

**A. CHECKLIST- ADMINISTRATIVE SUBDIVISION**

Site: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Owner(s): \_\_\_\_\_

Address & Tel. #: \_\_\_\_\_ (Name, Address & Telephone#)

Surveyor: \_\_\_\_\_

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. All plan sheets and related documents must be provided in portable document format (PDF) files as well.

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. Legend to explain any graphic representations or symbols on the plan.
4. \_\_\_\_\_ Assessor's Plat and Lot number (2) of the parcel(s) being re-subdivided.
5. \_\_\_\_\_ Zoning district(s) of the parcel being re-subdivided. If more than one district, zoning boundary line must be shown.
6. \_\_\_\_\_ Inset locus map at 1"=2000' exact or approximate scale so labeled.
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. \_\_\_\_ Signed deed (one original copy).
19. \_\_\_\_ Completed General Application for Subdivision/Land Development.
20. \_\_\_\_ Administrative filing fee:  
Review by Administrative Officer \$100 \_\_\_\_
21. \_\_\_\_ Copy of Plan in digital format preferred. (AutoCAD 2007 or newer)
22. \_\_\_\_ Other required accompanying documents:\_\_\_\_\_