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Sufficiency Checklist

INFORMATION TO BE SUBMITTED ELECTRONICALLY & IN HARDCOPY FORMAT AS SPECIFIED			
	APPLICATION FEE PER DEVELOPMENT REVIEW APPLICATION FORM		
	LIMITED POWER OF ATTORNEY (IF REPRESENTED BY AGENT)		
	SIGNED & SEALED, FOLDED COPIES OF THE PLANS (NOT ROLLED)		
	A CD COPY OF ALL APPLICATION DOCUMENTS & SUBMITTAL DOCUMENTS IN PDF FORMAT		
GENERAL INFORMATION (PROVIDE ON COVER SHEET &/OR PROJECT WRITE-UP)		Y	N
	NAME OF PROJECT IDENTIFIED		
	STATEMENT OF INTENDED USE OF SITE		
	HAVE ANY DEVELOPMENT REVIEWS &/OR APPROVALS BEEN GRANTED TO THIS PROPERTY? IF YES, LIST CASE NUMBER & DESCRIBE THE NATURE OF THE VARIANCE, INCLUDE APPROVAL LETTER.		
	COMMITMENT TO TOWN INCLUDING CONTRIBUTIONS TO OFFSET PUBLIC FACILITY IMPACTS		
	TOTAL SQUARE FEET OF PROPOSED DEVELOPMENT; BUILDING & EXTERIOR IMPROVEMENTS		
	ENGINEER'S NAME, ADDRESS, PHONE NUMBER, & REGISTRATION		
	SURVEYOR'S NAME, ADDRESS, PHONE NUMBER, & REGISTRATION		
	NAME, ADDRESS, PHONE NUMBER, & REGISTRATION OF OTHER PROJECT PROFESSIONALS		
	OWNERS & AGENTS NAME, ADDRESS, & PHONE NUMBER		
	ZONING & FUTURE L& USE OF PROPERTY & ALL ADJACENT PARCELS		
	AREA OF L& WITHIN THE PROJECT IN ACRES OR SQUARE FEET		
	LEGAL DESCRIPTION		
	SHEET INDEX		
	IDENTIFY RESPONSIBLE PARTIES PROVIDING UTILITIES (WATER, SEWER, GAS, ELECTRICITY, ETC.)		
	LOCATION MAP IDENTIFYING PARCEL WITH RESPECT TO EXISTING ROADS, L& MARKS, LOCAL CONTEXT & VICINITY		
DEVELOPMENT PLANS REQUIREMENT		Y	N
	KEY MAP FOR MULTIPLE SHEET SETS		
	SCALE (MAXIMUM 1"=50') & NORTH ARROW		
	IDENTIFICATION OF ANY PROPOSED OR EXISTING STRUCTURES, BUILDINGS, SIGNS, WALLS ON THE PROPERTY, ETC.		
	VEHICLE USE AREAS WITH ARRANGEMENT & NUMBER OF SPACES INCLUDING HANDICAP SPACES		
	LOADING & SERVICE AREAS		
	STREETS ON & ADJACENT TO THE PROJECT INCLUDING NAMES & R/W WIDTHS & DRIVEWAY CUTS		
	DUMPSTERS/COMPACTOR ENCLOSURE FOR COMMERCIAL & MULTI-FAMILY DEVELOPMENTS		
	ENGINEERED PLANS & SPECIFICATIONS FOR STREETS, SIDEWALKS & DRIVEWAYS		
	RIGHT OF WAY WIDTHS SHOWN (EXISTING & PROPOSED)		
	BREAKDOWN OF PERVIOUS & IMPERVIOUS AREA FOR PROJECT IN ACRES OR SQUARE FEET & SURFACE MATERIAL TYPES		
	ALL INGRESS & EGRESS POINTS CLEARLY IDENTIFIED		
	LIMITS OF 100 YEAR FLOOD PLAIN IDENTIFIED		
	ALL PROPOSED STREETS & ALLEYS		
	IDENTIFY ALL VEGETATIVE TYPES, WETLANDS, WOODED AREAS, & CONSERVATION AREAS		



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ALL PROPERTY-WIDE EASEMENTS IDENTIFIED		
