14.3 Administrative Subdivision Checklist

Applicants submitting materials for an Administrative Subdivision shall provide a site plan(s) containing the information below entitled "Administrative Subdivision Plan". Contact the Planning Department for the number of required copies (this will not exceed thirteen (13) but may be fewer). Applicants are therefore strongly encouraged to meet with the Town Planner in advance of submitting materials to receive guidance on the format, scale, and level of detail recommended for the submittal. As a default requirement, maps or plans developed for the pre-application phase shall be at a scale of 1 inch = 100 feet and submitted on 24 x 36 sheets. Where any materials are generated electronically, the format requirements provided for electronic submittals at the beginning of Section 14 shall be followed. If multiple sheets are used, they shall be accompanied by an index sheet showing the entire plan.

A. Required Information. The following information, where applicable, shall appear on all plans and or plan size maps submitted to the Planning Department unless specifically waived by the Planning Commission.

_____ 1. Name of proposed subdivision or development.

_____ 2. Date of plan/materials preparation and any revision dates.

_____ 3. Assessor's plat and lot number(s).

_____ 4. Graphic scale.

_____ 5. True north arrow.

_____ 6. Zoning districts and/or overlay designation(s). (e.g. Official Zoning Map).

_____ 7. All building setbacks required by the zoning ordinance for existing and proposed lots.

_____ 8. Location, width and purpose of all existing rights-of-way, easements, and reservations within and adjacent to the property within two hundred (200) feet.

_____ 9. Name and address of property owner(s).

_____ 10. Names, addresses, and telephone numbers of the person or firm preparing application materials.

_____ 11. Professional stamps, with signatures, for surveyors, civil engineers, or other design professionals that prepared the plan.

_____ 12. Class I survey of property boundary.

_____ 13. Approximate location and names of all existing streets or other public ways within two hundred (200) feet of the tract. (e.g. Tax Assessor's Maps).

_____ 14. Approximate location, dimensions and areas of existing platted lots and boundary lines of the parcel and within two hundred (200) feet of its perimeter. (e.g. Tax Assessor).

_____ 15. Locus map inset at a scale of 1 inch = 2,000 feet with all streets, public facilities, and significant water bodies labeled.

_____ 16. Approximate location, description and dimensions of existing structures and uses on and within two hundred (200) feet of the property.

_____ 17. Approximate location of any gravesites, cemeteries, or stone walls.

_____ 18. Floodways, V and A Zones from current FEMA maps.

_____ 19. Area of the subdivision and all subdivision boundaries.

_____ 20. Location and dimensions of all property lines, drawn so as to distinguish them from existing property lines.

_____ 21. The location, bearing and length of all property lines and street lines. No "plus or minus" distances shall be submitted. All survey data shall be referenced to the U.S. Geological Survey, where appropriate. Where curve data applies, the following information shall be given based upon the arc definition of curve:

Central Angle	in degrees, minutes and seconds
Radius	in feet and hundredths
Length	in feet and hundredths
Tangent Distance	in feet and hundredths

B. Supporting Materials:

_____ 1. Aerial photograph of the proposed site and surrounding area.

_____ 2. Ten (10) copies of an 11" x 17" reduction of the blue line plat(s).

_____ 3. Filing fee.

_____ 4. Certificate of Tax Collector and appropriate Fire District showing that all taxes due on the land have been paid for a period of five (5) years prior to filing.

_____ 5. Existing statements and conditions of easements, deed restrictions or covenants existing or proposed on land within the plat.

_____ 6. Digital file of the site plan in one of the following formats, or as approved by the GIS Office: CAD format (e.g. DXF, DWG), .shp, .TAB, or geodatabase.