

**MAJOR SUBDIVISION  
PRELIMINARY PLAN CHECKLIST**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

**A. PLANNING ADMINISTRATION**

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- \_\_\_\_ 1. Applicable Fees (see fee schedule)
- \_\_\_\_ 2. Fee Calculation Sheet
- \_\_\_\_ 3. Review escrow account: \$100.00 per lot (returned to applicant at end of review process unless outside consulting services are required to conduct review).
- \_\_\_\_ 4. Property located in Shoreland Zone. Yes\_\_\_\_No\_\_\_\_  
Property located in Flood Hazard Zone. Yes\_\_\_\_No\_\_\_\_
- \_\_\_\_ 5. DEP approval required. Yes\_\_\_\_No\_\_\_\_
- \_\_\_\_ 6. Appropriate number of copies of plans at 1" = 100' scale (max. 24" x 36" sheet), appropriate number of 11 x 17 copies, and one electronic set in .pdf format; all to include:
  - \_\_\_\_ a. Location map at 1" = 1,000' scale.
  - \_\_\_\_ b. Proposed subdivision name and municipality.
  - \_\_\_\_ c. Name and address of record owner, subdivider, and designer.
  - \_\_\_\_ d. Date of plan submission, true north point, and graphic scale.
  - \_\_\_\_ e. Number of acres within subdivision, location of property lines, existing easements, building, watercourses, and other features.
  - \_\_\_\_ f. Names of all abutting property owners and subdivisions.
  - \_\_\_\_ g. Zoning district space standards and Zoning boundaries.
  - \_\_\_\_ h. Deed references and survey tract by registered land surveyor. Deed restrictions.
  - \_\_\_\_ i. Proposed lot lines with dimensions and suggested building locations.
  - \_\_\_\_ j. Parcels proposed for public use and conditions of dedication.
  - \_\_\_\_ k. Location of natural features or site elements to be surveyed.
  - \_\_\_\_ l. Landscaping plan.
  - \_\_\_\_ m. Location of existing and proposed on-site wastewater disposal systems.
  - \_\_\_\_ n. Three (3) different Proposed street names, and traffic control signs.
  - \_\_\_\_ o. Mark on the plan, lines or dots, in the center of the streets every 100 feet as to aid in the assignment of numbers to structures subsequently constructed. (Street Addressing Ordinance Adopted 2/22/99)
- \_\_\_\_ 7. On-site wastewater disposal:
  - \_\_\_\_ a. Soils test by licensed soil evaluator.
  - \_\_\_\_ b. Department of Human Services approval if required.
- \_\_\_\_ 8. Soils report and map showing soils boundaries and names per USDA classification.

## Major Subdivision Preliminary Plan Checklist

### Page 2

#### B. ENGINEERING

- \_\_\_1. Appropriate number of copies of engineering and road design at 1"=40' scale (max. 24" x 36" sheet), appropriate number of 11 x 17 copies and one electronic set in .pdf format; all to include:
  - \_\_\_a. Existing and proposed sewers, water mains, culverts, hydrants, and electrical services.
  - \_\_\_b. Locations, names, and widths, of existing and proposed streets, easements, building lines, and open spaces.
  - \_\_\_c. Five (5) foot contours maximum referred to mean sea level (based on USGS).
  - \_\_\_d. Grading plan.
  - \_\_\_e. Surface drainage plan (see Subdivision Ordinance, Appendix 7-6).
  - \_\_\_f. Location of temporary field markers.
  - \_\_\_g. Layout of bridges (if present).
- \_\_\_2. Street Standards - grades, street profiles, and cross sections:
  - \_\_\_a. Right-of-way widths.
  - \_\_\_b. Pavements widths.
  - \_\_\_c. Minimum and maximum grades.
  - \_\_\_d. Grade at intersections.
  - \_\_\_e. Angle of intersections.
  - \_\_\_f. Width and surface of shoulders.
  - \_\_\_g. Center line radii on curves.
  - \_\_\_h. Tangent length between reverse curves.
  - \_\_\_i. Road base (sub and upper bases).
  - \_\_\_j. Paving thickness.
  - \_\_\_k. Road crown.
  - \_\_\_l. Sidewalks.
  - \_\_\_m. Curb radii at intersections.
  - \_\_\_n. Length of dead-end streets or cul-de-sacs.
  - \_\_\_o. Frequency of street entrances and nearby intersections.
- \_\_\_3. Stormwater Management Plan (See Appendix 7-6). One (1) copy.
- \_\_\_4. Certification by registered professionals on all plans.
- \_\_\_5. Monumentation on plans.
- \_\_\_6. Performance Guarantee(s):
  - \_\_\_a. Improvements to be covered.
  - \_\_\_b. Amount and form.