

**Town of Essex**  
**CHECKLIST FOR SUBDIVISION APPLICATIONS**

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Plans Dated: \_\_\_ - \_\_\_ - \_\_\_\_ Plan reviewed by: \_\_\_\_\_ Date: \_\_\_ - \_\_\_ - \_\_\_\_

**ALL APPLICATIONS (Sketch, Preliminary, and Final, and amendments) must include the following items:**

<i><b>APPLICANT: CHECK IF PRESENT</b></i>			<i><b>ITEM</b></i>
Sketch	Preliminary	Final	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signed application form and checklist
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application fee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 copy of abutters' list and labels
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Narrative description of project*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 sets of 24" x 36" size plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 sets of 11" x 17" plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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

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**SKETCH PLAN APPLICATION (SECTION 2.6)**

Sketch Plan review allows for the applicant and Development Review Board to discuss various options for the development of the site. Plans may be very general and need not include extensive engineering details.

**Title Box and General Map Elements**

<input type="checkbox"/>	Address & parcel # of parcel to subdivide
<input type="checkbox"/>	Name and address of subdivider (applicant) and landowner, if different
<input type="checkbox"/>	Name and contact information for any professional advisors
<input type="checkbox"/>	Date of current plan (including revisions)
<input type="checkbox"/>	Level of review (Sketch, Preliminary, Final)
<input type="checkbox"/>	Items required for PUD review, if applicable
<input type="checkbox"/>	Scale of 1" = 20', 30' or 40'
<input type="checkbox"/>	Locator map with zoning/ overlay districts
<input type="checkbox"/>	Legend with all symbols labeled
<input type="checkbox"/>	North arrow

**Natural and Scenic Features**

<input type="checkbox"/>	Contours (existing and proposed) at 2-foot intervals unless waived by the CDD
<input type="checkbox"/>	Water bodies having watershed area of at least 0.5 mi <sup>2</sup> , with buffer or river corridor, if present
<input type="checkbox"/>	Wetlands (Class I & II) and buffers, if present
<input type="checkbox"/>	FEMA floodplain areas, including Special Flood Hazard Areas, if present
<input type="checkbox"/>	Forest blocks and habitat connectors as mapped in ANR BioFinder, if present
<input type="checkbox"/>	Historic structures, sites, and stone walls, if present
<input type="checkbox"/>	If within SRPO district: district boundaries and scenic roads, features, open meadows

**Utilities/Engineering**

<input type="checkbox"/>	For on-site systems, adequate proof of available water supply and sewage disposal capacity per state regulations
<input type="checkbox"/>	For off-site systems, calculation of water pressure & flow, and sewer capacity
<input type="checkbox"/>	General stormwater management analysis and design

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**General Subdivision Layout**

<input type="checkbox"/>	ALL property boundaries; use separate sheet with 1" = 100' or 200' if necessary
<input type="checkbox"/>	Adjoining property parcel #, landowner name and address (association president if common land), zoning district, and present use
<input type="checkbox"/>	Total area and perimeter measurements of parcel before subdivision
<input type="checkbox"/>	Area and perimeter measurements of subdivided parcels
<input type="checkbox"/>	Existing / proposed lot depth to width ratio
<input type="checkbox"/>	Proposed lots numbered consecutively
<input type="checkbox"/>	Existing / proposed trails and paths, as incorporated in the Town Plan
<input type="checkbox"/>	Existing / proposed recreational / open space
<input type="checkbox"/>	Residential phasing allocation request, if applicable

**PRELIMINARY PLAN APPLICATION (SECTION 2.8)**

At this stage, the Development Review Board and the applicant have reached an agreement on the general layout of the site. The Preliminary Plan submission should include all engineering details, landscaping, a preliminary survey plat, and other details.

**General**

<input type="checkbox"/>	<b>ALL</b> items from Sketch Plan list (Section I), updated and accurate, as applicable
<input type="checkbox"/>	<b>ALL</b> items discussed in Sketch Plan findings and conditions
<input type="checkbox"/>	Level of review and date of current plan (including revision dates)
<input type="checkbox"/>	Items required for PUD review, if applicable

**Natural and Scenic Features (Section 4.3)**

<input type="checkbox"/>	USGS-mapped soil units and descriptions
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**Parcel Information / Surveying Data (Section 4.4)**

<input type="checkbox"/>	Map of existing boundaries and proposed lot lines, with metes and bounds description and locations of boundary monuments, prepared by a licensed surveyor
<input type="checkbox"/>	Setback lines or building envelopes

**Streets (Section 4.5)**

<input type="checkbox"/>	Street plan & profile per <i>Public Works Specifications</i> , with proposed names and signs
<input type="checkbox"/>	Traffic analysis and/or traffic study, if applicable
<input type="checkbox"/>	Parking calculations & design, if applicable
<input type="checkbox"/>	If adjacent to state highway, VTrans letter of determination for permit under 19 V.S.A. § 1111

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**Sidewalks (Section 4.6)**

<input type="checkbox"/>	If applicable, sidewalk plan and profile per <i>Public Works Specs</i>
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**Open Space and Recreation (Section 4.7)**

<input type="checkbox"/>	If applicable, location, type and design of public recreation or open space
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**Easements (Section 4.8)**

<input type="checkbox"/>	Utility easement locations if outside ROW
<input type="checkbox"/>	Drainage easements, if required
<input type="checkbox"/>	Non-motorized, multi-use access easements 15 feet in width, if applicable

**Utilities/Engineering (Sections 4.9 and 4.10)**

<input type="checkbox"/>	If applicable, water/sewer plan & profile with detail drawings per <i>Public Works Specs</i>
<input type="checkbox"/>	Utility report: water and wastewater demand and fire demand calculations
<input type="checkbox"/>	Utility line plan/profile for water, sewer, electric, gas, stormwater, hydrants, etc.
<input type="checkbox"/>	Storm water study: conditions, impervious & disturbed area calculations, impacts & design compliance per applicable regulations

**Other Items**

<input type="checkbox"/>	Phasing schedule, if applicable
<input type="checkbox"/>	Building elevations, if applicable
<input type="checkbox"/>	Draft association covenants and bylaws, if applicable

**FINAL PLAN APPLICATION (SECTION 2.9)**

The application will reach the Final Plan stage when nearly all of the details of site development have been clarified. The Final Plan application should include a complete set of plans and a final survey plat. After a subdivision has been approved, applications for changes to the plans are classified as Final Plan Amendments and may be reviewed in a single step by either the Development Review Board or Community Development staff, depending on the nature of the changes. Any amendment submissions should include all elements from Sketch, Preliminary, and Final checklists applicable to the proposed amendment.

<input type="checkbox"/>	<b><u>ALL</u></b> items from Sketch and Preliminary Plan list, updated and accurate
<input type="checkbox"/>	<b><u>ALL</u></b> items discussed in Sketch and Preliminary Plan findings and conditions
<input type="checkbox"/>	Level of review and date of current plan (including revision dates)
<input type="checkbox"/>	Final residential phasing allocation request