

ADMINISTRATIVE SUBDIVISION CHECKLIST # 1

The applicant shall submit to the administrative officer at least three(3) blueline or photocopies of conceptual plans. 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:

1. _____ Name(s) and address(s) of the property owner(s) and applicant(s)
2. _____ Date of plan preparation, with revision date(s) (if any)
3. _____ Graphic scale and true north arrow
4. _____ Plat and lot numbers of the parcel being re-subdivided
5. _____ Zoning district(s) of the parcel being re-subdivided. If more than one district, zoning boundary lines must be shown
6. _____ Existing property lines, easements and rights-of-way
7. _____ Proposed property lines, drawn so as to distinguish them from existing property lines
8. _____ Existing and proposed area(s) of the parcel(s) being re-subdivided
9. _____ Approximate location of areas unsuitable for development (article III.C.) or areas of secondary importance (article IV.B.2.a.(1)).
10. _____ Location and size of existing buildings, structures, utilities and improvements
11. _____ Location, width and names of existing public and private streets within or immediately adjacent to the parcel being re-subdivided
12. _____ Certification (stamp) of a registered land surveyor that the plan is correct
13. _____ Signature Line for the property owner(s) applicant(s)
14. _____ Filing fee (\$100.00)