

**APPENDIX A**  
**ADMINISTRATIVE SUBDIVISION CHECKLIST**

Materials and information required for application. Specific items may be waived by the Planning Board on the recommendation of the Administrative Officer.

The applicant shall submit for the approval of the Administrative Officer at least ten (10) blue-line or photocopies of the proposed plan of a scale sufficient to show all of the details required, no larger than 24" x 36", together with two (2) copies reduced to 11" x 17".

At a minimum, the following information shall be provided:

- 1. Name and address of property owner and applicant.
- 2. Date of plan, with revision dates, if any.
- 3. Graphic scale, true north arrow, and vicinity locus map.
- 4. A radius map showing all properties within 500 feet of the land being subdivided and the locations of all structures within 200 feet of the property line.
- 5. Plat and lot number(s) of the parcel(s) being re-subdivided, with identification of zoning district(s).
- 6. A separate listing, in or attached to the legend of the plan, of all streets on which the subject property abuts.
- 7. Perimeter boundary lines, drawn to distinguish them from other property lines.
- 8. All existing property lines with total acreage and buildable land calculations for each lot.
- 9. All proposed property lines with total acreage and buildable land calculations for each lot.
- 10. Location of existing and proposed streets, private lanes, pedestrian paths or walkways, rights-of-way, utilities, easements, stone walls, and other significant features.
- 11. Plan for relocating any above-ground utilities underground prior to any development.

- 12. Location of ponds, wetlands, and coastal features (if any), cemeteries, and sites of historic and archeological importance.
- 13. Location and size of existing and proposed buildings and other structures.
- 14. Notation of any existing or proposed deed restrictions, including those related to land being proposed as open space.
- 15. A certificate from the Tax Collector affirming that all taxes have been paid and that there are no municipal liens on the parcel(s).
- 16. A certificate from the Building Official that there are no outstanding violations on the parcel(s).
- 17. Certification (stamp) of a registered land surveyor that the plan is correct.
- 18. Initial draft copies of all legal documents proposed to implement the plan, including all easements, rights-of-way, dedications, covenants and restrictions, homeowners associations, and maintenance agreements.
- 19. Filing fee.

Following final approval, the applicant shall provide the following:

1. A permanent, indelible, nonerasable mylar for recording purposes.
2. A digital file indicating all property lines, rights-of-ways and easements as approved on the final plan.