

§18:1-169 – ADMINISTRATIVE SUBDIVISION REVIEW CHECKLIST

File #: _____ Zoning: _____
Critical Area Designation: _____ Tax Map#: _____ Grid#: _____
Parcel#: _____ Lot#: _____ Town: _____

FOLLOW UP AT END OF REVIEW:

- _____ GIS department review
- _____ Application and/or plat have been signed by the owners of all existing lots affected by subdivision
- _____ Once approved, 3 mylar's, 7 paper copies & a CAD drawing on CD (if available) are required

DOCUMENTS:

- _____ Application has been completed accurately and is consistent with plat
- _____ All submitted information has been stamped and dated "received"
- _____ Correct application fee has been submitted
- _____ Project has been sent to Town if within 1 mile radius
- _____ Proof of notification to adjacent property owners and Fire/EMS Commission
- _____ A letter to the local VFD is not necessary unless a buildable lot is created
- _____ All agencies required to review project have been sent copies of the plan (necessary copies have been submitted)
- _____ Any property deed(s), right-of-way and/or other easement agreements have been submitted (questions on deed information should be discussed with the PC Attorney)
- _____ An APFO study or exemption not usually required, but check if part of larger project which might require it
- _____ GIS and Google map aerials

PLAT INFORMATION

- _____ Scale is legible and correct
- _____ Name and/or title of project
- _____ Name & address of registered surveyor, engineer, or professional responsible for preparing the plan
- _____ Seal of engineer/professional with signature & date
- _____ Ownership, zoning, & use of all adjacent properties
- _____ Purpose and Intent Statement
- _____ Revision block for all revisions and dates
- _____ Title block that contains Tax Map/Grid/Parcel/Lot, and Election District
- _____ North arrow is shown and the top of the plat shall be oriented north

- _____ Key map with north arrow showing property in relation to towns and State or County roads or intersections
- _____ Statement that any existing nonconformities have been addressed and no nonconformities are being created
- _____ This statement is on the plat: "After this plat is finally approved & recorded, any prior size or configuration of all or any part of the land shown on this plat, or the prior status of any such land as a 'lot' under any zoning ordinance or subdivision regulations, is superseded by the size & configuration of the lots shown on the plat."

LAND DESCRIPTION INFORMATION

- _____ Existing lots shown with broken lines and resulting lots shown by solid lines
- _____ Blow-up area of any metes/bounds descriptions that are very small for GIS department
- _____ Property boundary lines with metes, bounds, angles, bearings, dimensions, & curve data
- _____ Course & distance of lines to be removed with note, "line to be removed"
- _____ Gross area is given for existing & proposed lots
- _____ Area of resulting lot(s) calculated to nearest .01± square feet
- _____ Location & width of roads & rights-of-way which adjoin any resulting lot
- _____ Net buildable area calculation if needed
- _____ Critical area designation & location for existing & proposed lots (IDA, LDA, RCA, BEA)
- _____ Conservation Lands Map has been checked for MALPF and other easements or restrictions
- _____ MALPF Coordinator notified and any/all paperwork completed if a MALPF easement exists
- _____ Identify each resulting lot by consecutive numbers the same as by which existing lots were denoted
- _____ Location of proposed on-site well(s) & SRA(s), and, if possible, existing well(s) & SRA(s)
- _____ Areas to be dedicated or for public use are labeled & identified ("drainage easement", utility easement", "buffer yard easement", etc.) on the plat
- _____ Front yard minimum setback shown on all resulting lots (more may be provided or altered as permitted*)
- _____ Side & rear yard minimum setbacks shown on all resulting lots (as noted above*)
- _____ Lot area and width are the minimum required
- _____ Road frontage is at least the minimum required

REQUIRED CERTIFICATIONS (all required to be signed, typed name of signer & dated)

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| _____ Owner's Certificate(s) | _____ Uniform Acknowledgement Act(s) (seal OK from notary) |
| _____ Surveyor's Certificate | _____ Dept. of Environmental Health Certificate |
| _____ Dept. of Public Works Certificate | _____ Planning & Zoning Department Certificate |