

MYLAR CHECKLIST

The following are the minimum requirements for preparing and filing land plats in the Town of Essex. All plats shall be prepared in accordance with Article II of the Town of Essex Subdivision Regulations as approved by the Development Review Board and shall meet the requirements of Title 27, V.S.A., Chapter 17 and any guidelines adopted by the Development Review Board.

(* *Signifies State Law*)

Check if Missing	Item
* _____	1) Size shall be 18" x 24" and produced by one of the following processes: wash-off mylar, fixed line photographic mylar, or original ink drawing on mylar.
* _____	2) Certification of process used shall appear on the margin on the binder edge of plat, no more than two lines high going from bottom to top of sheet running parallel to the binding edge.
* _____	3) Mylars with any parts attached/glued to its surface shall not be accepted.
* _____	4) Inks - Black inks which are permanent & actinic type.
* _____	5) Lettering - Graphics of permanent quality, and legibility shall be beyond question.
* _____	6) Margin - a minimum one half inch margin, except the binder side, a minimum of a one and a half inch margin.
* _____	7) Scale - ratios adequate to allow all pertinent data to be shown, and a graphic scale at least five inches in length graduated in units of measure used in the plat.
* _____	8) Title box (lower right corner including complete address of land, scale, date, and current owner).
* _____	9) Survey prepared by a licensed surveyor.
* _____	10) Stamp certification, signature and seal of the land surveyor, and verification of field and deed research.
* _____	11) Project Location Map (upper right corner) clearly indicating same, plus a Locus Map if entire project is not illustrated on the plat.
* _____	12) North arrow (upper left corner) indicating the reference meridian used on the survey and a statement describing the basis of the bearings
_____	13) Legend (preferably lower left corner)
_____	14) Monumentation at all external boundaries, as per Public Works Specifications, and pins or metal pipes at all other corners and angle points. All points shall be shown as to what was set or will be set and so noted.

- * _____ 15) Bearings and lengths of all property boundaries and new subdivision lines. Azimuths or angles will not be accepted.
- _____ 16) Street data - including: radius, length of curve, chord bearing and distance, and width of right-of-way.
- _____ 17) U.S. or State Route #'s and street names as approved by Board of Selectmen.
- _____ 18) Lots and street numbers confirmed with the Assessor's Office / E911 Coordinator.
- _____ 19) Lot acreage in acres and in square feet.
- _____ 20) The widths, locations, and purpose of all existing and proposed easements (utility 20' width) (sewer and water 20') (non-motorized paths 20')
- _____ 21) A statement and equation for width to depth ratio.
- _____ 22) Natural Features;
 - _____ forest
 - _____ ledge outcrop
 - _____ floodplain boundary
- _____ 23) Zoning District
- _____ 24) Topographical lines, proposed building locations (except building envelopes) and landscaping notations have been removed from the final plat.
- _____ 25) Endorsement Block - signed and dated. **(Reference Section 2.12(B)(4) of the Subdivision Regulations.)**
- _____ 26) \$25 Mylar Recording fee paid.
- _____ 27) Town Clerk Acceptance Block to read: "Received for record _____" (include a signature block for the Clerk).
- _____ 28) Latest Book and Page numbers for all deed references of parcel surveyed, abutters access easements and road right-of-ways.
- _____ 29) DXF file or a signed statement by the land surveyor or engineer **(Reference Section 2.10 (H)&(I) of Subdivision Regulations.)**

Project Name: _____

Plans received: _____ / _____ / _____ Plans dated: _____ / _____ / _____

Plan reviewed by: _____ Date revwd: _____ / _____ / _____