



# APPLICATION PACKET ADMINISTRATIVE SITE PLAN

The following checklist is intended to provide an outline for applicants to ensure a complete submittal and to avoid processing delays due to inadequate information. Land use applications shall include all items listed in the following checklist. If an item is not checked as included in the submittal, a detailed narrative statement outlining reasons why the item has not been submitted shall be included. Lack of such statement or required item shall constitute an incomplete submittal and shall be rejected by the Town. Please review Chapter 17 of the [Town of Windsor Municipal Code](#) for complete application requirements.

## **APPLICATION SUBMITTAL REQUIREMENTS:**

1

Planning Department Checklist	Applicant Checklist	
_____	_____	Completed checklist. Items not checked are explained in the narrative
_____	_____	Completed Land Use Application (attached)
_____	_____	Application fee consistent with the Town of Windsor <a href="#">Fee Schedule</a>
_____	_____	A detailed narrative description of the proposed use ( <i>type of product, phases of development, traffic generation, number of units and structures</i> )
_____	_____	A deed or legal instrument identifying the applicant's interest in the property
_____	_____	All required drawings and supportive information per the Municipal Code
_____	_____	All submittals shall follow the Town's <a href="#">Submittal Requirements</a> and <a href="#">File Naming Conventions</a> available from the Planning Department

## **SITE PLAN REQUIREMENTS:**

2

Planning Department Checklist	Applicant Checklist	
_____	_____	Drawing dimensions shall be twenty-four by thirty-six (24x36) inches. All drawings shall be made with an engineer's scale, minimum scale to be one (1) inch represents forty (40) feet
_____	_____	Date of preparation, the scale, a symbol designating true north and zoning
_____	_____	Vicinity map
_____	_____	Name of the project on all drawing sheets ( <i>check with Planning</i> )
_____	_____	Legal description ( <i>township, range, section, lot, block, subdivision</i> )
_____	_____	Names, addresses and phone numbers of the applicant and firms or persons responsible for preparing the drawing
_____	_____	Applicant revisions block ( <i>includes fields for date, initials, description</i> )
_____	_____	Appropriate <a href="#">certification blocks</a> as provided by the Planning Department
_____	_____	Adjacent improvements, including rights-of-way, curb cuts, paved areas, landscape areas, two-foot contours, structures and their use
_____	_____	The location and dimensions of all existing and proposed on-site easements, rights-of-way, curb cuts, paved areas, landscape areas, two-foot contours, structures and their use and facilities for water, sewer and storm drainage

2

**SITE PLAN REQUIREMENTS cont.:**

Planning Department Checklist	Applicant Checklist	
_____	_____	The distance from proposed and existing structures to the property lines
_____	_____	Building height
_____	_____	Land Use Table including square footage and percentage of land devoted to: <ul style="list-style-type: none"> <li>• Buildings (<i>including amount of floor space for each floor</i>)</li> <li>• Parking</li> <li>• Private drives</li> <li>• Public streets</li> <li>• Sidewalks and pathways</li> <li>• Open space</li> <li>• Outdoor storage (<i>if applicable</i>)</li> </ul>
_____	_____	Landscape plan per the Town's <a href="#">Landscape Standards</a> ( <i>if applicable</i> )
_____	_____	Architectural elevations of all four building elevations and all structures showing materials, colors and locations of lighting and mechanical equipment
_____	_____	Lighting cut sheet showing specifications for all proposed lighting on the site. Include the notes: all fixtures shall be full cut-off and mounted in full cut-off position; all site poles shall be round and painted in a dark, non-reflective color ( <i>if applicable</i> )
_____	_____	Drainage plan and report ( <i>if applicable</i> )
_____	_____	Grading plan with site elevations and finished floor elevations ( <i>if applicable</i> )
_____	_____	Sites one (1) acre or more in total land disturbance: a Grading, Erosion and Sediment Control Plan and permit fees must be submitted per Town ordinance, Chapter 13, Article V, <a href="#">Stormwater Quality</a> .
		<b>Total land disturbance area: _____ acres</b>
_____	_____	The location and dimensions of all trash disposal areas and enclosures, electric transformers and mechanical equipment, and a complete submittal of all landscaping materials shown at mature sizes and the maintenance system for landscaping per the <a href="#">Landscape Standards</a> ( <i>if applicable</i> )



# APPLICATION PACKET LAND USE APPLICATION

**1** The Town of Windsor Planning Department reserves the right to reject incomplete submittals, per the application checklist and Municipal Code requirements for all applications. Please submit completed application and materials to [planningtechs@windsorgov.com](mailto:planningtechs@windsorgov.com). Staff will review the submittal and advise you of its completeness for processing.

**2**

<p><b><u>APPLICATION TYPE:</u></b></p> <p><input type="checkbox"/> Annexation</p> <p><input type="checkbox"/> Master Plan</p> <p><input type="checkbox"/> Rezoning</p> <p><input type="checkbox"/> Minor Subdivision</p> <p><input type="checkbox"/> Lot Line Adjustment</p> <p><input type="checkbox"/> Major Subdivision</p> <p><input type="checkbox"/> Site Plan</p>	<p><b><u>SUBTYPE:</u></b></p> <p>(for Major Subdivisions and Site Plans only)</p> <p><input type="checkbox"/> Preliminary</p> <p><input type="checkbox"/> Final</p> <p><input type="checkbox"/> Qualified Commercial/Industrial</p> <p><input type="checkbox"/> Administrative</p>
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**Project Name\*:** \_\_\_\_\_

**Legal Description\*:** \_\_\_\_\_

**Address/Location\*:** \_\_\_\_\_

**Existing Zoning:** \_\_\_\_\_ **Proposed Zoning:** \_\_\_\_\_

**Acres/Square Feet:** \_\_\_\_\_ **Number of Dwelling Units:** \_\_\_\_\_

**3**

**OWNER:**

Name(s)\*: \_\_\_\_\_

Company: \_\_\_\_\_

Address\*: \_\_\_\_\_

Phone #\*: \_\_\_\_\_ Email\*: \_\_\_\_\_

**APPLICANT (Owner or Owner's Representative):**

Name\*: \_\_\_\_\_

Company: \_\_\_\_\_

Address\*: \_\_\_\_\_

Phone #\*: \_\_\_\_\_ Email\*: \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**4** All correspondence will only be sent to those listed above. It is the sole responsibility of those listed to distribute correspondence to other applicable parties.

*I hereby depose and state under the penalties of perjury that all statements, proposals, and/or plans submitted with or contained within the application are true and correct to the best of my knowledge.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Proof of owner's authorization is required with submittal if signed by Applicant)

**Print Name:** \_\_\_\_\_ \*Required fields