

**B. CHECKLIST FOR PRE-APPLICATION MEETINGS AND CONCEPT REVIEW FOR MINOR OR MAJOR LAND DEVELOPMENT PROJECTS AND MINOR OR MAJOR SUBDIVISIONS.**

The applicant shall submit to the administrative officer at least eight blue or blackline copies of pre-application maps required below. In addition, 12 reduced set of all plans on 11" x 17" sheets shall be submitted. The scale of all plans shall be sufficient to clearly show all of the information required and shall be subject to the approval of the administrative officer. The plans must bear the stamp of the professional land surveyor and professional engineer who prepared them. Plans shall also be submitted on CD in AutoCAD .dwg, GIS shapefile or .dxf file format and as a PDF.

At a minimum, the following information shall be provided:

A. *Existing features.* A map or plan(s) of the parcel proposed for development, showing the following information:

1.  Name of the proposed subdivision.
2.  Name and address of property owner and applicant.
3.  Name, address and telephone number of person or firm preparing pre-application plan.
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 land being subdivided.
7.  Zoning district(s) of the land being subdivided. If more than one district, zoning boundary lines must be shown.
8.  Perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines.
9.  Location of existing property lines, easements, and rights-of-way within and immediately adjacent to the parcel(s) being developed.
10.  Area of the subdivision parcel and proposed number of buildable lots, dwellings or other proposed improvements.
11.  Location, and names of existing streets within and immediately adjacent to the subdivision parcel.
12.  Location of wooded areas and notation of existing ground cover.
13.  Estimated location of land unsuitable for development/land with development limitations on or within 200 feet of the property being subdivided, as available from existing information.
14.  Areas of agricultural use.
15.  Existing topography (from available information) and showing all areas of slopes greater than 25 percent.

16.  Location and approximate size of existing buildings or significant aboveground structures on or immediately adjacent to the subdivision.
17.  Proposals, if any, for connection with existing water supply and sanitary sewer systems.
18.  Location of historic cemeteries on or immediately adjacent to the subdivision (if any).
19.  General location of any unique natural and/or archeological and historic features, including stonewalls.

B. *Proposed development.* A diagrammatic sketch plan overlay sheet shall be provided. This sheet shall be prepared to overlay a base map of existing information and features described in A., above. As an alternative, if surveys of the property proposed for development have not been prepared, a separate sketch plan may be submitted.

1.  Conceptual layout, on a separate drawing or overlay, if necessary to clearly portray areas proposed for development, areas proposed for open space and preliminary street layout.
2.  Initial yield plan.
3.  Aerial photograph at a scale not less than 1" = 400' showing areas within a radius of one-half mile of the proposed site.

C. *Supporting materials.* The applicant shall submit to the administrative officer copies of a narrative report (actual number of copies to be determined by the administrative officer) providing a general description of the existing physical environment and existing use(s) of the property along with a general description of the uses and type of development proposed by the applicant. The narrative report shall include reduced copies (11" x 17") of all plans required in A and B., above plus items 2—3, below:

1.  Administrative filing fee: See article 11, section 11.4.4.c.
2.  A site context map, as described in article 13, section 13.6.
3.  Completed application form signed by the applicant and the property owner
4.  Certificate of tax collector that all taxes due on the land have been paid prior to filling the preapplication.
5.  Such other information as may be requested by the department of planning and development or by the planning commission.