

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. Owner's and surveyor's Affidavits \_\_\_\_\_
  
5. Application form complete (form must be on blue paper) \_\_\_\_\_
  
6. Review fee \_\_\_\_\_
  
7. Site Photos \_\_\_\_\_
  
8. Environmental Assessment Form \_\_\_\_\_