



File # \_\_\_\_\_ Date: \_\_\_\_\_

# Public Agency Submittal to the Planning Board

Name of Agency:							
Agency Address:			State:		ZIP:		
Property Address:		Block:		Lot:		Zone:	

1. With respect to said property, the Agency plans to develop and/or use the property in the following manner:

2. The work described above is inconsistent with the requirements of the Development Regulation Ordinance as follows:

3. The Premises affected are more particularly described as follows:

Area of Plot		Sq ft
Building area of existing structures which will remain		Sq ft
Additional building area proposed		Sq ft
Percentage of plot to be occupied by buildings		%



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Area of other existing lot coverage (such as driveways, parking areas, walkways, etc.) which will remain		Sq ft
Additional lot coverage proposed		Sq ft
Total lot coverage proposed		Sq ft
Total lot coverage proposed as a percentage		%
Proposed front yard setback		Sq ft
Proposed side yard setback		Sq ft
Proposed rear yard setback		Sq ft

4. Describe why the Agency is making the above proposal:

5. By signing this section, the Agency hereby gives consent for City Officers and Planning Board members to enter upon the property for reasonable inspections to familiarize themselves with the property and the use thereof.

(Agency Representative)

6. Agency contacts (include Agency Representative if different from above signature, architect, engineer, attorney, and any other applicable contacts):

Name		Title		Phone		Email	
Name		Title		Phone		Email	
Name		Title		Phone		Email	
Name		Title		Phone		Email	

Check here if additional pages are attached



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# **PLANNING BOARD SUBMISSION CHECKLIST**

## **FOR ADVISORY OPINION ON SUBMITTALS**

Name of Public Agency				Date	
Address of Subject Property		Block		Lot	

	Applicant	City
1. Original and 14 copies of the submittal		
2. 15 copies of the property survey		
3. 15 copies of the proposed plat including proposed buildings, circulation, signage location(s), drainage, landscaping, fencing, lighting, grading and other features existing and proposed and the name of the person preparing the plan		
4. 15 copies of the proposed building plans including floor plans and elevation including the name and address of the person preparing the plan		
5. Area map showing surrounding properties, streets, graphic scale, north arrow, block and lot and zoning district lines		
6. Key map with north arrow showing entire development and its relationship to surrounding areas		

Indicate below any of the above elements which the Agency and/or its professionals feel are not applicable and why and for which a waiver is requested.