

SUBMITTALS NEEDED FOR CONCEPT REVIEW MEETING

- _____ TITLE REPORT (IF ROADWAY DEDICATION IS REQUIRED)
- _____ PROVIDE A WRITTEN PROJECT NARRATIVE DESCRIBING SCOPE OF WORK.
- _____ VICINITY MAP SHOWING LOCATION AND ADDRESS OF THE PROPERTY
- _____ SITE PLAN WITH TOPOGRAPHY (MAXIMUM 1-FOOT INTERVALS), BUILDING FOOTPRINT, TOTAL FLOOR AREA, DRIVEWAY, POOL AND WATER FEATURES, ACCESSORY BUILDING LOCATIONS, PROPOSED DISTURBED AREA CALCULATIONS, AND PROPOSED DRAINAGE. (Section 2206-II-B)
- _____ MASS MODEL OR A 3-DIMENSIONAL RENDERING OR COMPUTER-GENERATED MODEL. IF A MASS MODEL IS USED THE APPLICANT MUST FURNISH PICTURES OF THE MODEL AND INCLUDE THEM IN THE SUBMITTAL WITH THE SEVEN SETS. (A STUDY MODEL WILL BE REQUIRED AT THE FORMAL HILLSIDE COMMITTEE). (Section 2206-II-C)
- _____ AERIAL PHOTO-LESS THAN 1-YEAR OLD WITH TOPOGRAPHY, LOT LINES, BUILDING FOOTPRINT, DRIVEWAY, ANY NATURAL FEATURES, AS WELL AS ADJACENT LOTS AND STRUCTURES WITHIN 100 FEET OF PERIMETER OF SUBJECT PROPERTY ON 24"X 36" SHEET. (Section 2206-II-D)
- _____ FIRE MARSHAL SITE PLAN REVIEW
- _____ NOTIFICATION LETTERS MAILED 3 WEEKS PRIOR TO HILLSIDE MEETING. (APPLICATION AND NOTICE MUST BE REVIEWED AND DEEMED COMPLETE BY TOWN STAFF PRIOR TO MAILING). SEE SAMPLE NOTIFICATION BELOW. (Section 2206-II-A)

NOTE

The purpose of the Concept Review Meeting is to discuss, review and give suggestions and guidance to the applicant regarding the proposed development, location of the building pad, accessory structures and any other items of discussion. The owner or his representative should be prepared to demonstrate how this application relates to site conditions, significant natural features, preservation of existing vegetation, grading concepts and their adaptation to the natural hillside topography.

SUBMITTALS NEEDED FOR THE FORMAL/COMBINED REVIEW MEETING

_____ PROVIDE A WRITTEN PROJECT NARRATIVE DESCRIBING SCOPE OF WORK.

_____ VICINITY MAP SHOWING LOCATION AND ADDRESS OF THE PROPERTY

_____ NOTIFICATION LETTERS MAILED 3 WEEKS PRIOR TO MEETING. (APPLICATION AND NOTICE MUST BE REVIEWED AND DEEMED COMPLETE BY TOWN STAFF PRIOR TO MAILING). SEE SAMPLE NOTIFICATION BELOW. (2206-III-A).

_____ SEISMIC REFRACTION SURVEY (2206-III-B). SEE HILLSIDE SAFETY IMPROVEMENT AND PROCESS MANUAL REQUIREMENTS PER SECTION 5-10-4 OF THE TOWN CODE.

_____ DETAILED SITE PLAN (SEE SECTION 2206-III-C OF HILLSIDE CODE).

_____ AERIAL PHOTO-LESS THAN 1-YEAR OLD WITH TOPOGRAPHY, LOT LINES, BUILDING FOOTPRINT, DRIVEWAY, ANY NATURAL FEATURES, AS WELL AS ADJACENT LOTS AND STRUCTURES WITHIN 100 FEET OF PERIMETER OF SUBJECT PROPERTY ON 24"X 36" SHEET.

_____ LEGAL SURVEY WITH SURVEYOR'S SEAL (IF APPLICABLE)

_____ PHOTOGRAPHS OF THE SITE ON PLAN SHEET WITH KEY MAP (2206-III-D).

_____ GRADING AND DRAINAGE PLAN WITH WRITTEN NARRATIVE DESCRIBING DRAINAGE FLOWS (2206-III-E):

NOTES TO BE INCLUDED ON GRADING AND DRAINAGE PLAN:

