Town of Essex
CHECKLIST FOR MASTER SUBDIVISION PLAN APPLICATIONS

Project Name:

Project Address:

Plans Dated: ___ - ___ - _____   Plan reviewed by: _____   Date: ___ - ___ - _____

ALL APPLICATIONS must include the following items:

APPLICANT: CHECK IF PRESENT			*ITEM*
Sketch	Preliminary	Final	
☐	☐	☐	Signed application form and checklist
☐	☐	☐	Application fee
☐	☐	☐	1 copy of abutters' list and labels
☐	☐	☐	Narrative description of project*
☐	☐	☐	3 sets of 24" x 36" size plans
☐	☐	☐	3 sets of 11" x 17" plans
☐	☐	☐	Electronic version of plans in PDF format AND one of three preferred data formats**

*Narrative should address each point of the subdivision standards and should also include, at minimum, a brief project/parcel history, current and proposed use and improvements, anticipated construction schedule, and any waiver requests.

**Preferred plan data formats, in order of priority:
1) GIS geospatial data – geodatabase or shapefile in Vermont State Plane Meters, NAD83 (NSRS or most current;
2) Coordinated CAD data – Vermont State Plan Coordinates, US Survey Feet, Grid Zone 4400, NAD83(2011) epoch 2010.0, NAVD 88 (geoid12b)
3) 3 values of State Plan Coordinates noted on PDF plans

MASTER PLAN APPLICATION (SECTION 2.7)

If subdivision approval is requested in phases, or if the remaining undeveloped area of a parcel exceeds three times the district's minimum lot size, a Master Plan application is required to facilitate orderly development of the entire parcel without submission of extensive surveying, engineering, or design data.

Applicant: Check if Present	*ITEM*
Title Box and General Map Elements	
☐	Address & parcel # of parcel to subdivide
☐	Name and address of subdivider (applicant) and landowner, if different
☐	Name and contact information for any professional advisors
☐	Level of review and date of current plan (including revision dates)
☐	ALL property boundaries; use separate sheet with 1" = 100' or 200' if necessary
☐	Adjoining property parcel #, landowner name and address (association president if common land), zoning district, and present use
☐	Total acreage and perimeter measurements of parcel before subdivision
Natural and Scenic Features	
☐	Contours (existing and proposed) at 2-foot intervals unless waived by the CDD
☐	Water bodies having watershed area of at least 0.5 mi^2, with buffer or river corridor
☐	Wetlands (Class I & II) and buffers, if present
☐	FEMA floodplain areas, including Special Flood Hazard Areas, if present
☐	Forest blocks and habitat connectors as mapped in ANR BioFinder, if present
☐	Historic structures, sites, and stone walls, if present
☐	If within SRPO district: district boundaries and scenic roads, features, open meadows
Master Plan Layout (applies to entire parcel)	
☐	Tentative layout of lots with approximate dimensions and areas
☐	Tentative layout of public or open spaces
☐	Tentative layout of streets, utilities, and facilities
☐	Tentative Phasing plan