

**C-1. CHECKLIST – FINAL  
MINOR LAND DEVELOPMENTS  
and DEVELOPMENT PLAN REVIEW**

The applicant shall submit to the Administrative Officer copies of final site plans and supporting materials as indicated below:

A. PLANS – One Mylar and 5 copies of the final plan at a scale of 1 inch to 40 feet. The scale may be modified with the permission of the Administrative Officer. Each sheet shall be no larger than 24 inches by 36 inches, Sheets shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.). The following information shall be shown on the plans (with the exception of the north arrow, items 1-6 should be located within or near the title block):

1. \_\_\_\_\_ Name of the proposed development project.
2. \_\_\_\_\_ Name and address of all property owners and applicants, including names and addresses of an officer in charge of business or corporate entities.
3. \_\_\_\_\_ Name, address and telephone number of engineer or land surveyor.
4. \_\_\_\_\_ Date of plan preparation, with revision date(s) (if any).
5. \_\_\_\_\_ Graphic scale and true north arrow.
6. \_\_\_\_\_ Plat and lot number(s) of the parcel being developed.
7. \_\_\_\_\_ Zoning district(s) of the parcel(s), all zoning dimensional requirements and actual dimensions and parking provided. If more than one district, zoning boundary lines must be shown.
8. \_\_\_\_\_ Locus map inset.
9. \_\_\_\_\_ Perimeter boundary lines of the project parcel(s), drawn so as to distinguish them from other property lines.
10. \_\_\_\_\_ Location and dimensions of existing property lines, easements and rights-of-way adjacent to the parcel(s) being developed.
11. \_\_\_\_\_ Location, width and names of proposed and existing streets within and adjacent to the parcel being developed.
12. \_\_\_\_\_ Names of abutting property owners and property owners immediately across any adjacent streets.
13. \_\_\_\_\_ Location of wetlands, streams, and other water bodies, and associated State and local setback distances.
14. \_\_\_\_\_ Notation of special conditions of approval imposed by the Planning Board (if any).
15. \_\_\_\_\_ Notation of any permits and agreements with state and federal reviewing agencies.

B. FINAL AS-BUILT DRAWINGS – For projects involving street creation and/or drainage improvements, five (5) blueline copies of as-built plans drawn to a scale of 1 inch to 40 feet. The scale may be modified with the permission of the Administrative Officer. Each sheet shall be no larger than 24 inches by 36 inches. Sheets shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc.).

1. \_\_\_\_\_ Final as-built plans as listed in Article XIV, Section C 7, including plans of any additional improvements as required by the Planning Board as a condition of approval.
2. \_\_\_\_\_ Certification (stamp) of a Registered Professional Engineer or Surveyor that the as-built drawings are correct.

C. SUPPORTING MATERIALS

1. \_\_\_\_\_ Cover letter and signature of all property owners and applicants. (Certificate of Completeness)
2. \_\_\_\_\_ Filing Fee: \$150, if multi-family add \$10 per bedroom.