1. NO CERTIFICATE OF OCCUPANCY SHALL BE ISSUED UNTIL ALL HILLSIDE STIPULATIONS AND ALL TOWN CODE REQUIREMENTS ARE COMPLIED INCLUDING, BUT NOT LIMITED TO LANDSCAPING, GROUND RESTORATION, FIRE FLOW, FIRE SAFETY AND ALL ONSITE AND OFFSITE IMPROVEMENTS.
2. ALL OUTDOOR LIGHTING SHALL BE IN CONFORMANCE WITH ARTICLE XXII OF THE TOWN ZONING ORDINANCE.
3. ALL EXCESS FILL MATERIAL SHALL BE REMOVED FROM THE SITE WITH NO NEW SPILL SLOPES.
4. THE USE OF HYDRAULIC RAM HAMMERS, OR OTHER HEAVY EQUIPMENT USED TO CUT THROUGH ROCK, INCLUDING

MACHINERY WITH AUDIBLE BACK UP WARNING DEVICES SHALL BE LIMITED TO USE BETWEEN THE HOURS OF 7:00AM OR SUNRISE, WHICHEVER IS LATER, AND 6:00PM OR SUNSET, WHICHEVER IS EARLIER, MONDAY THROUGH FRIDAY, WITH LIMITED WORK ON SATURDAY AND NO WORK ON SUNDAY OR LEGAL HOLIDAYS. RAM HAMMERS AND OTHER HEAVY EQUIPMENT CANNOT BE USED ON SATURDAYS WITHOUT A WAIVER FROM THE TOWN MANAGER.

5. CONSTRUCTION STAKING AND /OR FENCING SHALL BE PLACED AROUND THE CONSTRUCTION SITE SO AS TO PROTECT THE UNDISTURBED NATURAL AREA.
6. ALL RETAINING WALLS SHALL NOT EXTEND MORE THAN 6 INCHES ABOVE THE MATERIAL THEY RETAIN (WITH EXCEPTION OF DRIVEWAY RETAINING WALLS IN ACCORDANCE WITH 2207.VI.6).

_____LANDSCAPE PLAN (2206-III-F).

_____THREE (3) CROSS-SECTIONS, ELEVATIONS, BUILDING HEIGHTS FULLY DIMENSIONED (2206.III.G):

1. IDENTIFY MAXIMUM BUILDING HEIGHT AND ACCESSORY BUILDING HEIGHT MEASURED FROM NATURAL GRADE (2207-II-A-1 AND 2207-II-A-2)
2. IDENTIFY OVERALL BUILDING HEIGHT (2207-II-A-3)

_____LIGHTING PLAN (2206-III-H).

_____3D SCALED COMPUTER MODEL OR 3D SCALED STUDY MODEL (2206-III-I).

_____ACCURATE OBLIQUE VIEW ARCHITECTURAL RENDERING (2206-III-J).

_____EXTERIOR MATERIAL SAMPLES (2206-III-K).

_____HOUSE CORNER MARKERS STAKED 2 WEEKS PRIOR TO MEETING (2206-III-L).

NOTES TO BE INCLUDED ON THE ARCHITECTURAL PLANS

1. ALL EXTERIOR MATERIAL PALETTE SHALL BE IN ACCORDANCE WITH SECTION 2207.II.D.
2. ALL EXTERIOR LIGHTING SHALL COMPLY WITH SECTION 2208

DISTURBED AREA CALCULATIONS (INCLUDE ON SITE PLAN).

_____ AREA OF LOT _____ ACRES _____ SQUARE FEET

_____ AREA UNDER ROOF _____ SQUARE FEET

_____ FLOOR AREA RATIO _____ % (AREA UNDER ROOF/AREA OF LOT)

_____ BUILDING PAD SLOPE _____ %
VERTICAL _____ FEET
HORIZONTAL _____ FEET

Building Pad Slope - The percent of slope measured at right angles to the natural contours along a line passing through the center of the proposed building and terminating at the ends of the disturbed area limits of the building site.

_____ ALLOWABLE DISTURBED AREA _____ % (PER TABLE 1, SECTION 2207-III-J)

_____ ALLOWABLE DISTURBED AREA _____ SQUARE FEET

_____ EXISTING DISTURBED AREA _____ % (IF ANY)

_____ EXISTING DISTURBED AREA _____ SQUARE FEET (IF ANY)

INCLUDE THE FOLLOWING CALCULATION:

GROSS DISTURBED AREA _____ SQUARE FEET
SUBTRACT (-) TOTAL LIVABLE FOOTPRINT _____ SQUARE FEET
SUBTRACT (-) ATTACHED GARAGE FOOTPRINT _____ SQUARE FEET
SUBTRACT (-) DRIVEWAY CREDIT _____ SQUARE FEET
SUBTRACT (-) RETENTION BASIN CREDIT _____ SQUARE FEET
SUBTRACT (-) RESTORED AREAS _____ SQUARE FEET
EQUALS (=) NET PROPOSED DISTURBED AREA _____ SQUARE FEET

