulations will be required for each area covered by a different zoning district.*

***Please note the existing condition plan, demolition plan, grading and drainage plans, utilities plan, lighting, landscape and erosion control plans may be combined on the site plan or other drawing sheets if all the existing and proposed information is presented in a clear, understandable and legible manner.***

**Grading & Drainage Plans**

- \_\_\_\_\_ Existing topographic conditions and all proposed changes in ground elevation at a contour interval of two (2) feet referred to sea level datum of the North American Vertical Datum 1988 (NAVD88). Where the land slopes less than two percent (2%), spot elevations shall be shown at all breaks in grade, along all drainage channels or swales, and at selected points not more than one hundred (100) feet apart in all directions.

- \_\_\_\_\_ Where the land slopes less than two percent, spot elevations shall be shown at all breaks in grade, along all drainage channels or swales, and at selected points not more than 100 feet apart in all directions.
- \_\_\_\_\_ The identification and classification of the extent and type of soils using the USDA Soil Conservation Services system, specifically identifying those soils recognized as wetlands and those important for agriculture.
- \_\_\_\_\_ The location of all significant natural features including, but not limited to, ledge outcroppings, streams and water bodies, wetlands, bluffs and ravines, and steep slopes in excess of 15% and 25%.
- \_\_\_\_\_ Setbacks shall be shown and dimensioned including those required for yards, and the Shoreland Protection District, as well as bluff and wetland buffers and setbacks.
- \_\_\_\_\_ The location and size of all swales, drainage ditches, culverts, drain pipes, inlet and outlet structures, catch basins and manholes, storm water treatment structures, easements, and detention and retention ponds, including invert elevations and cross-sections as may be necessary to determine the suitability and adequacy of the proposed system.
- \_\_\_\_\_ 2-year, 10-year, 25-year and 100-year storm water runoff estimates, including all calculations.
- \_\_\_\_\_ The location and size of proposed buildings, driveways (including proposed grades), and septic tank drain fields and receiving layers.
- \_\_\_\_\_ Where municipal sewer service is not available, soil data and test results sufficient to submit an application for subdivision approval to the NHDES including a plan showing the location of test pits, the soil profiles, ground water elevation, and seasonal high water table elevation at each test pit. The required 4,000 square foot septic drain field area required by the NHDES shall be shown.
- \_\_\_\_\_ The location, width, and purpose of existing and proposed easements for road rights-of-way, utilities, drainage, slope, open space or conservation easements, and any other easement as required. The easements to be shown include both public and private easements. The dimensions and bearings shall be shown for the boundaries of all easement areas except slope easements.

**Utility Plans**

- \_\_\_\_\_ The location, size, and invert elevations of existing and proposed sanitary and storm sewers, including manholes, catch basins, culverts, and the location of any pump stations, lift stations, and other appurtenant facilities or structures.
- \_\_\_\_\_ The location and size of all existing and proposed water mains, including hydrants, gates, valves, and blowoffs, and the location of any other appurtenant facilities.
- \_\_\_\_\_ Profiles of all municipal utilities.
- \_\_\_\_\_ Details for pump or lift stations, manholes, catch basins, fire hydrants, valves, etc. The use of details from the City of Concord Construction Standards is required when available, unless otherwise approved by the City Engineer.
- \_\_\_\_\_ The location and size of all existing and proposed private underground and overhead utility improvements including, but not limited to, gas lines, electric transmission lines, telephone transmission lines, cable television, steam distribution mains, and fire and police alarm transmission lines. The location of all manholes, transformers, poles, and other appurtenant facilities or structures shall be shown.
- \_\_\_\_\_ In the absence of municipal water supply, a plan indicating individual well locations shall be submitted including the NHDES required well radii.
- \_\_\_\_\_ Where municipal sewer service is not available, soil data and test results sufficient to submit an application for subdivision approval to the NHDES including a plan showing the location of test pits, soil profiles, ground water elevation, and seasonal high water table elevation at each test pit. The 4,000 square foot septic drain field area required by the NHDES shall be shown.
- \_\_\_\_\_ The location, width, and purpose of existing and proposed easements for road rights-of-way, utilities, drainage, slope, open space or conservation easements, and any other easement as required. The easements to be shown include both public and private easements. The dimensions and bearings shall be shown for the boundaries of all easement areas except slope easements.

**Lighting Plan**

- \_\_\_\_\_ Lighting including building and pole and luminaire locations and details for poles and fixtures including colors, materials, dimensions and wattage.
- \_\_\_\_\_ A lighting plan showing light levels in foot-candles shall be provided.
- \_\_\_\_\_ Details of fixtures, poles, and mounting details.

**Landscaping and Erosion Control Plans**

- \_\_\_\_\_ Plantings including location, caliper size, common and botanical names, and planting specifications and details. A landscape table is required.
- \_\_\_\_\_ Plants to be preserved and methods to preserve trees during construction.
- \_\_\_\_\_ Clearing limits.
- \_\_\_\_\_ Calculations of trees required to be planted or preserved and the number and type provided and/or protected.
- \_\_\_\_\_ Phased clearing plan with provisions for soil stabilization.
- \_\_\_\_\_ Erosion Control and Sedimentation Plan.

**Architectural Elevations**

- \_\_\_\_\_ Architectural elevations of all sides of all new buildings and of those sides or areas which are proposed to be altered showing the following types of information:
- \_\_\_\_\_ Exterior materials and colors.
- \_\_\_\_\_ Type and pitch of roofs.
- \_\_\_\_\_ Size, spacing of windows, doors, and other openings.
- \_\_\_\_\_ Size, location, colors, and copy of signs to be affixed to, or hanging from, the building.
- \_\_\_\_\_ Size, height, colors, and copy of proposed ground signs.
- \_\_\_\_\_ Size, type, and location of towers, chimneys, roof structures, flagpoles, antennas and similar structures.
- \_\_\_\_\_ The relationship in bulk and height to other existing structures in the vicinity.
- \_\_\_\_\_ Photographs of all existing facades and adjacent buildings and lots.

**Off-site Improvement Plans**

- \_\_\_\_\_ Off-site improvement plans shall be prepared by a registered architect or engineer who shall sign the drawings and place his/her seal upon it.
- \_\_\_\_\_ Any off-site improvement plans shall conform to the requirements as set forth in the City of Concord Subdivision Regulations and Construction Standards.

**Part 3: The following documents and plans are required for a Certificate of Approval to successfully complete the site plan approval process prior to the issuance of any building permits.**

**Documents Needing Approval Prior To Issuance of a Certificate of Approval, where applicable.**

- \_\_\_\_\_ Easement deeds for street rights-of-way, utility, drainage, slope, conservation, or other public easements.
- \_\_\_\_\_ Warranty deed or conservation easements for land set aside as open space.
- \_\_\_\_\_ Agreements to convey easements for private access, utilities, drainage, or other common facilities to be recorded with a future property transfer.
- \_\_\_\_\_ Construction cost estimate for all public and private common facilities.
- \_\_\_\_\_ Financial guarantees for all public improvements.

- \_\_\_\_\_ Where applicable, a Site Stabilization Guarantee.
- \_\_\_\_\_ Agreements between the applicant and the City regarding public improvements.
- \_\_\_\_\_ Certificate of City Council approval where required for utility extension.
- \_\_\_\_\_ Copies of any approvals or permits required from State and Federal agencies.
- \_\_\_\_\_ Electronic plan submission as set forth in Section 12.08 of the Subdivision Regulations.
- \_\_\_\_\_ License from City Council, where applicable, for a use within the public right-of-way.