

PDP
Submittal Requirements
Firestone

Project:

Pre-Application Meeting Date:

Applicants in Attendance:

Town Staff in Attendance:

First Submittal

✓	Item	Quan	Comments
	<i>Items In 3-Ring Notebooks</i>		Notebooks for Staff review
	Development Application Form	5	Copies for Staff Review
	Vicinity Map	5	Copies for Staff Review
	Tax Statement	5	Copies for Staff Review
	Enviromental Assessment	5	Copies for Staff Review
	Fiscal Impact Analysis	5	Copies for Staff Review
	Water Rights Questionnaire	5	Copies for Staff Review
	Title Report	5	Copies for Staff Review
	Traffic Impact Study	5	Copies for Staff Review
	Cost Agreement	1	1 original
	Owners of Interest List	5	Copies for Staff Review
	Adjoining Property Owners List	5	Copies for Staff Review
	Empty 3-Ring Notebook	1	To Town Administrator
	<i>Map Sheet Documents</i>		
	PDP Text and Map Sheet Sets	5	Place in or clip to each Notebook
	<i>Other Documents</i>		
	Preliminary Plat	5	See Preliminary Plat Requirements
	Preliminary Utility Plans	5	See Prelim. Utility Plan Requirements

Notes

- 1 Each Notebook should contain 1 copy each with 1 Notebook containing any original documents. That Notebook should be so noted.
 - 2 May requires submission of FDP with the Final Plat
 - 3 All submittals and resubmittals shall go to the Town Clerk.
Copies will then be provided to: (1) Town Clerk (2) Public Works (3) Town Planner (4) Town Engineer (5) Town Attorney
- ✓ Items required by Town

Project Notes

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Firestone

Project: _____

Second Submittal

✓	Item	Quan	Comments
	Items In 3-Ring Notebooks		
	Development Application Form	10	Copies for Planning Com. & Staff
	Vicinity Map	10	Copies for Planning Com. & Staff
	Tax Statement	10	Copies for Planning Com. & Staff
	Enviromental Assessment	10	Copies for Planning Com. & Staff
	Fiscal Impact Analysis	10	Copies for Planning Com. & Staff
	Water Rights Questionnaire	10	Copies for Planning Com. & Staff
	Title Report	10	Copies for Planning Com. & Staff
	Traffic Impact Study	10	Copies for Planning Com. & Staff
	Map Sheet Documents		
	PDP Text and Map Sheet Sets	10	Place in or clip to each Notebook
	Referral Mailing Items		
	Development Application Form	TBD	In Envelopes, See Text
	Vicinity Map	TBD	In Envelopes, See Text
	PDP Text and Map Sheet Sets	TBD	In Envelopes, See Text
	Other Documents		
	Preliminary Plat	10	See Preliminary Plat Requirements
	Preliminary Utility Plans	5	See Prelim. Utility Plan Requirements

Notes

- 1 Referral mailings shall be with regular postage (no metered stamps)
 - 2 Referral mailings shall only be in self-adhesive "peel and stick" envelopes
 - 3 All submittals and resubmittals shall go to the Town Clerk.
Copies will then be provided to: (1) Town Clerk (2) Public Works
(3) Town Planner (4) Town Engineer (5) Town Attorney (6-10) To. P.C.
- ✓ Items required by Town

Project Notes

**PDP
 Submittal Requirements
 Firestone**

Project: _____

Third Submittal

✓	Item	Quan	Comments
	Items In 3-Ring Notebooks		
	Development Application Form	12	Copies for Town Board & Staff
	Vicinity Map	12	Copies for Town Board & Staff
	Tax Statement	12	Copies for Town Board & Staff
	Enviromental Assessment	12	Copies for Town Board & Staff
	Fiscal Impact Analysis	12	Copies for Town Board & Staff
	Water Rights Questionnaire	12	Copies for Town Board & Staff
	Title Report	12	Copies for Town Board & Staff
	Traffic Impact Study	12	Copies for Town Board & Staff
	Map Sheet Documents		
	PDP Text and Map Sheet Sets	12	Place in or clip to each Notebook
	Other Documents		
	Preliminary Plat	12	See Preliminary Plat Requirements
	Preliminary Utility Plans	5	See Prelim. Utility Plan Requirements

Notes

- 1 All submittals shall go to the Town Clerk.
 Copies will then be provided to: (1) Town Clerk (2) Public Works
 (3) Town Planner (4) Town Engineer (5) Town Attorney (6-12) to. T.B.

- ✓ Items required by Town

Project Notes

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 Firestone**

Project: _____

█ Forth (Final) Submittal Documents

✓	Item	Quan	Comments
	<i>Map Sheet Documents</i>		
	PDP Text and Map Sheet Sets	2	Mylar Copies
	<i>Other Documents</i>		
	Preliminary Plat	2	See Preliminary Plat Requirements
	Preliminary Utility Plans	2	See Prelim. Utility Plan Requirements

Notes

- 1 If Conditions of Approval have been imposed by the Board, submit 4 paper copies to the Town Clerk for Staff review prior to submitting Mylar Copies

- ✓ Items required by Town

Project Notes

**Preliminary Plat
 Submittal Requirements
 Firestone**

Project:

Pre-Application Meeting Date:

Applicants in Attendance:

Town Staff in Attendance:

