



APPLICATION PACKET MASTER PLAN

The following checklist is intended to provide an outline for applicants to ensure a complete submittal and to avoid processing delays due to inadequate information. Land use applications shall include all items listed in the following checklist. If an item is not checked as included in the submittal, a detailed narrative statement outlining reasons why the item has not been submitted shall be included. Lack of such statement or required item shall constitute an incomplete submittal and shall be rejected by the Town. Please review Chapter 15 of the [Town of Windsor Municipal Code](#) Section 15-1-30(b) and Section 15-2-30 for complete application requirements.

APPLICATION SUBMITTAL REQUIREMENTS:

Planning Department Checklist	Applicant Checklist	
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1

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| _____ | _____ | Completed checklist. Items not checked are explained in the narrative |
| _____ | _____ | Completed Land Use Application (attached) |
| _____ | _____ | Application fee consistent with the Town of Windsor Fee Schedule |
| _____ | _____ | A deed or legal instrument identifying the applicant's interest in the property |
| _____ | _____ | All required drawings and supportive information per the Municipal Code |
| _____ | _____ | All submittals shall follow the Town's Submittal Requirements and File Naming Conventions available from the Planning Department |

MASTER PLAN REQUIREMENTS:

Planning Department Checklist	Applicant Checklist	
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2

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| _____ | _____ | Drawing dimensions shall be twenty-four by thirty-six (24x36) inches. All drawings shall be made with an engineer's scale, minimum scale to be one (1) inch represents one hundred (100) feet |
| _____ | _____ | Date of preparation, the scale, a symbol designating true north and zoning |
| _____ | _____ | Vicinity map |
| _____ | _____ | Name of the master plan on all drawing sheets (<i>contact Planning</i>) |
| _____ | _____ | Names, addresses and phone numbers of the applicant and firms or persons responsible for preparing the drawing |
| _____ | _____ | Applicant revisions block (<i>includes fields for date, initials, description</i>) |
| _____ | _____ | Appropriate certification blocks as provided by the Planning Department |
| _____ | _____ | Existing and proposed easements and rights-of-way for collector and arterial streets |
| _____ | _____ | Land use table showing: <ul style="list-style-type: none"> • Proposed gross and net residential densities • Proposed acreage designated for each specific land use • Proposed zoning classifications and total acreage of the parcel |

MASTER PLAN REQUIREMENTS cont.:

Planning Department Checklist	Applicant Checklist	
_____	_____	On each land use-specific section of the plan identify: <ul style="list-style-type: none"> • Acreage, minimum lot size and gross and net residential densities • Acreage designated for parks, open space and other public uses • Acreage for industrial and commercial uses
_____	_____	Utility plan including: <ul style="list-style-type: none"> • The size and location of all existing utility lines and facilities • The approximate size and location of all proposed • A table with estimates of peak hour and maximum day water and wastewater demands
_____	_____	Drainage plan showing flow patterns, including off-site contributions, detention and retention areas and discharge areas
_____	_____	A soils description and limitation
_____	_____	Existing watercourses with adequate easements for flood control
_____	_____	Designation of all public sites to be reserved and dedicated
_____	_____	Existing two-foot contours



APPLICATION PACKET

LAND USE APPLICATION

1 The Town of Windsor Planning Department reserves the right to reject incomplete submittals, per the application checklist and Municipal Code requirements for all applications. Please submit completed application and materials to planningtechs@windsorgov.com. Staff will review the submittal and advise you of its completeness for processing.

2

<p><u>APPLICATION TYPE:</u></p> <p><input type="checkbox"/> Annexation</p> <p><input type="checkbox"/> Master Plan</p> <p><input type="checkbox"/> Rezoning</p> <p><input type="checkbox"/> Minor Subdivision</p> <p><input type="checkbox"/> Lot Line Adjustment</p> <p><input type="checkbox"/> Major Subdivision</p> <p><input type="checkbox"/> Site Plan</p>	<p><u>SUBTYPE:</u></p> <p>(for Major Subdivisions and Site Plans only)</p> <p><input type="checkbox"/> Preliminary</p> <p><input type="checkbox"/> Final</p> <p><input type="checkbox"/> Qualified Commercial/Industrial</p> <p><input type="checkbox"/> Administrative</p>
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Project Name*: _____

Legal Description*: _____

Address/Location*: _____

Existing Zoning: _____ **Proposed Zoning:** _____

3

OWNER:

Name(s)*: _____

Company: _____

Address*: _____

Phone #*: _____ Email*: _____

APPLICANT (Owner or Owner's Representative):

Name*: _____

Company: _____

Address*: _____

Phone #*: _____ Email*: _____

AUTHORIZED REPRESENTATIVE:

Name: _____

Company: _____

Address: _____

Phone #: _____ Email: _____

4 All correspondence will only be sent to those listed above. It is the sole responsibility of those listed to distribute correspondence to other applicable parties.

I hereby depose and state under the penalties of perjury that all statements, proposals, and/or plans submitted with or contained within the application are true and correct to the best of my knowledge.

Signature: _____ **Date:** _____

(Proof of owner's authorization is required with submittal if signed by Applicant)

Print Name: _____ *Required fields