

TOWN OF LINCOLN PLANNING BOARD SUBDIVISION REVIEW CHECKLIST

This checklist is intended to assist the applicant in the planning process of preparing a subdivision application for Planning Board action. The type of project proposed, will determine the types of information required, to review a subdivision, therefore, a pre-application conference with the Planning Board to determine the list of items that must be completed is strongly encouraged. This completed checklist must be included in the subdivision application for it to be considered complete for submittal. **All applicants remain responsible for complying with the Town of Lincoln Subdivision Regulations. This checklist is not a substitute or replacement for those Regulations.**

Owner's Name: _____ File # : _____

Address: _____

Agent's Name: _____ Tax Map & Lot #'s: _____

Address: _____

Date of Pre-Application Conference: _____

Comments: _____

Please indicate type of application:

_____ **Preliminary Layout Review for Major Subdivision**

_____ **Completed Application for Minor Subdivision**

_____ **Completed Final Plat Application for Major Subdivision**

_____ **Lot Line Adjustment or Boundary Agreement**

Date application filed: _____

Date of Planning Board meeting at least 15 days after filing date: _____

	REQUIRED/PROVIDED Yes / No	
A. Names and Addresses of Abutters	____/____	_____
B. Application and notice fees in a check payable to the Town Of Lincoln	____/____	_____
C. ____# copies of Preliminary Layout or Final Plat, as required for particular application (use attached lists to review maps for completeness).	____/____	_____

TOWN PLANNER AND PLANNING BOARD USE ONLY

YES / NO

Submission is complete and 10-day notice sent to abutters, applicant and public
On _____.

____/____

Submission is incomplete and applicant has been notified on _____.

____/____

Board meets to accept application on _____.

____/____

Public Hearing (with 10-day notice to abutters, applicant and public) scheduled for _____.

____/____

Hearing waived for Preliminary Layout Review.

____/____

Final Approval with and conditions, bond, or land dedications, given by Board on _____.

____/____

Written notice sent to applicant, if disapproved.

____/____

SUBMISSION REQUIREMENTS

Preliminary Layout – for optional early review of a major subdivision.

REQUIRED / PROVIDED
Yes / No

1. Site Survey Map: 4 copies of maps at a scale not smaller than 1 inch to 100 feet which should have the following information:

____/____ _____

A. Name of Subdivision

____/____ _____

B. Name and Address of Owner, Subdivider, Surveyor and Engineer.

____/____ _____

C. Date, north arrow and scale

____/____ _____

D. Names and Addresses of Abutters

____/____ _____

E. Important natural features (from natural resource inventory)

_____ Wetlands as defined by (HIS map, hydric soils, wetlands overlay zone, etc.)

____/____ _____

_____ Building and setback lines to include setbacks from wetlands.

____/____ _____

_____ Land to be dedicated for public use.

____/____ _____

		REQUIRED/PROVIDED Yes / No	
F.	Percentage of site in fields and in woods	___/___	___
G.	Property lines, existing buildings, historic sites and structures	___/___	___
H.	Existing streets with names or route designations	___/___	___
I.	Size of site (in acres) with number of acres in Village Residential District and in General Use District	___/___	___
J.	Topographic contours and watercourses, both seasonal and year-round	___/___	___
K.	Wells/municipal water sources within 150 yards of site	___/___	___
L.	Soils	___/___	___
M.	Town Consulting Engineering Reimbursement Fee	___/___	___
N.	Tax Map Changes Fee	___/___	___
3.	Site Location Map drawn at a larger scale and shown on the Site Survey or proposed Subdivision Map with:		
A.	Tax map page and parcel numbers	___/___	___
B.	Zoning classification, minimum lot size(s) and frontage(s)	___/___	___
C.	Size of site (in acres)	___/___	___
D.	Existing streets with names and route designations	___/___	___
4.	Additional Subdivision Information, either shown on plan or provided separately:		
A.	Buildings to remain	___/___	___
B.	Deed Restrictions	___/___	___
C.	Preliminary drainage plan	___/___	___
D.	Easements	___/___	___
E.	Future subdivision proposals (on same site)	___/___	___
F.	Lot Lines	___/___	___

REQUIRED/PROVIDED
Yes / No

- | | | |
|---|---------|-----|
| G. Soils and groundwater test pits | ___/___ | ___ |
| H. Proposed open space | ___/___ | ___ |
| I. Percolation test locations and data | ___/___ | ___ |
| J. Approvals and comment (Federal, State and Local) | ___/___ | ___ |
| K. Preliminary road-cross sections and preliminary road profiles | ___/___ | ___ |
| L. Setback lines | ___/___ | ___ |
| M. Proposed streets/roads with: Locations, Names, and Right-of-way widths | ___/___ | ___ |
| N. Water mains and other utilities (preliminary) | ___/___ | ___ |
| O. EIS and/or Environment Assessment to be required | ___/___ | ___ |
| P. Overlays or special investigative studies to be required | ___/___ | ___ |

APPLICANTS SHOULD REVIEW SECTION 5.02a OF THE SUBDIVISION REGULATIONS FOR OFFICIAL LISTING OF MAP REQUIREMENTS.

FINAL PLAT: REQUIRED FOR MINOR AND MAJOR SUBDIVISIONS:

- | | | |
|---|---------|-----|
| 5. 3 Paper copies and one mylar, no smaller than 24" X 36" | ___/___ | ___ |
| A. All information described in Preliminary Layout except that the drainage, road plans and profiles, water and other utilities shall be final | ___/___ | ___ |
| B. Name and addresses of all individual owners and/or corporations of lands involved | ___/___ | ___ |
| C. Names and addresses of all abutters | ___/___ | ___ |
| D. Existing buildings, streets, rights of way, streams and Easements | ___/___ | ___ |
| E. Natural features in the vicinity of the affected land | ___/___ | ___ |
| F. Name, address and seal of surveyor or engineer | ___/___ | ___ |

REQUIRED/PROVIDED
Yes / No

- G. A small locational map indicating parcels in relation to major streets and intersections, the tax sheet and parcel numbers and the zoning districts _____/_____
- H. Bearings and distances of entire property and lot lines, based on an on-the-ground survey, plus topography in 5-foot intervals _____/_____
- I. Lot areas and dimensions in square feet or acres _____/_____
- J. Lots numbered in accordance with Town tax map policy _____/_____
- K. Statement of responsibility and liability for streets/roads and their maintenance (see 5.02(b)(4)) _____/_____
- L. Estimate of costs of required improvements and statement concerning bond or other security (see 5.02(b)(4)) _____/_____
- M. WSPCC Subdivision Approval _____/_____
- N. State driveway permit, if any _____/_____
- O. Legal documents for homeowners' association or other arrangements for property and utility management _____/_____
- P. Subdivision regulation compliance statement (see 5.02(b)(2)) _____/_____
- Q. Space for board endorsement _____/_____
- R. Other information specifically required by Board, including EIS, overlays, etc.: _____

APPLICANTS SHOULD REVIEW SECTION 5.02b OF THE SUBDIVISION REGULATIONS FOR OFFICIAL LISTING OF MAP AND DOCUMENT REQUIREMENTS.

APPLICANT SHOULD REVIEW "SUGGESTED GUIDELINES FOR LOT LINE ADJUSTMENTS" FOR COMPLETE DESCRIPTION OF PROCEDURES, FEES, AND REQUIREMENTS.