

Major Subdivision Checklist

Subdivision Name: _____ Date of Zoning Board Review: _____

Staff	ZB	Item
Y/N/na	Y/N/na	
		Proposed subdivision/development name.
		Acreage in total tract, area of the site in acres or, of smaller than one acre, in square feet.
		Name and street address of the record owner of the land proposed to be subdivided or developed, and the owner or proprietor of the subdivision/development and the Engineer or Landscape Architect.
		Date, scale, and north arrow.
		A statistical summary of development factors such as density, number of lots or dwelling units, and minimum unit sizes, as may be pertinent to the development.
		Acreage in park, streets, and other land usage.
		All parcels of land and easements to be dedicated for public use and the conditions of such dedication.
		Exact boundary lines of the tract with bearings and distances.
		Location or vicinity map tying the subdivision into the present road system and relating the subdivision to its surrounding area.
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		Location and names of adjoining subdivisions or names of owners of adjoining lands.
		Conditions of approval, if any, associated with any rezoning, variance or other County approval applicable to the property.
		Building setback lines
		Lot and block numbers
-----	-----	Natural features and man-made features within the property, including:
		Drainage channels, bodies of water, wooded areas and other significant natural features such as rock outcroppings.
		On all watercourses leaving the tract for which stormwater detention must be considered under this Development Code, the direction of flow shall be indicated, and for all such watercourses entering the tract the direction and acreage of the drainage area above the point of entry shall be noted. Floodplains shall be outlined.
		Any wetlands within 50' of a developable area, including any area within a proposed platted lot, must be delineated by a certified wetlands professional, accurately located by GPS or traditional survey equipment and represented on the submitted preliminary plat The following statement from the design profession shall appear on the plat "Any and all wetlands or water courses as defined by current state and federal regulations that require permitted for encroachment and disturbance have been appropriately defined and defined on this plat by professionals certified to do so."
		Any landfills or bury pits should be identified on the plat or the design professional shall certify that none are present.
		Any cemeteries located within the boundary of the property and how access will be maintained to those cemeteries as required by state and federal regulations or a statement from the design professional that none are present.
		Topographic map on a scale of 1 inch representing 100 feet or less and contour intervals of 2 feet or less at an accuracy meeting National Map Accuracy standards (plus or minus ½ contour interval), showing major water courses, marshes, rock outcrops, wooded areas, and other outstanding features. A contour interval of 5 feet or less may be used on residential developments where the average lot size is greater than 5 acres, provided this data is sufficient to delineate natural drainage corridors, depressions, and other grade variations.

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		The location, width, and names of all existing or platted streets, easements, or other public ways or public use of land for future street widening within or adjacent to the subdivision, existing permanent buildings, railroad rights-of-way, natural watercourses, flood hazard areas, utilities, and other important features.
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		A statement as to the source of domestic water supply, and a statement as to the provision for sanitary sewage disposal.
		For those properties that will not be served by a sanitary sewerage collection and treatment system, evidence is required showing that a soil report has been submitted to the Health Department that is to their required standards for the proposed lot sizes.
		For those properties proposed to be served by a public sanitary sewerage system, approval from the appropriate municipality providing service is to be included.
		For those properties proposed to be served by a private sanitary sewerage system, evidence of approval by the Board of Commissioners must be submitted.
		For those properties served by public water utility a preapproval and capacity letter is to be included.
		For those properties served by community well system a capacity letter and proof of certification and compliance with all state and federal regulation is to be submitted.
		Traffic Impact Study, if required by this Section.
		The approximate location of proposed storm water detention facilities.
		Draft covenants and/or provisions for maintenance of open space amenities, storm water detention areas and street lights, if present (such as draft articles of incorporation of a homeowners' association).
		Such additional information as may be reasonably required by the Planning Director to permit an adequate evaluation of the development activity proposed in the subdivision.
		Appropriate signature blocks from Section 1006.06.

Comments:
