



1041 APPLICATION SUBMITTAL CHECKLIST

- Land Development Application completed and signed by applicant and property-owner.
- Fees All applicable filing fees.
- Executed Agreement to Pay form
- Property Ownership Disclosure. The disclosure of ownership must be dated within two (2) months of the application submittal.
- Authorized Representative Form if applicant is not the property-owner.
- Affidavit of Property Owner's List
- Public Notices
- Names, Addresses, and qualifications of individuals who are or will be responsible for constructing and operating the project.
- Authorization of the application package by the project owner (if different than applicant)
- Detailed plans and specifications and a summary of alternatives
- Schedules for designing, permitting, constructing and operating the project, including estimated life of the project.
- List of all other federal, state, and local permits and approvals that will be required, together with any proposal for coordinating these approvals with the Town review process.
- Copies of all official federal and state consultation correspondence, including:
 - List of all mitigation required by federal, state, and local authorities
 - Copies of required draft/final environmental assessments or impact statements
- Description of all hazardous, toxic, & explosive substances to be used, stored, transported, disturbed or produced in connection with project.
- All contracts or agreements that applicant or owner has entered into prior to the date of this application which relates to the proposed project, or summary of agreements expected in order to complete project (including intergovernmental agreements if applicable).
- Written justification as to the need of the project in the Town.
- Description of the technical and financial feasibility of the project, including:
 - Estimated construction costs and period of construction for each component of project and total mitigation costs for proposed project and alternatives.
 - Revenues and operating expenses for the proposed project and alternatives.
 - Amount of and security for any proposed debt and method of estimated cost of debt service.
 - Details of any contract or agreement for services in connection with the proposed project.
 - A description of the persons or entity(ies) who will pay for or use the project and/or service produced by the development and those who will benefit from generated revenues.
 - Documentation of financial and technical capabilities of the applicant/owner, demonstrating that he project will be completed in a reasonable length of time.
- Environmental Engineer's report summarizing environmental impacts on air, threatened or endangered species, visual quality, noise, vibrations, and odors within the area to be impacted by the project.
- Traffic Engineer's report summarizing impact of the proposed project on the Town's existing and planned transportation network, including:



- Map and Description of the transportation network to be affected by the proposed project.
- Map and description of current commuting patterns, traffic volumes and types of vehicle use.
- Description of the impact and net effect of project on the transportation network.
- Description of existing levels, demand for, adequacy, and operational and maintenance costs of affected public services and facilities.
- Report summarizing socio-economic impacts of the project.
- Report summarizing anticipated impact on existing land uses within the Town, including:
 - Description of property rights, including water rights, surface rights, mineral rights, right-of-way and easements, which must be obtained, or will be affected.
 - An assessment of whether the proposed project is consistent with the Town's land use policies as set forth in the Comprehensive Plan and Development Code.
 - Map and description of existing land uses within the area to be affected.
 - Description of impacts and net effect of proposed project on property rights, including water, surface, mineral, rights-of-way and easements.
 - Descriptions of impacts and net effect of project on existing & proposed land uses.
 - Description of how and when the mitigation measures will be implemented and financed.
- Report summarizing all mitigation that is proposed to avoid, minimize, rectify, compensate for or eliminate adverse impacts and to maximize positive impacts resulting from the project, including:
 - Description of impacts and net effects resulting from the proposed project, which are irreversible and irretrievable.
 - Description of methodology to be used to project and measure effectiveness of mitigation measures over short and long term.
 - Description and location of any monitoring devices to be used to measure impacts of the project and effectiveness of mitigation measures.
 - Description of how and when the proposed mitigation measures will be implemented and financed.