

## CONCEPT PLAN CHECKLIST (and Conversion)

File #: \_\_\_\_\_  
Critical Area Designation: \_\_\_\_\_  
Parcel#: \_\_\_\_\_ Lot#: \_\_\_\_\_

Zoning: \_\_\_\_\_  
Tax Map#: \_\_\_\_\_ Grid#: \_\_\_\_\_  
Town: \_\_\_\_\_

### APPLICATION

- \_\_\_\_\_ Application has been correctly completed and is consistent with the plat
- \_\_\_\_\_ All submitted information has been stamped and dated "received"
- \_\_\_\_\_ Correct application fee has been submitted
- \_\_\_\_\_ Project has been sent to Town if within a 1 mile radius
- \_\_\_\_\_ Proof of notification to adjacent property owners is not required but may have been submitted (if submitted check as would for other applications)
- \_\_\_\_\_ All agencies required to review project have been sent copies of the plan and the distribution sheets are in the file (necessary copies have been submitted)
- \_\_\_\_\_ Any copy(s) of property deed(s) and right-of-way and/or other easement agreements have been submitted (any questions on deed information should be discussed with the PC Attorney)
- \_\_\_\_\_ An APFO study or exemption is not required prior to Concept Plan however one could have been done for a conversion plan. Please check with the APFO Administrator.
- \_\_\_\_\_ If applicable, Forest Conservation Worksheet has been completed and submitted (for projects occurring on upland property 40,000 sq. ft. in size or larger)

### PLAT INFORMATION

- \_\_\_\_\_ Scale is legible and correct
- \_\_\_\_\_ Name of proposed subdivision and/or title of project
- \_\_\_\_\_ Name and address of property owner(s) of record
- \_\_\_\_\_ Name and address of all engineers/professionals responsible for preparing the plan
- \_\_\_\_\_ Seal of the engineer/professional with signature and date
- \_\_\_\_\_ Ownership, zoning, & use of all adjacent properties
- \_\_\_\_\_ A blow-up area of any metes/bounds descriptions that are very small for GIS department
- \_\_\_\_\_ 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 is oriented to the top of the page as possible
- \_\_\_\_\_ 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

\_\_\_\_\_ Concept plan note: “Planning Commission approval of this concept/sketch plan shall not constitute an approval of the proposal or a finding by the Planning Commission that provisions of this Title or other requirements of the County Code have been satisfied. Approval of this concept/sketch plan only grants permission for the applicant to pursue additional approvals from the Planning Commission, the Sanitary Commission and other interested agencies.”

### **LAND DESCRIPTION INFORMATION**

\_\_\_\_\_ Property line boundaries with deed indicated on plan

\_\_\_\_\_ Contours / topography shown at 2 ft intervals minimum (spot elevations are not necessary)

\_\_\_\_\_ Location of all existing and proposed structures, features (fences, etc.) and utilities

\_\_\_\_\_ Location and name of all existing and proposed roads, streets and parking areas shown with points of access

\_\_\_\_\_ Widths of all roads, alleys, driveways, right-of-ways, road dedications and/or easements, etc. are indicated and shown

\_\_\_\_\_ Location of all recorded easements which affect the property (including, but not limited to: right-of-way, easements, deed restrictions, covenants, TDR restrictions, etc.)

\_\_\_\_\_ Conservation Lands Map has been checked for MALPF, MET and other easements/restrictions

\_\_\_\_\_ If MALPF easement, MALPF Coordinator has been notified and all required paperwork has been completed

\_\_\_\_\_ Location and area of proposed open space, common areas or major utility easements, if applicable

\_\_\_\_\_ Proposed location and method of sewerage disposal indicated

\_\_\_\_\_ Proposed location and type of water supply (private well/public water) indicated

\_\_\_\_\_ Proposed location and method of stormwater management facilities indicated

\_\_\_\_\_ All required setbacks with dimensions have been shown (front, side, and rear yards, lot width, lot frontage)

\_\_\_\_\_ Any historic structures are identified and labeled as necessary

\_\_\_\_\_ Location and dimension of all required buffer yards have been shown

### **NATURAL RESOURCE INFORMATION ON THE PLAT (18:1-59 through 18:1-68)**

\_\_\_\_\_ Indicate if natural resources were field located with date or scaled from maps

\_\_\_\_\_ If applicable, location, limits/area and FIRM# of 100 year Floodplain

\_\_\_\_\_ If applicable, location of steep slopes

\_\_\_\_\_ If applicable, location of streams (intermittent and perennial) and their associated buffers

\_\_\_\_\_ If applicable, location of wetlands (tidal / non-tidal) and their associated buffers

\_\_\_\_\_ If applicable, location of all hydric soils and soils with hydric properties (consultant verification of indicators)

- \_\_\_\_\_ If applicable, location of erosion hazard areas (protection detailed during site plan)
- \_\_\_\_\_ If applicable, location of woodlands and protection is addressed
- \_\_\_\_\_ If applicable, location of shore buffer
- \_\_\_\_\_ If applicable, location of habitat of threatened and endangered species (DNR letter may be required)
- \_\_\_\_\_ Natural Resources / CA Checklist has been checked if necessary

**CRITICAL AREA**

- \_\_\_\_\_ If applicable, Critical Area boundaries and designation (IDA, LDA, RCA) indicated on the plan
- \_\_\_\_\_ If applicable, Critical Area buffers are shown and labeled
- \_\_\_\_\_ If applicable, location of BEA (Buffer Exempt Area)

**SITE STATISTICS**

- \_\_\_\_\_ Gross site area
- \_\_\_\_\_ Base site area (with calculations, if applicable)
- \_\_\_\_\_ Total permitted impervious area
- \_\_\_\_\_ Existing impervious area
- \_\_\_\_\_ Total proposed impervious area
- \_\_\_\_\_ Minimum required landscape surface area
- \_\_\_\_\_ Total proposed landscape surface area
- \_\_\_\_\_ Maximum allowed floor area
- \_\_\_\_\_ Existing floor area
- \_\_\_\_\_ Total proposed floor area
- \_\_\_\_\_ Required number of parking spaces (with calculations & spaces shown on plan)
- \_\_\_\_\_ Total area in open space (if applicable)
- \_\_\_\_\_ Total area in resource protection (resource protection chart with percentages provided)
- \_\_\_\_\_ Area in buffer yards (with calculations)
- \_\_\_\_\_ Area of proposed roads or right-of-ways (if applicable)
- \_\_\_\_\_ Total permitted net buildable (if applicable, with calculations)
- \_\_\_\_\_ Proposed net buildable (if applicable, with calculations)

**REQUIRED CERTIFICATES/SIGNATURE BLOCKS ON THE PLAN**

\_\_\_\_\_ Fire Marshall Certificate – signed, typed name of official & dated

\_\_\_\_\_ Dept. of Public Works Certificate -- signed, typed name of official & dated

\_\_\_\_\_ Soil Conservation Service

\_\_\_\_\_ Dept. of Environmental Health Certificate – signed, typed name of official & dated

\_\_\_\_\_ P&Z Department Certificate – signed, typed name of official & dated

\_\_\_\_\_ Planning Commission Certificate (if Planning Commission Approval is required