



Application Fee:
\$200.00 Plus \$50.00 per Acre
Non-refundable

LEEDS TOWN SITE PLAN REVIEW APPLICATION

Applicant Information

Legal Owner of Subject Property: _____

Owner's Mailing Address: _____

Owner's Phone: _____ Cell # _____

Applicant (if different from Owner) _____

Applicant's phone _____

Property Information

Street Address of Property to be Developed _____

Assessor's Parcel Number(s) _____

Zoning _____

Existing Use _____

Proposed Use _____

Any Other Relevant Information related to property or proposed project _____

Submit this application along with the Site Development Plan to the LEEDS TOWN HALL with the Building Permit Application.



SITE PLAN REQUIRED INFORMATION CHECKLIST

Per Chapter 26 of Leeds Town Zoning Ordinance a Site Development Plan is required prior to construction and the plan submittal shall include the following items;

- 1. **Address**
Include current address of project, and the applicant's and plan preparer's name, address, email address, phone and fax numbers.
- 2. **North Arrow and scale**
- 3. **Property Lines**
Show Property Lines (call out as PL), and the location, width and description of any easements.
- 4. **Streets**
Show all existing and proposed streets, including names, centerlines, widths, and future rights of way and improvements.
- 5. **Fire Hydrants**
Show existing fire hydrants within 300 feet of the project site.
- 6. **Fire Department Access**
Show proposed Fire Department access lane(s) (*if applicable*).
- 7. **Dimensions**
Show and dimension all existing and proposed buildings and structures;
 - Show distances between existing and/or proposed buildings.
 - Show all required and proposed building setback lines.
 - Show any nearby buildings, within 30 feet of the subject property lines.
 - Show proposed walls, fences, trash enclosures, accessory buildings, etc.
- 8. **Parking & Driveways**
Show proposed and existing parking and driveways. Indicate width of driveways and drive aisles, and show distances between driveways. Show parking space dimensions, handicapped accessible spaces, and indicate one-way and two-way drive aisles.
- 10. **Landscaping**
Show proposed landscaping, including quantity and, locations; a separate landscaping plan may be substituted instead of showing information on the site plan.
- 12. **Lighting**
Show proposed lighting fixtures in parking areas.
- 13. **Public Improvements**
Show all existing and proposed public improvements, including water, curbs, gutters, sidewalks, street lights, power lines, utility vaults, and utility poles.



- 14. **Contour Lines (When Requested due to Slope of Property)**
Show existing contour lines and proposed contour lines indicating finished grade on the site; a grading plan may be substituted instead of showing contours on the plan, if desired.

- 15. **Drainage**
Show how storm water drainage will be handled.

- 16. **Legend / Data Box Info**
Provide a **legend** (data box) on the site plan that includes:
 - a. Current Zoning
 - b. Total lot square footage
 - c. Total building square footage
 - d. Building Setbacks
 - e. Building Height (Proposed)
 - f. Parking (show calculations)
 - g. Landscaping
 - h. Proposed Use (e.g. restaurant, retail, office, etc.)(show square footage allocated to each use within building(s).
 - i. For multiple family residential projects; include unit type, number of bedrooms, square footage per unit, unit mix.
 - j. Indicate the intended occupancy type of all buildings.