



Nice Matters!

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DATE: December 12, 2016
TO: Planning Board Members
CC: Frank A. Rush, Jr, Town Manager
FROM: Josh Edmondson, CZO, Town Planner
SUBJECT: **Review of Site & Commercial Plan, Subdivision & Special Use Checklist**

As discussed in previous meetings, I have been developing a checklist for an applicant, staff, the Planning Board and Commissioners to use as a guide when reviewing site & commercial plans, subdivisions and special use permit applications. As you will see, my intention is to capture most of the Town's significant requirements for the above plan submittals. The applicant is still responsible for reviewing the UDO and any other Town Ordinances applicable to a project not included on the checklist. Please review the attached checklist for discussion at your meeting. This is just a draft and I welcome any suggestions for improvement. The goal is to have a checklist we can all follow to make plan review less complicated. I look forward to discussing this with the Planning Board at your December 19, 2016 meeting. Please let me know if you have any questions regarding the foregoing information.