

FDP
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
	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		
	FDP Text and Map Sheet Sets	5	Place in or clip to each Notebook
	Other Documents		
	Final Plat	5	See Final Plat Submittal Requirements
	Final Utility Plans	5	See Final Utility Plan Submittal 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

FDP
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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
	Enviromental 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		
	FDP Text and Map Sheet Sets	10	Place in or clip to each Notebook
	Other Documents		
	Final Plat	10	See Final Plat Submittal Requirements
	Final Utility Plans	5	See Final Utility Plan Submittal Requirements
	Referral Mailing Items		
	Development Application Form	TBD	In Envelopes, See Text
	Vicinity Map	TBD	In Envelopes, See Text
	FDP Text and Map Sheet Sets	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

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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>		
	FDP Text and Map Sheet Sets	12	Place in or clip to each Notebook
	<i>Other Documents</i>		
	Final Plat	12	See Final Plat Submittal Requirements
	Final Utility Plans	5	See Final Utility Plan Submittal 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

**FDP
Submittal Requirements
Firestone**

Project: _____

Forth (Final) Submittal Documents

✓	Item	Quan	Comments
	<i>Map Sheet Documents</i>		
	FDP Text and Map Sheet Sets	2	Mylar Copies
	<i>Other Documents</i>		
	Final Plat	2	See Final Plat Submittal Requirements
	Final Utility Plans	2	See Final Plat Submittal 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

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Town Staff in Attendance:

First Submittal

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	<i>Items In 3-Ring Notebooks</i>		
	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
	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
	<i>Map Sheet Documents</i>		
	FDP Text and Map Sheet Sets	5	Place in or clip to each Notebook
	<i>Other Documents</i>		
	Final Plat	5	See Final Plat Submittal Requirements
	Final Utility Plans	5	See Final Utility Plan Submittal 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
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- ✓ Items required by Town

Project Notes

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Submittal Requirements
Firestone

Project: _____

Second Submittal

✓	Item	Quan	Comments
	<i>Items In 3-Ring Notebooks</i>		
	Development Application Form	10	Copies
	Vicinity Map	10	Copies
	Tax Statement	10	Copies
	Enviromental Assessment	10	Copies
	Fiscal Impact Analysis	10	Copies
	Water Rights Questionnaire	10	Copies
	Title Report	10	Copies
	Traffic Impact Study	10	Copies
	<i>Map Sheet Documents</i>		
	FDP Text and Map Sheet Sets	10	Place in or clip to each Notebook
	<i>Other Documents</i>		
	Final Plat	10	See Final Plat Submittal Requirements
	Final Utility Plans	5	See Final Utility Plan Submittal Requirements
	<i>Referral Mailing Items</i>		
	Development Application Form	TBD	In Envelopes, See Text
	Vicinity Map	TBD	In Envelopes, See Text
	FDP Text and Map Sheet Sets	TBD	In Envelopes, See Text

Notes

- 1 Referral mailings shall be with regular postage (no metered stamps)
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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

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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>		
	FDP Text and Map Sheet Sets	12	Place in or clip to each Notebook
	<i>Other Documents</i>		
	Final Plat	12	See Final Plat Submittal Requirements
	Final Utility Plans	5	See Final Utility Plan Submittal 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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Submittal Requirements
Firestone

Project: _____

Forth (Final) Submittal Documents

✓	Item	Quan	Comments
	<i>Map Sheet Documents</i>		
	FDP Text and Map Sheet Sets	2	Mylar Copies
	<i>Other Documents</i>		
	Final Plat	2	See Final Plat Submittal Requirements
	Final Utility Plans	2	See Final Plat Submittal 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

**Final Plat
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>		
	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	Original
	Owners of Interest List	5	Copies
	Adjoining Property Owners List	5	Copies
	Empty 3-Ring Notebook	1	To Town Clerk
	<i>Map Sheet Documents</i>		
	Final Plat	5	Place in or clip to each Notebook
	<i>Other Documents</i>		
	Final Development Plan	5	See FDP Submittal Requirements
	Final Utility Plans	5	See Final 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

**Final Plat
 Submittal Requirements
 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		
	Final 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
	Final Plat	TBD	In Envelopes, See Text
	Other Documents		
	Final Development Plan	10	See FDP Submittal Requirements
	Final Utility Plans	5	See Final Utility Plan Requirements

Notes

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 - 2 Referral mailings shall only be in self-adhesive "peel and stick" envelopes
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 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

**Final Plat
 Submittal Requirements
 Firestone**

Project: _____

Third Submittal

✓	Item	Quan	Comments
	Items In 3-Ring Notebooks		
	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
	Map Sheet Documents		
	Final Plat	12	Place in or clip to each Notebook
	Other Documents		
	Final Development Plan	12	See FDP Submittal Requirements
	Final Utility Plans	5	See Final 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

**Final Plat
Submittal Requirements
Firestone**

Project: _____

Forth (Final) Submittal Documents

✓	Item	Quan	Comments
	<i>Map Sheet Documents</i>		
	Final Plat	2	Mylar Copies
	<i>Other Documents</i>		
	Final Development Plan	2	See FDP Submittal Requirements
	Final Utility Plans	2	See Final 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

**Final 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>		Notebooks for Staff review
	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
	Final Soils Report	4	Copies Town Staff review
	Final Drainage Study	4	Copies Town Staff review
	Hydraulic Simulation Analysis	4	Copies Town Staff review
	Traffic Study	4	Copies Town Staff review
	Empty 3-Ring Notebook	1	To Town Administrator
	<i>Map Sheet Documents</i>		
	Final Utility Plans	4	Copies Town Staff review
	<i>Other Documents</i>		
	Development Agreement	4	(a.k.a. Development Agreement)
	<i>Notes</i>		

✓ Items required by Town

Project Notes

**Final Utility Plans
 Submittal Requirements
 Firestone**

Project:

Second Submittal Documents

✓	Item	Quan.	Comments
	<i>Items In 3-Ring Notebooks</i>		Notebooks for Staff review
	Final Soils Report	4	Modified per Town Engineer's comments
	Final Drainage Study	4	Modified per Town Engineer's comments
	Hydraulic Simulation Analysis		Modified per Town Engineer's comments
	Traffic Study	4	Modified per Town Engineer's comments
	<i>Map Sheet Documents</i>		
	Final Utility Plans	4	Modified per Town Engineer's comments
	<i>Other Documents</i>		
	Subdividers Agreement	4	(a.k.a. Development Agreement)

✓ Items required by Town

Project Notes

**Final Utility Plans
 Submittal Requirements
 Firestone**

Project: _____

Third (Final) Submittal Documents

✓	Item	Quan.	Comments
	Map Sheet Documents		
	Final Utility Plans	2	Mylar Copies
	Other Documents		
	Subdividers Agreement	3	(a.k.a. Development Agreement) Signed

✓ Items required by Town

Project Notes
