



APPLICATION CHECKLIST

SIGNIFICANT LAND USE CHANGE

SUBMITTAL REQUIREMENTS

- Completed application
- Owner authorization letter if applicable
- Submittal fee
- Letter of notification
 - o Description of the proposed use
 - o Hours of operation
 - o Number of employees
 - o Details of the operation
 - o Type of traffic and volume generated
 - o Non-residential uses – provide the Uniform Building Code (UBC) occupancy classification and hazardous materials information
 - o Statement that persons may protest the proposed SLUC in writing to the Town Clerk within 35 calendar days of the date of the letter of notification
- Location Map
- Site Plan
 - o Scale and north arrow
 - o Property boundaries and dimensions
 - o Adjacent streets/right-of-way
 - o Existing and proposed structures with dimensions
 - o Existing and proposed land use
 - o Adjacent land use and structures with dimensions
 - o Existing and proposed utilities including septic and wells
 - o Easement
 - o Setbacks
 - o Parking and loading areas
 - o Driveways
 - o Walls and Fences
- All submittal requirements requested at the pre-application meeting
Note: Additional information may be requested based on the complexity and impact of the proposed project

FOR OFFICIAL USE ONLY

Project No. _____

Date Received _____