

SUBDIVISION AMENDMENT REVIEW CHECKLIST

PEDD guideline for plan review only. For full requirements refer to applicable regulations and specifications.

NAME OF PROPOSED PROJECT: _____
ADDRESS OF PROPOSED PROJECT: _____
NAME OF APPLICANT: _____

1. A narrative description of the proposed project, addressing its scope of operation, purpose, justification and impact on the immediate area of influence and the town in general (school, traffic generation, population, utilities aesthetics and land use compatibility) and including the following:
 - a.) Address of site (street and number) _____
 - b.) Name of applicant _____
 - c.) Site zoning _____
 - d.) Project acreage _____
 - e.) Description of existing site and use _____
 - f.) Description of proposed amendment _____
 - g.) Existing and proposed number of lots _____

2. Plan (sheet size must be 22"x34" or 34"x44", folded to 8½"x11") to include the following features: (submit 5 copies)
 - a.) Title block with names of project, applicant, and map preparer; address of site; date of map; and work record with revision dates (map must be labeled as a subdivision amendment, with the original subdivision title, filing date, and map and drawer number noted) _____
 - b.) Boundary survey map of property at a scale of 1"=10', 1"=20', 1"=30' 1"=40', or 1"=50" _____
 - c.) Small scale location and zoning map at scale of 1" = 2000' as inset; map shall be oriented the same as the plan _____
 - d.) North arrow _____
 - e.) Existing zoning district, with district boundaries on or adjacent to the site _____
 - f.) Names of all adjoining property owners _____
 - g.) Identification, by both verbal description and graphic depiction, of all adjacent land uses _____
 - h.) Note stating purpose of proposed amendment _____
 - i.) Proposed lot layout with existing and proposed lot lines clearly labeled _____
 - j.) Proposed lot numbers _____
 - k.) Existing and proposed streets (with r.o.w. boundaries and pavement edges shown), utilities, structures, other man-made features, on or within 100' of the site _____
 - l.) Stamp and signature of licensed land surveyor _____
 - m.) 3"x3" Planning Board approval block at lower right side of plan _____

3. Approved Building Department zoning verification _____

4. Application form complete (form must be on blue paper) _____

5. Review fee _____