

MINOR SUBDIVISION FINAL REVIEW

APPLICANT CHECKLIST:

1. Date of last sketch plan review:
(within 8 months of scheduled Final Review)
 - _____ Application, completed and signed, with payment
 - _____ (2) Full size sets of the proposed plat
 - _____ (5) 11 by 17 inch copies of the proposed plat
 - _____ (7) Copies of the application and any additional information
 - _____ A set of plain envelopes, addressed, and stamped for all adjacent property owners.
 - _____ The checklist for the Minor Subdivision

The following information must be submitted for the application for Minor Subdivision – Final Plat Review: *[Please see Section 3.2 of the Subdivision Regulations for a complete description of the submission requirements]*

A. Minor Subdivision - Final Plat

- _____ Identifying title for the proposed subdivision
- _____ the name of the municipality
- _____ the name and address of the owner of record
- _____ the name, license number and seal of the licensed land surveyor
- _____ the boundaries of the subdivision and its general location in relation to existing streets or other landmarks
- _____ scale
- _____ date
- _____ true north point
- _____ Street names and lines, pedestrian ways, lots, reservations, easements, and areas to be dedicated to public use
- _____ Sufficient data to determine the location , street line, lot line, boundary line – to reproduce such lines upon the ground
- _____ Final design for all roadways
- _____ All public open spaces
- _____ Lots within subdivision numbered in numerical order (existing house or larger parcel are Lot 1)
- _____ Monuments to be set as required by engineer at all corners and angle points of the subdivision boundary, for new roads, street intersections
- _____ Proposed utility design system

B. Minor Subdivision - Supporting documentation – to accompany final plat application

- _____ Location and design of all improvements per Article 6 (Required Improvements and Design Standards)
- _____ location of all utility poles, sewage disposal systems, water supply systems, rough grading, and drainage
- _____ Erosion control measures – during and after construction
- _____ Final design of bridges and culverts

- _____ Copies of proposed deeds, agreements, or other documents for open space, park and recreational areas, school site areas, shared driveways/roads
- _____ A letter from the Huntington Fire Chief addressing the department's ability to provide services,
- _____ A letter from the CESU Office addressing school capacity at all levels.
- _____ [If required] Certificate from consulting engineer as to the satisfactory completion of all improvements or, in lieu thereof, a performance bond to secure completion of such improvements and their maintenance for a period of two years, with a certificate from the Selectboard that it is satisfied either with the bonding or surety company, or with security furnished by the Applicant, as a condition of subdivision approval.
- _____ Any other documents required by the Board.