_____ NET PROPOSED DISTURBED AREA _____ %

_____ LIMITS OF DISTURBED AREA CLEARLY SHOWN ON PLANS

_____ PERCENT OF LOT STEEPER THAN NATURAL GRADE (5% MAX.) _____ %

_____ VOLUME OF CUT _____ C.Y. VOLUME OF FILL _____ CY

_____ HILLSIDE ASSURANCE IS EQUAL TO 35 TIMES THE GRADING PERMIT FEE (2205.VI.B) – PROVIDE CALCULATION ON CIVIL PLAN AND SITE PLAN

Grading Permit Fees

Grading Permit	\$168 first 100 cy + \$96 each additional 100 cy
Grading Permit > 10,000 CY	\$11,242 first 10,000 cy + \$96 each additional 1,000 cy

ASSURANCE AMOUNT \$ _____

PROVIDE THE FOLLOWING INFORMATION ON CIVIL PLAN AND/OR SITE PLAN:

_____ RETAINING WALL TABLE WITH THE FOLLOWING:

_____ TOTAL NUMBER OF RETAINING WALLS _____

_____ LENGTH OF EACH RETAINING WALL _____ FEET

_____ HEIGHT OF EACH RETAINING WALL _____ FEET

_____ MAXIMUM CONTINUOUS LENGTH OF RETAINING WALLS _____ FEET (SHALL NOT EXCEED 100 L.F. PER SECTION 2207-VI-C-1-C)

_____ MAXIMUM LENGTH OF VISIBLE RETAINING WALLS MEASURED FROM ANY POINT AROUND THE PROPERTY _____ FEET (SHALL NOT EXCEED 300 L.F. PER SECTION 2207-VI-B). IDENTIFY THE POINT/LOCATION AND THE APPLICABLE RETAINING WALLS ON THE SITE PLAN.

_____ STORM WATER RETENTION CALCULATIONS (SEE STORM DRAINAGE DESIGN MANUAL)

_____ DRIVEWAY:

AREA _____ SQUARE FEET

MATERIAL _____

COLOR & LRV _____

MAX. DISTANCE FROM NATURAL GRADE _____ INCHES

CREDIT _____ % and SQUARE FEET

- _____ MAXIMUM DRIVEWAY SLOPE _____ % (30%
MAXIMUM)
- _____ MINIMUM DRIVEWAY WIDTH _____ (12 FEET
MINIMUM)
- _____ DRIVEWAY CUT OVER 8 FEET LESS THAN 100 FEET IN LENGTH
- _____ POOL FENCE DETAIL SHOWING POOL PROTECTION AND 80% OPEN
FENCE
- _____ WATER (ADEQUATE WATER PRESSUE TO MEET FIRE SAFETY
STANDARDS)
- _____ FIRE HYDRANT INSTALLATION REQUIRED YES/NO
- _____ IDENTIFY LOCATION OF SEPTIC SYSTEM OR SEWER SYSTEM ON
PLAN
- _____ ILLUSTRATE ALL EASEMENTS
- _____ WASH EASEMENT REQUIRED YES/NO
- _____ UTILITY TRENCH LOCATIONS
- _____ METHOD OF COVERING UTILITY TRENCH
- _____ RESTORATION OF CUT AND SPILL SLOPES (AGING AGENT AND/OR
SEED MIX)
- _____ HALF STREET OR RIGHT-OF-WAY IMPROVEMENTS YES/NO

BUILDING PLANS

- _____ CROSS SECTIONS OF AT LEAST THREE LOCATIONS BISECTING THE
PROPOSED RESIDENCE AND/OR ACCESSORY STRUCTURE
PERPENDICULAR TO THE CONTOURS AND SHOWING HEIGHT LIMIT
ABOVE NATURAL GRADE (PER SECTION 2207-II)
- _____ EXTERIOR BUILDING ELEVATIONS FULLY DIMENSIONED (DO NOT
USE ELEVATIONS)
- _____ MAXIMUM BUILDING HEIGHT _____ FEET (24-FOOT
VERTICAL PLANE FROM FINISH GRADE FOR PRIMARY STRUCTURE
AND 16-FOOT VERTICAL PLANE FOR ACCESSORY STRUCTURE)

_____ OVERALL HEIGHT _____ FEET (40- FEET MAXIMUM)

_____ LOCATION OF ALL MECHANICAL/POOL EQUIPMENT AND METHOD OF SCREENING (MECHANICAL EQUIPMENT IS NOT ALLOWED ON ROOF)

_____ NON-REFLECTIVE GLASS ON BUILDINGS (BRING SAMPLE TO MEETING)

_____ LOCATION OF ALL AMENITIES:

_____ POOL/SPA

_____ TENNIS COURT/GAME COURTS – NO LIGHTED COURTS ALLOWED

_____ ACCESSORY STRUCTURES

_____ SCREEN WALLS

_____ OTHER (E.G. WATER FEATURES, BBQ’S, ETC.)

_____ PROPOSED COLOR/MATERIAL SAMPLES (BOARD MOUNTED) BLENDING WITH THE NATURAL SURROUNDING HAVING A LRV OF 38% OR LESS. NAME OF COLOR and LRV: _____

LANDSCAPE PLAN

THE TOWN RECOMMENDS USE OF NATIVE PLANTS AS LISTED IN THE LANDSCAPE GUIDELINES. PLAN SHALL CLEARLY SHOW LOCATION AND TYPE OF PLANTS TO BE USED.