FIRE LANE & ACCESS, FIRE HYDRANTS, ALL FDC IDENTIFIED		
COORDINATE LOCATION OF PROPOSED WALKS, DRIVEWAYS, & CONNECTIONS WITH FACILITIES IN ADJACENT DEVELOPMENTS (PROMOTE CROSS-ACCESS)		
TRAFFIC CONTROL & SIGNALIZATION DEVICES (EXISTING & PROPOSED)		
PRIMARY & SECONDARY DRAINAGE CALCULATIONS SIGNED & SEALED BY THE ENGINEER OF RECORD		
ALL EXISTING UTILITIES SHOWN ON PLANS		
ALL NECESSARY REGULATORY AGENCY PERMITS IN HAND OR "IN PROCESS"		
FINISHED FLOOR ELEVATION FOR EXISTING & PROPOSED STRUCTURES		
ALL STORM SEWER PIPES LABELED WITH MATERIAL TYPE, DIAMETER, LENGTH, & SLOPE		
CROSS SECTIONAL VIEWS OF ALL STORM WATER RETENTION/DETENTION FACILITIES		
RETENTION AREA CONTROL STRUCTURE DETAILS		
ALL EXISTING DRAINAGE STRUCTURES LABELED WITH TOP & INVERT ELEVATIONS		
PROVIDE DETAILS OF ALL DRAINAGE STRUCTURES, CURBS, WHEEL STOPS, SIDEWALKS, BACKFLOW PREVENTION DEVICES, FIRE HYDRANTS, WATER DERVICES, VALVES, EROSION CONTROL DEVICES, ETC.		
SHOW DETAILS OF TYPICAL LOT CONFIGURATION WITH FRONT, SIDE, REAR UTILITY EASEMENTS, SETBACK INFORMATION, & LOT CORNER ELEVATIONS		
CROSS SECTIONAL VIEW OF PAVEMENT/PARKING LOT DETAILING SURFACE COURSE, BASE, SUB-BASE, & 18" OF CLEAN FILL BELOW THE SUBGRADE		
IDENTIFY ALL VEGETATIVE TYPES, WETLANDS, WOODED AREAS, & CONSERVATION AREAS		
A NOTE STATING THAT ALL DENSITIES IN UTILITY & STORM TRENCHES SHALL BE 98% MINIMUM		
A NOTE STATING THAT ALL SANITARY SEWER & STORM SEWERS SHALL BE VIDEO INSPECTED BEFORE PAVING & AGAIN PRIOR TO THE END OF THE ONE YEAR WARRANTY PERIOD		
LOT NUMBERS & LOT GRADING (TYPE A, B, C)		
PROPOSED DRAINAGE PATTERNS (FLOW ARROWS & INLET ELEVATIONS)		
CUL DE SAC MINIMUM RADIUS NOT LESS THAN 40'		
PROVIDE HORIZONTAL & VERTICAL CURVE DATA FOR ROAD/ACCESS IMPROVEMENTS		
PROVIDE ALL EXISTING STREET/ROAD NAMES		
PROVIDE STATIONING & PROFILE GRADE INFORMATION		
PROVIDE PLAN & PROFILES SHEETS SHOWING STORM SEWERS, VERTICAL CURVES, EXISTING UTILITIES, PROPOSED UTILITIES (INCL. GAS, ELEC., PHONE/CABLE, FIBER OPTIC), PROFILE GRADE		
MINIMUM RIGHT OF WAY WIDTHS SHALL BE AS FOLLOWS: ARTERIAL - 80', COLLECTOR - 65', LOCAL - 50', ALLEY - 20'		
ALL SIDEWALKS SHALL BE A MINIMUM OF 5 FEET WIDE		
ALL SANITARY SEWER, WATER, & REUSE WATER MAINS SHOWN ON PLANS		
SANITARY SEWER LESSS THAN 5 FEET DEEP SHOWN AS SDR 26		
WATER & REUSE MAINS & VALVES SHOWN UNDER THE SIDEWALK		
PROVIDE A NOTE ON THE PLANS STATING THAT ALL SANITARY & STORM SEWERS WITH LESS THAN 5' OF COVER SHALL BE VIDEO INSPECTED AFTER BASE INSTALLATION		
