



Applicant Name: _____

Contact Person: _____

Project Title/Name: _____

Item #	Required Information [per §234-38]	In Compliance	Not in Compliance
Petition			
1.	Written request for the establishment of an RPC District signed by owners and contract purchasers of the property for which the RPC District is being sought.		
Narrative			
<i>Written statements providing the following information:</i>			
2.	Current and proposed ownership of all land within the development.		
3.	Overall objectives of the proposed RPC and how it corresponds to and complies with the goals and objectives of the Comprehensive Plan and Chapter 234.		
<i>Site Development Information:</i>			
4.	Total acreage.		
5.	Description of proposed land uses, including residential, commercial, institutional, recreational, open space, and pedestrian and traffic circulation.		
6.	Approximate number of dwelling units, densities of residential areas, and anticipated population.		
7.	Acreage allocated to each proposed use.		
8.	Method of providing sewer service, water service, and other utility services, including but not limited to telephone, gas, and electric services.		
9.	Method of providing storm drainage.		
10.	Method of and responsibility for maintenance of open areas, private streets, recreational amenities, and parking areas.		
11.	School availability.		
12.	Method for evaluating and minimizing impacts to environmentally sensitive areas, as identified by current federal, state, and local inventories.		
13.	General description of the architectural and landscape elements on the perimeter of the planned development.		
<i>Development Phases</i>			
14.	Development phases with emphasis on the area, density, uses, and public facilities to be developed during each phase.		
15.	Approximate date for beginning construction and the duration of construction for each phase.		
16.	Mixes of land uses to be built in each phase.		
Concept Plan			
A graphical representation, prepared at a scale depicting the entire plan concept on a single sheet of paper that is no smaller than 24 by 36 inches and no larger than 36 by 48 inches.			
<i>Site Data</i>			
17.	Boundary lines and dimensions of the site.		
18.	General locations and purposes of existing and proposed easements.		
19.	Major external access points.		
20.	General pattern of pedestrian and vehicular circulation.		
21.	Proposed land use patterns illustrating approximate areas and distribution of uses.		



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22.	Mapping data including the proposed name for the development, engineer, planner, surveyor name as applicable, north arrow, scale, preparation date.		
<i>Environmental Data</i>			
23.	Topography: Topographic map, if possible at minimum one-foot contour intervals.		
24.	Floodplain Map: Information, using the most current source acceptable to the Town Commissioners, indicating the location and extent of the regulatory floodplain.		
25.	Soils: Information from the most current U.S. Department of Agriculture indicating location and types of soils. If such information is not available, soil borings.		
26.	Wetlands: Approximate locations and extent of existing vegetation and wetlands as identified by current federal, state, and local inventories.		
<i>Staging</i>			
27.	Proposed development phases.		

In Compliance

Not in Compliance due to missing information as stated in the Not in Compliance column above and any additional information noted below:

Application Reviewed by: _____ Date: _____

QA/QC: _____ Date: _____