

APPENDIX A.

CHECKLIST #1 - ADMINISTRATIVE SUBDIVISION

The applicant shall submit to the Administrative Officer at least five (5) blue-line or photocopies of the proposed plat. The scale shall be sufficient to 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. ___ Filing fee (\$100)