

MINOR SUBDIVISION CHECKLIST

Name: _____ Date: _____

Note: Please refer to separate "Submittal Requirements" form to determine the number of copies necessary for each submission.

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- ___ 1. All applicable fees (see fee schedule)
- ___ 2. Fee Calculation sheet
- ___ 3. Review escrow account - \$100.00 per lot (returned to applicant at end of review process, unless outside consulting services are required to conduct review).
- ___ 4. Appropriate number of plans at 1"=40' (max. 24" x 36" sheet), appropriate number of 11 x 17 copies (all plans in color shall be copied in color), and one electronic set of plans in pdf format. Each plan copy to include:
 - ___ a. Proposed name of subdivision and Town name.
 - ___ b. Date of submission, north point, graphic map scale, name and address of owner and subdivider, and names of adjoining property owners.
 - ___ c. Locations, widths, and names of existing streets, filed or proposed easements, and building lines.
 - ___ d. Boundaries and designations of zoning districts, parks and other public spaces.
 - ___ e. Certified field survey by licensed surveyor.
 - ___ f. Dimensions and areas of proposed lots.
 - ___ g. Surface drainage patterns and watersheds.
 - ___ h. Five (5) foot contours based on USGS datum, referenced to mean sea level. Soil Conservation Service soil classification on plot plan.
 - ___ i. On-site sewerage and water supply facilities.
 - ___ j. Surface drainage plan.
 - ___ k. Electrical facilities.
 - ___ l. Statement prohibiting further lot divisions without Planning Board approval.
 - ___ m. Three (3) different proposed names for private way (if applicable).
- ___ 5. Proposed covenants or deed restrictions.
- ___ 6. Where easements or open space are to be deeded to the Town:
 - ___ a. Written offers of cession to the municipality.
 - ___ b. Written evidence that documents are acceptable.

Please include this completed checklist with your application materials.