

ARTICLE VI, SECTION 36. PRELIMINARY SUBDIVISION PLAT CHECKLIST

PROJECT NAME _____

PROJECT NUMBER _____

PREPARER _____

X = ITEM SUBMITTED

W = WAIVED

N/A = NOT APPLICABLE

COND = CONDITION OF APPROVAL

The items listed below, unless waived by the Planning Board, must be filed in the office of the Town Planner or Town Planner's designee before an application for a Preliminary Subdivision approval is deemed complete. These materials shall be filed with at least thirty (30) calendar days prior to the Planning Board meeting at which preliminary approval is requested.

1. ____ One Completed and signed Development Review Application.
2. ____ Payment of review fees.
3. ____ Fully completed and signed Short Environmental Assessment Form, Part I (SEAF), or Long Environmental Assessment Form, Part I (LEAF). (See Town Planner as to which to submit.)
4. ____ Estimated site improvement cost (excluding cost of land acquisition and professional fees) to be prepared (preferably) by a licensed professional engineer.
5. ____ A preliminary plat with the following information must be filed in the office of the Town Planner at least thirty (30) calendar days prior to the Planning Board meeting at which preliminary approval is requested.
 - a. ____ Vicinity Map showing the general location of the property, 1" = 1000' or 1" = 2000'.
 - b. ____ General layout, including lot lines with dimensions; block and lot numbers; highway and alley lines, with 60-foot wide highway rights-of-way; areas to be reserved for use in common by residents of the subdivision; sites for non-residential, non-public uses; easements for utilities, drainage, preservation of scenic views, or other purposes; and building setback lines, with dimensions.
 - c. ____ General layout of the proposed highways, blocks, and lots within the proposed subdivision. Tentative highway names.
 - d. ____ Contour intervals, to USGS datum, of not more than two feet when the slope is less than four percent and not more than five feet when slope is greater than four percent.
 - e. ____ Cultural features within and immediately adjacent to the proposed subdivision, including platted lots, highway improvements, bridges, culverts, utility lines, pipelines, power transmission lines, other significant structures,
 - f. ____ Other significant structures within and immediately adjacent to the proposed subdivision, including parks, wetlands, critical environmental areas, and other significant features.

- g. ___ Direction of flow of all water courses. Calculation of drainage area above point of entry for each water course entering or abutting the tract.
- h. ___ Location and description of all section line corners and government survey monuments in or near the subdivision, to at least one of which the subdivision shall be referenced by true courses and distances.
- i. ___ Location, name, and dimensions of each existing highway and alley and each utility, drainage, or similar easement within, abutting, or in the immediate vicinity of the proposed subdivision.
- j. ___ Natural features within and immediately adjacent to the proposed subdivision, including drainage channels, bodies of water, wooded areas, and other significant features. Identification of areas subject to flooding as indicated on HUD Flood Boundary Maps, Wetlands Maps.
- k. ___ Width at building line of lots located on a curve or having non-parallel side lines, when required by the Planning Board.
- l. ___ Names and addresses of owners of all parcels abutting the proposed subdivision.
- m. ___ Names of recorded subdivisions abutting the proposed subdivision.
- n. ___ Restrictive covenants, if any.
- o. ___ Key map, when more than one sheet is required to present plat.
- p. ___ Name of subdivision, which shall not duplicate the name of any other subdivision in the county.
- q. ___ Name of planner, architect, engineer, land surveyor, landscape architect, or other person who prepared the sketch plat or preliminary plat.
- r. ___ Name(s) and address(es) of the owner(s).
- s. ___ Name(s) and address(es) of the subdivider(s), if the subdivider(s) is(are) not the owner(s).
- t. ___ Map Scale in bar form (1"=50' or 1"=100') and north point.
- u. ___ Date of plat, and any applicable revision dates.
- v. ___ Names of town, county, and state.
- w. ___ Border lines bounding the sheet, one inch from the left edge and one-half inch from each of the other edges; all information, including all plat lines, lettering, signatures and seals, shall be within the border lines.
- x. ___ Four dark-line prints of the proposed plat and 25 reduced copies of all sheets of the proposed site plan (no larger than 11" x 17") and copy of all other items required above (Except Development Review Application and escrow forms).
- y. ___ Four dark-line prints of improvement plans and information, if improvements are required.

IMPROVEMENT PLANS AND RELATED INFORMATION

6. Where improvements are required for a proposed subdivision, the following documents shall be submitted to the Planning Board:
- a. ___ Detailed construction plans and specifications for water lines, including locations and descriptions of mains, valves, hydrants, appurtenances, etc.
 - b. ___ Detailed construction plans, profiles, and specifications for sanitary sewers and storm drainage facilities, including locations and descriptions of pipes, manholes, lift stations, and other facilities.
 - c. ___ Highway paving plans and specification.
 - d. ___ The estimated cost of:
 1. ___ Grading and filling,
 2. ___ Culverts, swales and other storm drainage facilities,
 3. ___ Sanitary sewers,
 4. ___ Water lines, valves and fire hydrants,
 5. ___ Paving, curbs, gutters and sidewalks,
 6. ___ Any other improvements required by Town of Ithaca Subdivision Regulations.
7. ___ The plan and profile of each proposed highway in the subdivision, with grade indicated, drawn to a scale of 1" = 50' horizontal, and 1" = 5' vertical, on standard plan and profile sheets. Profiles shall show accurately the profile of the highway or alley along the highway center line and location of the sidewalks, if any.