



# TOWN OF ABINGDON

## COMMUNITY DEVELOPMENT

Building • Planning • Code Enforcement

### APPLICATION FOR PROJECT PLAN REVIEW

| PROJECT INFORMATION                                |                |
|--|----------------|
| Project Name:                                      | Parcel Number: |
| Project Street Address, City, State, and Zip Code: |                |
| Project Description:                               |                |

| APPLICANT INFORMATION   |               |
|---|---------------|
| Applicant Name:   |               |
| Street Address, City, State, and Zip Code   |               |
| Email:  | Phone Number: |
| Does the Applicant differ from Property Owner?<br><input type="checkbox"/> Yes, then complete information below regarding Property Owner<br><input type="checkbox"/> No, then go to the next section regarding Person/Firm Representative |               |
| Property Owner Name:  |               |
| Street Address, City, State, and Zip Code   |               |
| Email:  | Phone Number: |

| PERSON/FIRM REPRESENTATIVE                  |               |
|---|---------------|
| Name of Person/Firm Representing Applicant: |               |
| Street Address, City, State, and Zip Code   |               |
| Email:                                      | Phone Number: |

Continue to Page 2



# TOWN OF ABINGDON

## COMMUNITY DEVELOPMENT

Building • Planning • Code Enforcement

| LAND USE  |              |
|---|--------------|
| Current Use of Land:  |              |
| Zoning District:  | Total Acres: |
| Is any portion of the land located in a Flood Plain? <input type="checkbox"/> Yes <input type="checkbox"/> No   |              |
| Nature of Proposal:<br><input type="checkbox"/> New Project Site <input type="checkbox"/> Modification of Existing Building<br><input type="checkbox"/> Change of Use of Existing Building/Site |              |

### PROJECT PLAN REQUIREMENTS

**Check boxes below to confirm the item is attached to the project plan application. For any items that you are unsure of or need further clarification please indicate what assistance you need.**

**Attached**  **Need Assistance.** All existing easements and/or restrictions of record including, but not limited to rights-of-way, fully dimensioned, etc.,

---

---

**Attached**  **Need Assistance.** All existing/proposed utilities both public and/or private including fire hydrants,

---

---

**Attached**  **Need Assistance.** Proposed land uses, buildings, and structures, driveways, parking lots, curbing, loading spaces, and driving lanes including on- and off-site circulation patterns,

---

---

**Attached**  **Need Assistance.** All landscaping, plantings, screening devices, and exterior lightening,

---

---

Continue to Page 3



# TOWN OF ABINGDON

## COMMUNITY DEVELOPMENT

Building • Planning • Code Enforcement

---

**Attached**  **Need Assistance.** All signs,

---

---

**Attached**  **Need Assistance.** All watercourses, marshes, rock outcroppings, wooded acres, wetlands (DEC and Corps of Engineers), flood plains (based on F.E.M.A maps), and other significant natural or manmade features,

---

---

**Attached**  **Need Assistance.** Proposed grading,

---

---

**Attached**  **Need Assistance.** Detailed drainage plans showing on site storage, floodways, and proposed easements including siltation and erosion control plans,

---

---

**Attached**  **Need Assistance.** Stormwater Pollution Prevention Plan consistent with the requirements,

---

---

Continue to Page 4



# TOWN OF ABINGDON

## COMMUNITY DEVELOPMENT

Building • Planning • Code Enforcement

---

### SIGNATURES

Payment of an administrative fee must accompany the filing of this application. Deposits may be required for work items that are to become Town Property.

This application does not constitute a permit for work to begin. Separate application(s) will need to be submitted to obtain the necessary permits to begin work. Hearing(s) for approval may be required depending on zone classification and/or use of subject property – these require separate application(s) to be submitted.

I certify all answers to questions and additional statements within this application are true as confirmed by my signature below.

|                        |                             |
|------------------------|-----------------------------|
| Applicant Printed Name | Property Owner Printed Name |
| Applicant Signature    | Property Owner Signature    |
| Date                   | Date                        |



TOWN OF ABINGDON  
COMMUNITY DEVELOPMENT

Building • Planning • Code Enforcement

**RESPONSE FOR PROJECT PLAN REVIEW**

| OFFICE USE ONLY        |  |
|------------------------|--|
| Building Department    |  |
| Engineering Department |  |
| Planning Department    |  |