

SUBDIVISION / RESUBDIVISION CHECKLIST

Requirements For All Applications:

Application # _____

- ___ Written Application
- ___ Fee
- ___ Legal Description (copy of property deed)
- ___ Key Map (1"=1000' and streets and property lines within a half mile)

- ___ Boundary Survey Map (1"=100') showing:
 - a) ___ Title, date, North arrow, scale, signature blocks
 - b) ___ Layout of lots in subdivided / resubdivided tract
 - c) ___ Lot numbers assigned by assessor, street names
 - d) ___ Land dedicated as open space, parks or playgrounds

- ___ Detailed Layout Map (1"=40' unless requested otherwise by Commission), showing:
 - a) ___ Title, date, North arrow, scale, signature blocks
 - b) ___ Zoning district
 - c) ___ Lot lines, including dimensions, bearings, or angles
 - d) ___ Building setback lines
 - e) ___ Existing and proposed easements with stated purpose
 - f) ___ Existing building and structures
 - g) ___ Names of abutting streets and abutting property owners
 - h) ___ Contour lines not less than 5' intervals
 - i) ___ Inland wetlands, water bodies, and stream courses
 - j) ___ Exposed ledge outcrops
 - k) ___ Archaeological sites, historic and natural features
 - l) ___ Deep observation pits for septic systems
 - m) ___ Location of proposed buildings, wells, and septic systems
 - n) ___ Existing or proposed open space parcels
 - o) ___ Existing or proposed hiking trails
 - p) ___ Existing DOT or USGS monuments and benchmarks
 - q) ___ Location of "reverse frontage" driveways
 - r) ___ Existing and proposed boundary monuments and lot markers
 - s) ___ Special Flood Hazard Areas (100-year flood zones)
 - t) ___ Existing or potential hazards (ESQD arcs, power lines, etc.)
 - u) ___ Energy report (letter stating passive solar energy techniques have been used; 4.6 Regs)

- ___ Written approval of activity in wetlands from the IWWC

- ___ Written approval for water and septic from Ledge Light Health District

If applicable:

- ___ Written proof allowing applicant to act on behalf of landowner
- ___ List of corporate officers with authority to act
- ___ Drainage plans/cross-sections, as per Road Ordinance
- ___ Hydrologic models used to size drainage system (e.g., TR55)
- ___ Road plans/cross-sections, as per Road Ordinance
- ___ Written approval of drainage and roads from Public Works Director
- ___ Length of proposed street(s) in General Notes (cul-de-sacs measured to farthest edge of bulb)
- ___ DOT permit to connect to State highway
- ___ Traffic study prepared by Certified Traffic Engineer
- ___ Erosion and sedimentation control plan
- ___ Written authorization to connect to public water supply
- ___ Evidence of notification to abutting property owners
- ___ Statement of intended use for undeveloped portions of tract
- ___ Statement of disposition of open spaces, parks, and playgrounds
- ___ Coastal Area Site Plan review
- ___ Written request for waiver of subdivision regulations
- ___ Evidence of variance granted by Zoning Board Appeals
- ___ Referral to DPH & Groton Utilities if project falls within watershed boundary on Map #2491