

APPLICATION FOR APPROVAL OF MINOR SUBDIVISIONS AND MINOR SITE PLANS	Submitted	Not Applicable	Waiver Requested
(Note: For details of all submissions, see Article III. Applicant should check off all items as submitted, not applicable, or waiver requested. If waiver is requested, reasons shall be indicated in separate submission.)			
1. Plat or plan drawn and sealed by a P.E., L.S., P.P. or R.A. as permitted by law and based on a current survey.	X		
2. Scale: 1" = 30' or as approved by Board Engineer.	X		
3. Current survey upon which plat or plan is based.	X		
4. Map size: 8 - 1/2" x 13" 15" x 21" 24" x 36"			X
5. Title block and basic information: a. Title b. Date of original preparation and date(s) of revision c. North arrow and reference meridian d. Ratio scale and graphic scale e. Tax map block, lot numbers and zone f. Name, address and license number of person preparing plat or plan g. Name and address of owner of record and applicant, if different from the owner (Where more than one sheet is required, the above information shall appear on each sheet and all sheets shall be appropriately labeled, numbered and bound.)	X		
6. The first sheet of a series of plats or plans submitted for preliminary approval shall contain, in addition to the above, the following: a. A keymap at a scale of 1" = 500' or less showing zone boundaries	X		

b. The names and addresses, lot and block numbers of all property owners within 200' of the tract boundary line including adjoining municipalities	X		
c. Signature blocks for the Board Chairperson, Board Secretary and Board Engineer			
d. Chart of the zoning requirements for the zone, what is proposed, and variances indicated			
7. For subdivisions, contour lines at vertical intervals not greater than 5 feet for land with natural slopes of 10 percent or greater and at vertical intervals of not greater than 2 feet for land with natural slopes of less than 10 percent.			X
8. For site plans, a grading plan showing, at 2 feet contour intervals, existing and proposed contours and elevations.			X
9. The location of existing watercourses and any natural features, including flood plains, wetlands and soil types on the site and within 50 feet.		X	
10. The area of the tract to be subdivided or developed in square footage and the location, lot area, width and depth of any existing lot or lots proposed to be subdivided.	X		
11. Location of all existing and proposed buildings, with building setbacks, front, side and rear yard distances.	X		
12. Location of all structures within 200 feet of the property.			X
13. A stormwater management plan showing the location, type and size of any existing and proposed bridges, culverts, drainpipes, catch basins and other storm drainage facilities.			X
14. A soil erosion and sediment control plan prepared in conjunction with Article V.		X	
15. A circulation plan showing proposed vehicle, bicycle and pedestrian circulation systems. The plan shall include the locations, typical cross-sections, centerline profiles and type of paving for all proposed new streets and paths.		X	

16. Plans of proposed potable water and sanitary sewer utility systems showing feasible connections to existing or any proposed system. If a public water supply or sanitary sewer system is available, the owner shall show appropriate connections thereto on the plat or plan.		X	
17. Location of any proposed off-street parking areas with dimensions showing parking spaces, loading docks and access drives and a traffic circulation pattern showing all ingress and egress to the site.		X	
18. A plan illustrating proposals to maximize preservation of on-street parking. Such plan shall be drawn to scale and shall show the location of the following along the site's frontage and within one hundred (100) feet in either direction from the edge of the subject site on the same side of the street; location of existing on-street parking spaces; existing and proposed lot lines; existing and proposed curb cuts; and, existing and/or proposed features that may affect placement of on-street parking spaces (e.g. fire hydrants).		X	
19. Location and description of all proposed signs and exterior lighting.		X	
20. Provision for storage and disposal of solid wastes.		X	
21. For site plans, the preliminary floor plans and preliminary building elevation drawings showing all sides of any proposed building or buildings. The final floor plans and building elevations drawings submitted to the construction code official for issuance of a building permit shall conform with the preliminary plans and drawing approved by the board. No change, deletion or addition shall be made to said final plans and drawings without resubmission and reapproval by the Board.		X	
22. All proposed buffers, landscaping, fences, walls, hedges or similar facilities. The landscaping plan shall show in detail the location, size and type of all plant material, including ground cover, to be used on the site. Common names of all landscaping material shall be indicated.		X	

<p>23. A copy of any protective covenants or deed restrictions applying to the land and being subdivided or developed and a notation on the plat or plan of any easements required by the board, such as, but not limited to, sight triangle easements. Said easements may also include utility lines, public improvements and ingress and egress for emergency vehicles.</p>	X		
<p>24. A copy of such guarantees, covenants, master deed or other document which shall satisfy the requirements of the board for the construction and maintenance of any proposed common areas, landscaping, recreational areas, public improvements and buildings.</p>	X		
<p>25. A list of all licenses, permits or other approvals required by law, including proof of service.</p>		X	
<p>26. For any subdivision of 6 or more lots, or for a variance to construct a multiple dwelling of twenty-five (25) or more dwelling units, or for site plan approval of any non-residential use, a corporation or partnership shall list the names and addresses of all stockholders or individual partners owning at least ten (10) percent of its stock of any class or at least ten (10) percent of the interest in the partnership, as the case may be.</p>		X	
<p>If a corporation or partnership owns ten (10) percent or more of the stock of a corporation, or ten (10) percent or greater interest in a partnership, subject to disclosure pursuant to the previous paragraph, that corporation or partnership shall list the names and addresses of its stockholders holding ten (10) percent or more of its stock or of ten (10) percent or greater interest in the partnership, as the case may be, and this requirement shall be followed by every corporate stockholder or partner in a partnership, until the names and addresses of the non-corporate stockholders and individual partners, exceeding the ten (10) percent ownership criterion have been listed.</p>			
<p>27. The board may require the applicant to submit an environmental impact assessment as part of preliminary approval if, in the opinion of the board, the development could have an adverse effect on the environment.</p>		X	

28. The board may require the applicant to submit a traffic impact statement as part of preliminary approval if, in the opinion of the board, the development could have an adverse effect on off-site traffic and circulation.		X	
29. Applicant shall submit twenty (20) sets of folded plans.		X	
Checklist prepared by: <u>Ian Burton</u>			
Checklist reviewed by Board: _____		Date:	
Application found complete on: _____			
Application found incomplete on: _____			
Applicant notified on: _____		Date:	
The following variances/waivers were granted: _____			
The following variances/waivers were denied: _____			

(Ord. 1137 § 3, 2006; Ord. 987 § 1 (part), 1998)