

**Table 7.2 Subdivision Application Requirements**

	<b>Sketch Plan</b>	<b>Preliminary Plan</b>	<b>Final Plan</b>
<b>(A) Application Information</b>			
Application Form	1 original & 9 copies	1 original & 9 copies	1 original & 9 copies
Application Fee	✓	✓	✓
Name of project, if any	✓	✓	✓
Name, address of applicant (landowner and/or subdivider)	✓	✓	✓
Written description of proposed development plans, including number and size of lots; general timing of development	✓	✓	✓
Waiver request, in writing [optional]	✓	✓	
Names, addresses of all adjoining property owners*	✓		
Evidence of written notification to adjoining owners of intent to subdivide; to include copies of any waiver request*	✓		
<b>(B) Plan/Plat Mapping Requirements</b>			
	<b>Sketch</b>	<b>Draft Plat</b>	<b>Final Plat</b>
Materials	Paper	Paper	Mylar
Date	✓	✓	✓
Preparer Information, Certifications by Land Surveyor and, if appropriate, Engineer	✓	✓	✓
Scale (minimum 1 inch = 200' unless otherwise specified by Board)	✓	✓	✓
North Arrow, Legend	✓	✓	✓
Project boundaries and property lines	Drawn	Drawn	Surveyed
Existing and proposed lot lines, dimensions	Drawn	Drawn	Surveyed
Adjoining land uses, roads and drainage	✓	✓	✓
Zoning district designations and boundaries	✓	✓	✓
Location of all natural/fragile features, including, but not limited to, wetlands, flood hazard areas, slopes with a gradient of 15% or greater; and surface waters and associated buffer areas.	✓	✓	✓
Location of all "Rural Conservation Resources" outside of the urban core, to include critical wildlife habitat; scenic features identified in the Town Plan; primary agricultural soils and existing farmland, historic sites and features, including stone walls; and prominent hills and ridgelines.	✓	✓	✓
Existing and proposed elevations, contour lines*		5' interval	5' interval
Existing and proposed roads, paths, parking areas, associated rights-of-way or easements	Drawn	Drawn	Surveyed
Proposed building envelopes	✓	✓	✓
Proposed utilities, water and wastewater systems and associated rights-of-way or easements*	✓	✓	✓

**Table 7.2 Subdivision Application Requirements (cont.)**

<b>(B) Plan/Plat Mapping Requirements (continued)</b>	<b>Sketch</b>	<b>Draft Plat</b>	<b>Final Plat</b>
Road profiles; road, intersection and parking area geometry and construction schematics*		✓	✓
Proposed landscaping and screening*		✓	✓
Proposed conservation buffer and/or easement areas*		✓	✓
Monument locations*			✓
<b>(C) Supporting Information &amp; Documentation</b>	<b>Sketch Plan</b>	<b>Preliminary Plan</b>	<b>Final Plan</b>
Site location map showing proposed subdivision in relation to major roads, drainage ways, and adjoining properties	✓	✓	✓
Statement of compliance with the town plan and applicable local regulations	✓	✓	✓
Engineering reports (water and wastewater systems)		✓	✓
Existing and proposed traffic generation rates, volumes*		Estimated	Documented
Off-site easements (e.g., for water, wastewater, access)*	Description	Draft	Final
Proposed phasing schedule*	Description	Draft	Final
Proposed covenants and/or deed restrictions*	Description	Draft	Final
Proposed homeowner or tenant association or agreements*	Description	Draft	Final
Proposed performance bond or surety*		Description	Final
<b>(D) As may be required by the Development Review Board</b>			
Stormwater and erosion control plan			
Grading plan (showing proposed areas of cut and fill)			
Open space management plan			
Site reclamation plan (for subdivisions involving extraction)			
Traffic impact analysis (current and proposed traffic volumes, capacities, levels of service, proposed improvements)			
Fiscal impact analysis (analysis of fiscal costs and benefits to the town)			
Environmental impact assessment (analysis of potential environmental impacts, proposed mitigation measures)			
Other		As required under sketch plan approval	As required under sketch plan or preliminary approval
<b>* Upon written request may be waived by the Development Review Board.</b>			