

# 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 14 of the Town of Windsor [Municipal Code](#) for complete application requirements.

## Application Submittal Requirements:

1

Planning Department Checklist	Applicant Checklist	
_____	_____	Completed checklist. Items not checked are explained in the narrative
_____	_____	Completed Land Use Application (attached)
_____	_____	Application fee consistent with the Town of Windsor <a href="#">Fee Schedule</a>
_____	_____	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 <a href="#">Submittal Requirements</a> and <a href="#">File Naming Conventions</a> available from the Planning Department

## Master Plan Requirements:

2

Planning Department Checklist	Applicant Checklist	
_____	_____	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 <a href="#">certification blocks</a> 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"> <li>• Proposed gross and net residential densities</li> <li>• Proposed acreage designated for each specific land use</li> <li>• Proposed zoning classifications and total acreage of the parcel</li> </ul>
_____	_____	On each land use-specific section of the plan identify: <ul style="list-style-type: none"> <li>• Acreage, minimum lot size and gross and net residential densities</li> <li>• Acreage designated for parks, open space and other public uses</li> <li>• Acreage for industrial and commercial uses</li> </ul>

Utility Plan Including:

- The size and location of all existing utility lines and facilities
- The approximate size and location of all proposed
- A water 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](mailto:planningtechs@windsorgov.com). Staff will review the submittal and advise you of its completeness for processing.

**2** **Application type:**

<input type="checkbox"/> Annexation	<input type="checkbox"/> Site Plan - Minor
<input type="checkbox"/> Master Plan	<input type="checkbox"/> Site Plan - Major
<input type="checkbox"/> Rezoning	
<input type="checkbox"/> Minor Subdivision	
<input type="checkbox"/> Major Subdivision – Preliminary	
<input type="checkbox"/> Major Subdivision – Final	

**Project Name\*:** \_\_\_\_\_

**Legal Description\*:** \_\_\_\_\_

**Address/Location\*:** \_\_\_\_\_

**Existing Zoning:** \_\_\_\_\_ **Proposed Zoning:** \_\_\_\_\_

**Acres/Square Feet:** \_\_\_\_\_ **Number of Dwelling Units:** \_\_\_\_\_

**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