

PREAPPLICATION
SUBDIVISION REVIEW CHECKLIST

A. Sketch Plan Review

Submissions Required (shall include but not be limited to):

1. Nine copies of sketch
2. Portion of Tax Assessor's map showing location of land.
3. Portion of a U.S.G.S. topographic map of the area showing the outline of the proposed subdivision.

Sketch must contain the following information:

1. Roads
2. Lots
3. Other features in relation to existing conditions

Applicant shall place flagging at the centerline of any proposed streets, and at the approximate intersection of the street centerlines and lot corners for Board inspection.

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Requirements**

PRELIMINARY
SUBDIVISION REVIEW CHECKLIST

B. Preliminary Review

1. Eight copies of plans at scale no smaller than 1" = 100'
2. Results of test pits (site evaluation done or letter from wastewater superintendent)
3. Temporary stakes along the centerline of roads for inspection
4. If preliminary layout covers only partial holdings of subdivider, a sketch of the prospective future street system shall be submitted.
5. Name & address of property owners within 500' of subdivision
6. Proof of adequate water supply from water district

Plans must contain the following information:

1. Subdivision name
2. Name and address of owner
3. Name of subdivider
4. Name of person making layout
5. Date
6. North Arrow
7. Scale
8. Names of abutting property owners, subdivisions, streets, easements, parks, public open spaces, and setbacks of abutting property
9. Approximate dimensions of property lines
10. Existing easements, buildings, water courses, ponds, standing water, rock ledges, and other essential features.
11. Existing utilities
12. Location of test pits if on lot sewage disposal
13. Location of proposed on lot septic tanks
14. Location of wells (if requested)
15. Street names (proposed and existing)
16. Street widths (proposed and existing)
17. Topography (if requested)
18. Location of proposed permanent easements
19. Approximate square foot size of lots
20. Lot set-back lines
21. Locations of land dedicated to public use and conditions of dedication
22. Deed restrictions
23. Location and size of bridges and culverts
24. Sight distances at intersections
25. Current zoning
26. Location map
27. Proposed typical cross-section of roads
28. Total acreage of subdivision
29. Tax map number and lot number
30. Stormwater and wetlands
31. Flood Boundaries and elevation

FINAL
SUBDIVISION REVIEW CHECKLIST

C. Final Review

Submissions Required (shall include but not be limited to):

1. Eight copies of final plan and one reproducible copy of final plat (scale no smaller than 1" = 100').
2. Evidence of collateral or bond filed to cover cost of streets and public sewer and water.
3. Typical street x-section
4. Street profiles (show culverts and bridges).
5. Utility plan (showing sewer, water, and drainage system) sizes, slopes and type
6. Cross section of road at culverts

The final plat must contain the following information:

1. Approval block
2. Subdivision name
3. Name and address of owner
4. Name and address of subdivider
5. Name of surveyor
6. License number and seal of surveyor
7. Date
8. Scale
9. North arrow
10. Street lines
11. Lot lines
12. Setback lines
13. Lot size in square feet.
14. Reservations by owner
15. Easements and areas dedicated to public use and area reserved by developer
16. Statement that the survey conforms to the "Std. Boundary Survey Category 1. condition 3"
17. If roads are to remain privately owned, the following words shall appear on the final plat: "All roads shall remain private roads to be maintained by the developer or the lot owners.
18. All seasonal roads labeled as "seasonal roads"
19. All roads discontinued to Winter maintenance labeled "Discontinued to Winter Maintenance"
20. Deed restrictions and covenants
21. Monuments installed