

Tax Parcel Number: Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
Log No: \_\_\_\_\_

**TOWN OF \_\_\_\_\_**  
**TECHNICAL CHECKLIST FOR USE IN SUBDIVISION REVIEW**

Proposed Development Name: \_\_\_\_\_

*CHECK WHEN EACH ITEM IS SATISFACTORY*

**PRE-APPLICATION MEETINGS**

- Location Map
- Sketch Plan on Topographic Map
- Conformity with Master Plan, Official Map, Zoning
- Discussion of Design Standards
- Discussion of Improvement Conformity Requirements

**PRELIMINARY PLAT**

- Location Map
- Subdivision Name
- Date
- Scale
- North Arrow
- Topography (contour intervals)
- Name of Owner
- Evidence of Ownership
- Name of Engineer or Surveyor
- List of exceptions desired by subdivision
- Name of Adjoining Property Owners or Subdivision
- Dimensions and Bearings or Angles of all Property Boundary Lines
- Name, Location, and Width of Adjacent Roads
- Location and Sizes of Existing Utilities & Width of Easements
- Location and size of Rock Outcrops, Streams, Swamps, Other Pertinent Features, Buildings, Trees, Soils
- Existing and Proposed Deed Restrictions
- Zoning District
- Proposed Road Layout (Conformity with Official Map and Master Plan)
- Right-of-Way Width
- Pavement Width
- Road Sections
- Road Profile
- Sidewalks
- Storm Sewers, Catch Basins and Culverts
- Road Trees
- Road Lighting Standards
- Road Signs
- Water Lines
- Fire Hydrants
- Sanitary Sewage System or Percolation Tests
- Sketch of Stages

- Road Access to Adjoining Properties
- Block Length and Width
- Intersections
- Walkway Easements
- Dimensions and Area of Lots
- Location and Sizes of Proposed Utilities and Easements
- Proposed Restrictive Covenants
- Proposed Parks & Playgrounds
- Draft Environmental Impact Assessment

#### **FINAL PLAT**

- Plat on Suitable Material
- Title
- Scale
- North Arrow
- Date of Plat
- Name, Address, and Signature of Owner
- Evidence of Ownership
- Name, Address, and Signature of Subdivider
- Name, Address, and Signature of Licensed Engineer or Land Surveyor
- Names of Adjoining Property Owners
- Dimensions and Bearings or Angles of Boundary Lines of Property Being Subdivided
- Location, Names, and Width of Existing and Proposed Roads
- Location and Names of Existing and Proposed Parks and Playgrounds
- Location and Widths of Existing and Proposed Easements
- Lot Lines and Accurate Dimensions and Bearings or Angles
- Curve Data
- Location, Description, and Size of all Monuments
- Certification of Health Department Approval
- Restrictive Covenants
- Conformity with Preliminary Plat
- Road Plans and Profiles on Suitable Material

#### **CONSTRUCTION PLANS**

- Typical Cross-sections and Details of Road Pavement, Including Curbs and Gutters, Sidewalks, Manholes, and Catch-Basins
- Road Trees
- Road Lighting Standards
- Road Signs
- Plans and Profiles Showing Location, Size and Invert Elevations of Existing and Proposed Sanitary Sewers and Storm Sewers
- Plan and Profiles Showing Location and Size of all Water Lines, Gas Lines and Other Underground Utilities and Structures
- Fire Hydrants