**MINOR SUBDIVISION CHECKLIST**

MINOR SUBDIVISION CHECKLIST

The following items must be addressed before the application can be deemed complete:

1. \_\_\_\_\_\_\_ Scale 1”=10, 20, 30, 40, or 50 feet

2. \_\_\_\_\_\_\_ Date and location of subdivision

3. \_\_\_\_\_\_\_ Tract boundary lines, R.O.W’s, easements

4. \_\_\_\_\_\_\_ All lot lines (existing and proposed)with dimensions, bearings and radii information

5. \_\_\_\_\_\_\_ Existing & proposed block and lot numbers (approved by Tax Assessor)

6. \_\_\_\_\_\_\_ All minimum building set back lines

7. \_\_\_\_\_\_\_ Location of all existing and proposed monuments

8. \_\_\_\_\_\_\_ Reference Meridian

9. \_\_\_\_\_\_\_ Graphic and numeric scale

10.\_\_\_\_\_\_\_ Names of owners of adjoining lands with lot and block numbers delineated

11.\_\_\_\_\_\_\_ Surveyor’s certification with address and license number

12.\_\_\_\_\_\_\_ Survey accuracy 1:15,000

13.\_\_\_\_\_\_\_ Applicant’s certification

14.\_\_\_\_\_\_\_ Certification of taxes paid to date

15.\_\_\_\_\_\_\_ Proof of title

16.\_\_\_\_\_\_\_ Signature of land owners

17.\_\_\_\_\_\_\_ Zoning District

18.\_\_\_\_\_\_\_ Tax Map Sheet Number

19.\_\_\_\_\_\_\_ Title to read “Minor Subdivision”

20.\_\_\_\_\_\_\_ Dimensions and areas of proposed lots Checklist –Minor Subdivision

21.\_\_\_\_\_\_\_ Existing structures, streams and woods within 200 feet of the site

***Continued on Page 2***

MINOR SUBDIVISION CHECKLIST

22.\_\_\_\_\_\_\_ Riparian Buffer

23.\_\_\_\_\_\_\_ Signature blocks for Planning Board/Board of Adjustment officials located above title block on each sheet

24.\_\_\_\_\_\_\_ 4 prints-1 + 4 copies of application-Planning Board

 \_\_\_\_\_\_\_ 4 prints- 1 +4 copies of application-Board of Adjustment

25.\_\_\_\_\_\_\_ Appropriate fee

26.\_\_\_\_\_\_\_ For applications involving variances, an area map delineating the areas of all lots within 200 feet must be supplied

27.\_\_\_\_\_\_\_ For properties abutting tidal waters, the MHW elevation referenced to N.G.V.D. must be indicated on the plan

**This checklist is not intended as a substitute to the Zoning and Subdivision Ordinances which should be referred to for all Design Standards and Requirements.**