

**Town of Essex**  
**CHECKLIST FOR SIMPLE PARCELING AND BOUNDARY ADJUSTMENT**

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Plans Dated: \_\_\_ - \_\_\_ - \_\_\_\_ Plan reviewed by: \_\_\_\_\_ Date: \_\_\_ - \_\_\_ - \_\_\_\_

**ALL APPLICATIONS (including those for Boundary Adjustment and Simple Parceling) must include the following items:**

<i><b>APPLICANT: CHECK IF PRESENT</b></i>	<i><b>ITEM</b></i>
<input type="checkbox"/>	Signed application form and checklist
<input type="checkbox"/>	Application fee
<input type="checkbox"/>	1 copy of abutters' list and labels
<input type="checkbox"/>	Narrative description of project*
<input type="checkbox"/>	3 sets of 24" x 36" size plans
<input type="checkbox"/>	3 sets of 11" x 17" plans
<input type="checkbox"/>	Electronic version of plans in PDF format AND one of three preferred data formats**

\*Narrative should address each point of the subdivision standards and should also include, at minimum, a brief project/parcel history, current and proposed use and improvements, anticipated construction schedule, and any waiver requests.

\*\*Preferred plan data formats, in order of priority:

- 1) GIS geospatial data – geodatabase or shapefile in Vermont State Plane Meters, NAD83 (NSRS or most current)
- 2) Coordinated CAD data – Vermont State Plan Coordinates, US Survey Feet, Grid Zone 4400, NAD83(2011) epoch 2010.0, NAVD 88 (geoid12b)
- 3) 3 values of State Plan Coordinates noted on PDF plans

**Title Box**

<input type="checkbox"/>	Address & parcel # of parcel being subdivided
<input type="checkbox"/>	Name and address of subdivider (applicant) and landowner, if different
<input type="checkbox"/>	Name and contact information for any professional advisors
<input type="checkbox"/>	Date of current plan (including revision dates)

### General Map Elements

<input type="checkbox"/>	Scale of 1" = 20', 30' or 40'; use 1" = 100' or 1" = 200' if needed to show all boundaries
<input type="checkbox"/>	Locator map, including zoning and overlay districts
<input type="checkbox"/>	Legend
<input type="checkbox"/>	North arrow

### Parcel Information

<input type="checkbox"/>	Adjoining property boundaries, parcel #, present landowner name and address (association president if common land), zoning district and overlays, and present use
<input type="checkbox"/>	Total area and perimeter measurements of parcel before subdivision
<input type="checkbox"/>	Area and perimeter measurements of subdivided parcels
<input type="checkbox"/>	Existing and proposed lot depth-to-width calculations
<input type="checkbox"/>	Proposed lots numbered consecutively
<input type="checkbox"/>	Existing and proposed easements, including access, utilities, trails, and conservation

### Natural and Scenic Features

<input type="checkbox"/>	Contours (existing and proposed) at 2-foot intervals unless waived by the CDD
<input type="checkbox"/>	Water bodies having watershed area of at least 0.5 mi <sup>2</sup> , with buffer or river corridor, if present
<input type="checkbox"/>	Wetlands (Class I & II) and buffers, if present
<input type="checkbox"/>	FEMA floodplain areas, including Special Flood Hazard Areas
<input type="checkbox"/>	Forest blocks and habitat connectors as mapped in ANR BioFinder
<input type="checkbox"/>	Historic structures, sites, and stone walls
<input type="checkbox"/>	If within SRPO district: district boundaries and scenic roads, features, and open meadows

### Subdivision Design

<input type="checkbox"/>	Existing and proposed structures and uses, streets (labeled), and sidewalks or paths
<input type="checkbox"/>	Required setbacks and/or building envelopes
<input type="checkbox"/>	Locations of curb cuts, driveways, and other access points and routes
<input type="checkbox"/>	If adjacent to state highway, VTrans letter of determination for permit under 19 V.S.A. § 1111
<input type="checkbox"/>	15-foot easements for proposed trails and paths, as incorporated in the Town Plan