First Submittal

✓	Item	Quan	Comments
	Items In 3-Ring Notebooks		
	Development Application Form	5	Copies
	Vicinity Map	5	Copies
	Tax Statement	5	Copies
	Enviromental Assessment	5	Copies
	Fiscal Impact Analysis	5	Copies
	Water Rights Questionnaire	5	Copies
	Title Report	5	Copies
	Traffic Impact Study	5	Copies
	Preliminary Soils Report	5	Copies
	Preliminary Drainage Study	5	Copies
	Cost Agreement	1	1 original
	Owners of Interest List	5	Copies
	Adjoining Property Owners List	5	Copies
	Empty 3-Ring Notebook	1	To Town Clerk
	Map Sheet Documents		
	Preliminary Plat	5	Place in or clip to each Notebook
	Other Documents		
	Preliminary Development Plan	5	See PDP Submittal Requirements
	Preliminary Utility Plans	5	See Prelim. Utility Plan Requirements

Notes

- 1 Each Notebook should contain 1 copy each with 1 Notebook containing any original documents. That Notebook should be so noted.
 - 2 May requires submission of FDP with the Final Plat
 - 3 All submittals and resubmittals shall go to the Town Clerk. Copies will then be provided to: (1) Town Clerk (2) Public Works (3) Town Planner (4) Town Engineer (5) Town Attorney
- ✓ Items required by Town

Project Notes

**Preliminary Plat
 Submittal Requirements
 Firestone**

Project: _____

Second Submittal

✓	Item	Quan	Comments
	Items In 3-Ring Notebooks		
	Development Application Form	10	Copies
	Vicinity Map	10	Copies
	Tax Statement	10	Copies
	Environmental Assessment	10	Copies
	Fiscal Impact Analysis	10	Copies
	Water Rights Questionnaire	10	Copies
	Title Report	10	Copies
	Traffic Impact Study	10	Copies
	Map Sheet Documents		
	Preliminary Plat	10	Place in or clip to each Notebook
	Referral Mailing Items		
	Development Application Form	TBD	In Envelopes, See Text
	Vicinity Map	TBD	In Envelopes, See Text

Notes

- 1 Referral mailings shall be with regular postage (no metered stamps)
 - 2 Referral mailings shall only be in self-adhesive "peel and stick" envelopes
 - 3 All submittals and resubmittals shall go to the Town Clerk.
 Copies will then be provided to: (1) Town Clerk (2) Public Works
 (3) Town Planner (4) Town Engineer (5) Town Attorney (6-10) To. P.C.
- ✓ Items required by Town

Project Notes

**Preliminary Plat
 Submittal Requirements
 Firestone**

Project: _____

Third Submittal

✓	Item	Quan	Comments
	<i>Items In 3-Ring Notebooks</i>		
	Development Application Form	12	Copies
	Vicinity Map	12	Copies
	Tax Statement	12	Copies
	Enviromental Assessment	12	Copies
	Fiscal Impact Analysis	12	Copies
	Water Rights Questionnaire	12	Copies
	Title Report	12	Copies
	Traffic Impact Study	12	Copies
	<i>Map Sheet Documents</i>		
	Preliminary Plat	12	Place in or clip to each Notebook

Notes

- 1 All submittals shall go to the Town Clerk.
 Copies will then be provided to: (1) Town Clerk (2) Public Works
 (3) Town Planner (4) Town Engineer (5) Town Attorney (6-12) to. T.B.
- ✓ Items required by Town

Project Notes

**Preliminary Plat
 Submittal Requirements
 Firestone**

Project: _____

Forth (Final) Submittal Documents

✓	Item	Quan	Comments
	<i>Map Sheet Documents</i>		
	Preliminary Plat	2	Mylar Copies
	<i>Other Documents</i>		
	Preliminary Development Plan	2	Mylar, See PDP Requirements
	Preliminary Utility Plans	2	Mylar, See Prelim. Utility Plan Requirements

Notes

1 If Conditions of Approval have been imposed by the Board, submit 4 paper copies to the Town Clerk for Staff review prior to submitting Mylar Copies

✓ Items required by Town

Project Notes

**Preliminary Utility Plans
 Submittal Requirements
 Firestone**

Project: _____

Pre-Application Meeting Date: _____

Applicants in Attendance: _____

Town Staff in Attendance: _____

First Submittal

✓	Item	Quan.	Comments
	<i>Items In 3-Ring Notebooks</i>		
	Cost Agreement	1	1 original
	Development Application Form	4	Copies Town Staff review
	Vicinity Map	4	Copies Town Staff review
	Title Report	4	Copies Town Staff review
	Water Rights Questionnaire	4	Copies Town Staff review
	Preliminary Soils Report	4	Copies Town Staff review
	Master Drainage Study	4	Copies Town Staff review
	Master Traffic Study	4	Copies Town Staff review
	Empty 3-Ring Notebook	1	To Town Administrator
	<i>Map Sheet Documents</i>		
	Preliminary Utility Plans	4	Copies Town Staff review

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- ✓ Items required by Town

Project Notes

**Preliminary Utility Plans
 Submittal Requirements
 Firestone**

Project: _____

Second Submittal Documents

✓	Item	Quan.	Comments
	<i>Items In 3-Ring Notebooks</i>		
	Preliminary Soils Report	4	Modified per Town Engineer's comments
	Master Drainage Study	4	Modified per Town Engineer's comments
	Master Traffic Study	4	Modified per Town Engineer's comments
	<i>Map Sheet Documents</i>		
	Preliminary Utility Plans	4	Copies Town Staff review

✓ Items required by Town

Project Notes

**Preliminary Utility Plans
 Submittal Requirements
 Firestone**

Project: _____

Third (Final) Submittal Documents

✓	Item	Quan.	Comments
	<i>Map Sheet Documents</i>		
	Preliminary Utility Plans	2	Mylar Copies
	<i>Other Documents</i>		
	Preliminary Development Plan	2	Mylar, See PDP Requirements
	Preliminary Plat	2	See Prelim. Utility Plan Requirements

✓ Items required by Town

Project Notes

