

A. CHECKLIST - ADMINISTRATIVE SUBDIVISION

Site: _____

Name: _____ Date: _____

Owner(s): _____

Address & Tel.#: _____

Surveyor: _____

(Name, Address & Telephone #)

Engineer: _____

(Name, Address & Telephone #)

Architect: _____

(Name, Address & Telephone #)

Landscape Architect: _____

(Name, Address & Telephone #)

Instructions: The applicant shall submit to the Administrative Officer twelve (12) blue line or photocopies of the proposed plat for initial review. The scale shall be sufficient to show all of the information required and shall be subject to the approval of the Administrative Officer. Plans must be no larger than 24" x 36". For recording, two (2) mylars and 3 paper copies no larger than 18" x 24" shall be submitted.

At a minimum, the following information shall be provided:

1. _____ Name of site, name and address of the property owner and applicant
2. _____ Date of plan preparation, with revision date(s) (if any)
3. _____ Graphic scale and true north arrow
4. _____ Assessor's Plat and Lot number(s) of the parcel(s) being re-subdivided
5. _____ Zoning district(s) of the parcel being re-subdivided. If more than one district, zoning boundary lines must be shown.
6. _____ Inset locus map at 1" = 2000'

7. _____ Existing property lines, easements and rights of way(s).
8. _____ Proposed property lines, drawn so as to distinguish them from existing property lines
9. _____ Existing and proposed area(s) of the parcel(s) being re-subdivided
10. _____ Certification (stamp) of a Registered Land Surveyor that the plan is correct and conforms to a minimum of a Class IV Survey
11. _____ Location and size of existing buildings, structures, utilities and improvements (septic systems, wells, wellhead areas, water lines, sewer lines, surface drains, etc.)
12. _____ Location, width and names of existing public or private street rights-of way within or immediately adjacent to the parcel being re-subdivided
13. _____ Location of any stakes, pipes, bounds, etc. found or set on the subject property
14. _____ Approximate location of water courses and wetlands, flagged by a wetlands biologist
15. _____ Town boundary line – if applicable
16. _____ Proposed location of structures, utilities (sewer or ISDS, public / private wells)
17. _____ Preservation areas (significant stands of old trees, stone walls, etc.)
18. _____ Certification by the Tax Collector that all Town taxes due on the land have been paid to-date and that there are no outstanding liens on the land.
19. _____ Signed deed (one original copy)
20. _____ Completed General Application for Subdivision/Land Development,
24. _____ Administrative (filing) fee:
Review by Administrative Officer \$100 _____
25. _____ Copy of Plan in digital format. (AutoCAD Release 13 or better)
26. _____ Other required accompanying documents: _____