

PRE-APPLICATION CHECKLIST

The applicant shall submit to the Administrative Officer at least five (5) copies of pre-application maps required below. The scale of all plans shall be sufficient to clearly show all of the information required and shall be subject to the approval of the Administrative Officer.

At a minimum, the following information shall be provided:

A. Pre-Application Drawing(s) – A map or plan of the subdivision parcel showing the following information:

Use of available Town Plat Maps and other information is acceptable. Surveyed plans are not required at this stage.

1. ___ Name of the proposed subdivision
2. ___ Name and address of the property owner and applicant
3. ___ Name, address and telephone number of person or firm preparing pre-application plan
4. ___ Date of plan preparation, with revision date(s) (if any)
5. ___ Graphic scale and true north arrow
6. ___ Plat and lot numbers of the parcel being re-subdivided
7. ___ Notation of Zoning district(s) of the land being subdivided. If more than one district zoning boundary lines must be shown.
8. ___ Sketch of perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines
9. ___ Approximate area of the subdivision parcel and proposed number of buildable lots, dwellings or other proposed improvements
10. ___ Location and names of existing streets within and immediately adjacent to the subdivision parcel
11. ___ Estimated location of wetlands, watercourses, or coastal features present on or within 200 feet of the property being subdivided, as available from existing information.