



APPLICATION PACKET MASTER 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 15 of the [Town of Windsor Municipal Code](#) Section 15-1-30(b) and Section 15-2-30 for complete application requirements.

APPLICATION SUBMITTAL REQUIREMENTS:

1	Planning Department Checklist	Applicant Checklist	
	<input type="checkbox"/>	<input type="checkbox"/>	Completed checklist. Items not checked are explained in the narrative
	<input type="checkbox"/>	<input type="checkbox"/>	Completed Land Use Application (attached)
	<input type="checkbox"/>	<input type="checkbox"/>	Application fee consistent with the Town of Windsor Fee Schedule
	<input type="checkbox"/>	<input type="checkbox"/>	A deed or legal instrument identifying the applicant's interest in the property
	<input type="checkbox"/>	<input type="checkbox"/>	All required drawings and supportive information per the Municipal Code
	<input type="checkbox"/>	<input type="checkbox"/>	All submittals shall follow the Town's Submittal Requirements and File Naming Conventions available from the Planning Department

MASTER PLAN REQUIREMENTS:

2	Planning Department Checklist	Applicant Checklist	
	<input type="checkbox"/>	<input type="checkbox"/>	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 one hundred (100) feet
	<input type="checkbox"/>	<input type="checkbox"/>	Date of preparation, the scale, a symbol designating true north and zoning
	<input type="checkbox"/>	<input type="checkbox"/>	Vicinity map
	<input type="checkbox"/>	<input type="checkbox"/>	Name of the master plan on all drawing sheets (<i>contact Planning</i>)
	<input type="checkbox"/>	<input type="checkbox"/>	Names, addresses and phone numbers of the applicant and firms or persons responsible for preparing the drawing
	<input type="checkbox"/>	<input type="checkbox"/>	Applicant revisions block (<i>includes fields for date, initials, description</i>)
	<input type="checkbox"/>	<input type="checkbox"/>	Appropriate certification blocks as provided by the Planning Department
	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed easements and rights-of-way for collector and arterial streets
	<input type="checkbox"/>	<input type="checkbox"/>	Land use table showing: <ul style="list-style-type: none"> • Proposed gross and net residential densities • Proposed acreage designated for each specific land use • Proposed zoning classifications and total acreage of the parcel

MASTER PLAN REQUIREMENTS cont.:

**Planning
Department
Checklist**

**Applicant
Checklist**

On each land use-specific section of the plan identify:

- Acreage, minimum lot size and gross and net residential densities
- Acreage designated for parks, open space and other public uses
- Acreage for industrial and commercial uses

Utility plan including:

- The size and location of all existing utility lines and facilities
- The approximate size and location of all proposed
- A table with estimates of peak hour and maximum day water and wastewater demands

Drainage plan showing flow patterns, including off-site contributions, detention and retention areas and discharge areas

A soils description and limitation

Existing watercourses with adequate easements for flood control

Designation of all public sites to be reserved and dedicated

Existing two-foot contours



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. Staff will review the submittal and advise you of its completeness for processing.

2

APPLICATION TYPE:

Annexation
 Master Plan
 Rezoning
 Minor Subdivision
 Lot Line Adjustment
 Major Subdivision
 Site Plan

SUBTYPE:
 (for Major Subdivisions and Site Plans only)

Preliminary
 Final
 Qualified Commercial/Industrial
 Administrative

Project Name*: _____
Legal Description*: _____
Address/Location*: _____
Existing Zoning: _____ **Proposed Zoning:** _____

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