

Table 6.1 Subdivision Application Requirements

A. Application Information Required for Minor and Major Subdivisions

- Application Form (1 copy)
- Application Fee
- Name, address of applicant [landowner and/or agent]
- General description of proposed development plans, including: number and size of lots, intended use, general timing of development
- Waiver request, in writing [optional]
- Names, addresses of all adjoining property owners
- One copy of a sketch plan, drawn on paper at an appropriate scale, to accurately depict:
 - Scale, Date, North Arrow, Legend;
 - Project boundaries and property lines;
 - Existing and proposed lot lines, dimensions; Adjoining land uses, roads and drainage;
 - Zoning district designations and boundaries; and
 - A general indication of the location of natural and physical features located on the site, including buildings; roads, driveways and parking areas; fences and walls; watercourses; wetlands; areas of slope in excess of 25%; and a general Indication of land cover, including forested areas and land in agricultural production.

B. Plan/Plat Mapping Requirements [required for major subdivision approval]

- Application Form (1 copy)
- Application Fee
- Name, address of applicant [landowner and/or agent]
- General description of proposed development plans, including: number and size of lots, intended use, general timing of development
- Waiver request, in writing [optional]
- A survey, drawn on mylar at scale of not less than 1"=100', and two paper copies, to include:
 - Scale, Date, North Arrow, Legend;
 - Preparer Information, Certifications;
 - Project boundaries and property lines;
 - Existing and proposed lot lines, dimensions;
 - Adjoining land uses, roads and drainage;
 - Zoning district designations and boundaries; and
 - An indication of the location of natural and physical features located on the site, including buildings; roads, driveways and parking areas: fences and walls; watercourses; wetlands; areas of slope in excess of 25%; and a general indication of land cover, including forested areas and land in agricultural production;
 - Existing and proposed roads, paths, common or shared parking areas, associated rights-of- way or easements;
 - Proposed utilities, water and wastewater systems.
- Monument locations
- Site location map showing proposed subdivision In relation to major roads, drainage ways, and adjoining properties
- Statement of compliance with town plan and applicable local regulations
- Engineering reports (water and wastewater systems)
- Proposed covenants and/or deed restrictions, off-site easements (e.g., for water, wastewater, access), and/or proposed homeowner or tenant association or agreements (if any)