

**MAJOR SUBDIVISION
PRE-APPLICATION PLAN CHECKLIST**

Name: _____ Date: _____

Note: Please refer to separate "Submittal Requirements" form to determine the number of copies necessary for each submission.

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- _____ 1. Applicable fees (please refer to fee schedule)
- _____ 2. Fee Calculation Sheet
- _____ 3. Site Inventory and Analysis Submission shall contain, at a minimum, the following:
 - _____ a. Names and addresses of the record owner and the applicant.
 - _____ b. Names and addresses of all consultants working on the project.
 - _____ c. Names and addresses of all abutting property owners.
 - _____ d. Evidence of right, title, or interest in the property; and
- _____ 4. Appropriate number of copies of an accurate inventory plan of the parcel at a scale of not more than 1" = 100' showing as a minimum:
 - _____ a. Name of the property owner, north arrow, date, and scale.
 - _____ b. Boundaries of the parcel.
 - _____ c. Relationship of the site to the surrounding area (including distance to closest street intersection).
 - _____ d. Topography of the site at an appropriate contour interval depending on the nature of the use and character of the site (in many cases, submittal of U.S.G.S. 10' contours will be adequate) identifying areas with slopes of 3 percent or less and areas with slopes in excess of 15 percent.
 - _____ e. Hydrology of the site, including drainage courses, wetlands, streams, ponds, and flood plains.
 - _____ f. Location and size of existing utilities or improvements servicing the site (if none, state so).
 - _____ g. Existing buildings, structures, or other improvements on the site (if none, state so).
 - _____ h. Existing restrictions or easements on the site (if none, state so).
 - _____ i. Class B high intensity soil survey.
- _____ 5. Appropriate number of copies of a site analysis sketch plan at the same scale as the inventory plan, highlighting the opportunities and constraints of the site. This plan should indicate:
 - _____ a. Prime portions of the site that are suitable for development or use.
 - _____ b. Portions of the site that are suitable for on-site sewage disposal if public sewerage is not available.
 - _____ c. Areas of the site that have development limitations (steep slope, flat, soil constraints, wetlands, flood plains, drainage, etc.) which must be addressed in the development plan.
 - _____ d. Suitable access points and routes for roads and utilities.
 - _____ e. Areas where there may be off-site conflicts or concerns (i.e., noise, lighting, traffic, etc.).