

## MINOR LAND DEVELOPMENTS AND MINOR SUBDIVISION PRELIMINARY PLAT CHECKLIST # 3

Preliminary plat map(s). The applicant shall submit to the administrative officer at least three (3) copies of the preliminary site plans drawn to a scale of one 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, tree lines, 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 aboveground 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[-site] 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 15 copies of the proposed subdivision plan reduced to no larger than 11 inches × 17 inches (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

## Supporting materials

1. \_\_\_\_ Filing fee: \$300.00 + \$50.00 per acre
2. \_\_\_\_ A vicinity map, drawn to a scale of one inch = 400 feet 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 individual sewage disposal systems are proposed, confirmation from the state department of the environment that the soils are adequate for the use of ISDS. 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.