_____ SEPARATE LANDSCAPE PLAN SHOWING ALL PROPOSED LANDSCAPING, EXISTING PLANTS AND NEW LOCATION OF SALVAGED PLANTS.

INCLUDE IN TABLE FORM AND CLEARLY LABEL ON YOUR LANDSCAPE PLAN THE FOLLOWING:

_____ SPECIES

_____ SIZE

_____ LOCATION (BY SYMBOL) CLEARLY INDICATED ON PLAN

_____ QUANTITY

LIGHTING

IT IS STRONGLY SUGGESTED THAT YOU READ SECTION 2208 OF THE HILLSIDE CODE PRIOR TO DESIGNING YOUR OUTDOOR LIGHTING, BOTH BUILDING AND OUTDOOR LIGHTING MUST BE PROVIDED IN TABLE FORM ON YOUR PLANS. CUT SHEETS OF EACH LIGHTING FIXTURE SHALL BE INCLUDED ON THE LIGHTING PLAN.

BUILDING LIGHTING PLAN

_____ LOCATION CLEARLY SHOWN ON PLAN AND NUMBERED

_____ PROVIDE CUT SHEETS OF EACH LIGHT FIXTURE

PROVIDE LIGHTING TABLE IN THE FOLLOWING ORDER:

_____ QUANTITY

_____ SYMBOL (WITH QUANTITY NUMBER)

_____ TYPE OF LIGHTING FIXTURE

_____ FINISH OF LIGHTING FIXTURE

_____ LUMENS (750 LUMENS MAX.)

_____ COLOR TEMPERATURE (3,000 KELVIN MAX.)

LANDSCAPE LIGHTING PLAN

_____ LOCATION CLEARLY SHOWN ON PLAN AND NUMBERED

_____ PROVIDE CUT SHEETS OF EACH LIGHT FIXTURE

PROVIDE LIGHTING TABLE IN THE FOLLOWING ORDER:

_____ QUANTITY

_____ SYMBOL (WITH QUANTITY NUMBER)

_____ TYPE OF LIGHTING FIXTURE

_____ FINISH OF LIGHTING FIXTURE

_____ LUMENS (250 MAX. LUMENS FOR PATH/STEP LIGHTS AND 150 MAX. LUMENS FOR UP-LIGHTS)

_____ COLOR TEMPERATURE (3,000 KELVIN MAX.)

**SUBMITTALS NEEDED FOR SOLAR COMBINED REVIEW MEETING
(SECTION 2207-II-D AND SECTION 2207-II-E)**

- _____ COVER SHEET WITH SITE VICINITY MAP AND PROJECT NARRATIVE OUTLINING THE LOCATION, NUMBER OF SOLAR MODUALS, ARRAYS, ETC.

- _____ SITE PLAN SHOWING LOCATION OF SOLAR PANELS/TILES, INVERTERS, METER, DISCONNECT, ETC.

- _____ CROSS SECTIONS THROUGH EACH SOLAR ARRAY SHOWING METHOD OF SCREENING AND ASSOCIATED HEIGHTS.

- _____ AERIAL PHOTO-LESS THAN 1-YEAR OLD SHOWING LOCATION OF SOLAR PANELS/TILES, INVERTERS, METER, DISCONNECT, ETC.

- _____ SITE PHOTOS FROM VARIOUS ANGLES OR VIEWS OF THE PROPERTY INCLUDING PHOTOS OF OUTDOOR EQUIEMPENT LOCATIONS. PROVIDE A KEY MAP SHOWING LOCATION OF EACH CORRESPONDING PHOTO.

- _____ DETAILS SHOWING TYPE OF SOLAR PANEL OR TILE USED, INVERTERS, RACKING SYSTEM, CONDUITS, METER, DISCONNECT, ETC. IDENTIFY THE COLOR AND LIGHT REFLECTIVE VALUES (LRV) OF EACH ITEM.

- _____ NOTIFICATION LETTERS MAILED 3 WEEKS PRIOR TO HILLSIDE MEETING. (APPLICATION AND NOTICE MUST BE REVIEWED AND DEEMED COMPLETE BY TOWN STAFF PRIOR TO MAILING). SEE SAMPLE NOTIFICATION BELOW. (2206-III-A).