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.