WATER MAINS ON CUL DE SACS SHALL BE LOOPED		
PROVIDE A 10' UTILITY EASEMENT IN FAVOR OF THE TOWN OF OAKLAND ADJACENT TO ALL RIGHTS OF WAY (15' ALONG S.R. 50)		
PLAN & PROFILE VIEW OF ALL STREETS & SANITARY SEWER STRUCTURES		



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	LIFT STATION CALCULATIONS & DETAILS SIGNED & SEALED BY THE ENGINEER OF RECORD		
	ALL PLAN SHEETS SIGNED & SEALED – EACH SUBMITTAL		
	LANDSCAPING, BUFFERS & IRRIGATION PLAN & PERIMETER WALL/FENCE PLAN		
	PHOTOMETRIC LIGHTING PLAN		
	TREE SURVEY SHOWING EXISTING TREES & DIAMETER AT BREAST HEIGHT (DBH) – MIN. 4" DBH		
	TREE REMOVAL & REPLACEMENT PLAN WITH REMOVAL & RETENTION INCHES TABLE		
	TOPOGRAPHIC SURVEY SHOWING EXISTING CONTOUR LINES AT 1' INTERVALS (SURVEY SHALL EXTEND A MINIMUM OF 100 FEET BEYOND PROJECT LIMITS)		
	BOUNDARY SURVEY SIGNED & SEALED BY LICENSED SURVEYOR		
	PHASE 1 ENVIRONMENTAL SITE ASESMENT		
	SIGNED & SEALED SOIL REPORT FROM GEOTECHNICAL ENGINEER WITH SOILS MAP OF PROJECT		
	EROSION CONTROL PLAN		
	TRAFFIC IMPACT STUDY PREPARED BASED UPON TOWN STUDY GUIDELINES		
BUILDINGS & STRUCTURES		Y	N
	INTENDED USE		
	NUMBER OF STORIES PROPOSED		
	HEIGHT OF PROPOSED BUILDING AND/OR EXISTING BUILDING(S)		
	NUMBER OF DWELLING UNITS & DENSITY FOR MULTIFAMILY SITE PLANS		
	PROJECTED NUMBER OF EMPLOYEES (IF APPLICABLE)		
	IF RESTAURANT, SHOW NUMBER OF SEATS & OCCUPANCY LOAD		
	SQUARE FOOTAGE FOR: GROSS FLOOR AREA, STORAGE AREA, NON-STORAGE AREA		
	FAÇADE & ELEVATION PLANS AS FOLLOWS: <ul style="list-style-type: none"> • EXTERIOR ELEVATIONS WITH MATERIAL DESIGNATIONS • OUTLINE SPECIFICATIONS OF FAÇADE & ROOF TREATMENTS 		
SIGNAGE (TEMPORARY & PERMANENT)		Y	N
	FULLY DIMENSIONED COLOR ELEVATION OF PROPOSED SIGNAGE WITH COPY AREA AND MATERIAL TYPE (BUILDING AND NON-BUILDING SIGNS)		
	TOTAL SQUARE FOOTAGE OF EXISTING SIGNAGE		
	TYPE OF SIGN PROPOSED (POLE, MONUMENT, WALL MOUNTED, AWNING, TRAILER)		
	TEMPORARY SIGN LOCATIONS AND DETAILS AND DATES REQUESTED		
	TABLE WITH BUILDING FRONTAGE, LOT AREA, SIGN SETBACKS PROPOSED		
	SIGN LANDSCAPING		
	SIGN LIGHTING (BACK LIGHTING & AND UPLIGHTING)		
	SIGN LETTERING (IF LETTERING IS LIGHTED, THE TYPE/COLOR OF LIGHTING)		
	WILL PROJECT HAVE STORAGE? WHAT TYPE OF MATERIAL WILL BE STORED?		
DRC APPROVAL		Y	N
	PLANNING DEPARTMENT APPROVAL		
	ENGINEERING DEPARTMENT APPROVAL		
	PUBLIC WORKS DEPARTMENT APPROVAL		
	FIRE DEPARTMENT APPROVAL		
	TOWN ATTORNEY APPROVAL		