

PRELIMINARY PLAT CHECKLIST #3
MINOR LAND DEVELOPMENTS AND MINOR SUBDIVISIONS

1. Preliminary Plat Map(s)

The applicant shall submit to the Administrative Officer at least six (6) copies of the preliminary site plans drawn to a scale of 1 inch to 40 feet. The scale may be modified with the permission of the Administrative Officer. Each sheet shall be no larger than 24 inches by 36 inches, and a sufficient number of sheets shall be included to clearly show all of the information required. Sheets shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.).

1. ___ Name of the proposed subdivision
2. ___ Name(s) and address(s) of property owner(s) and applicant(s)
3. ___ Name, address and telephone number of engineer, land surveyor, architect or landscape architect.
4. ___ Date of plan preparation, with revision date(s) (if any)
5. ___ Graphic scale and true north arrow
6. ___ Plat and lot number(s) of the land being subdivided
7. ___ Zoning district(s) of the land being subdivided. If more than one district, zoning boundary lines must be shown
8. ___ Perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines
9. ___ Area of the subdivision parcel(s) and proposed number of buildable lots, dwellings or other proposed improvements
10. ___ Location and dimensions of existing property lines within or forming the perimeter of the subdivision parcel(s)
11. ___ Easements and rights-of-way within or adjacent to the subdivision parcel(s)
12. ___ Location, width and names of existing streets within and immediately adjacent to the subdivision parcel
13. ___ Names of abutting property owners and property owners immediately across any adjacent streets
14. ___ Location of wooded areas, open meadows, significant wildlife habitats, treelines, hedgerows and/or stone walls and notation of existing ground cover
15. ___ Location of wetlands, watercourses or coastal features present on or within 200 feet of the perimeter of the subdivision parcel

16. ___ Areas of agricultural use, existing or potential (Article II)
17. ___ Existing contours at intervals of two feet
18. ___ Location and approximate size of existing buildings or significant above-ground structures on or immediately adjacent to the subdivision and proposed buildings or structures within the subdivision
19. ___ Location and dimension of all existing utilities within and immediately adjacent to the subdivision, including sewer, water, gas, electric, phone, cable TV, fire alarm, hydrants, utility poles, stormwater drainage facilities or other above or underground utilities
20. ___ Location of community landmarks, historic cemeteries, historic structures, on or immediately adjacent to the subdivision parcel(s)
21. ___ Location of scenic views to, from or within the parcel(s)
22. ___ Proposed streets, lots, lot lines, with approximate lot areas and dimensions. Proposed lot lines shall be drawn so as to distinguish them from existing property lines
23. ___ Grading plan in sufficient detail to show proposed contours for all grading proposed for on and off-site street construction, drainage facilities and grading upon individual lots if part of proposed subdivision improvements (if applicable)
24. ___ Proposed drainage plan and drainage calculations prepared by a Registered Professional Engineer, if required by the Technical Review Committee
25. ___ Proposed utilities plan, including sewer, water, gas, electric, phone, cable TV, fire alarm, hydrants, utility poles, or other proposed above or underground utilities, as applicable
26. ___ Location, dimension and area of any land proposed to be set aside as open space
27. ___ Up to fifteen (15) copies of the proposed subdivision plan reduced to no larger than 11" x 17" (actual number of copies to be determined by the Administrative Officer)
28. ___ Base flood elevation data
29. ___ Certification by a Registered Land Surveyor that a perimeter survey of the land being subdivided has been performed and conforms to the survey requirements of these Regulations

2. Supporting Materials

1. ___ Filing Fee: - \$300 + \$50 per acre

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2. ___ A vicinity map, drawn to a scale of 1"=400' or as necessary to show the area within one-half mile of the subdivision parcel showing the locations of all streets, existing lot lines, and zoning district boundaries.
3. ___ Soils map of the area. If any prime agricultural soils are within the subdivision parcel(s) the soils map shall be marked to show location of said prime agricultural soils
4. ___ Written confirmation that the Jamestown Water Department has reviewed the plan and is able to provide water service (if proposed)
Date of Letter _____
5. ___ Written confirmation that the Public Works Director has reviewed plans for proposed sewer service, and indicating whether sewer service is (is not) available and will (will not) be required.
6. ___ If Onsite Wastewater Treatment Systems (OWTS) are proposed, confirmation from the State Department of Environmental Management that the soils are adequate for the use of OWTS. Either of the following:
___ Preliminary Subdivision Suitability Report No. _____
___ Water table verification No. _____
7. ___ Written comments from the Technical Review Committee (*provided by the Administrative Officer*)
8. ___ The names and addresses of all property owners, agencies or communities requiring notification as required by these Regulations (*required only if a street extension or creation is involved*)
___ Notification Required ___ Notification Not Required
9. ___ Copies of return receipts for certified mail notices (*if required in No. 8, above*)
10. ___ Either of the following:
___ A letter to the Planning Commission stating the subdivider's intent to complete the required improvements prior to endorsement and recording; or,
___ A letter to the Planning Commission requesting that security sufficient to cover the cost of required improvements be established by the Commission.