

**Town of Essex outside the Village of Essex Junction
CHECKLIST FOR MASTER SUBDIVISION PLAN APPLICATIONS**

Project Name :

Project Address :

Plans Dated : ___ - ___ - ____ Plan reviewed by : _____ Date : ___ - ___ - ____

ALL APPLICATIONS must include the following items:

<i>APPLICANT: CHECK IF PRESENT</i>			<i>ITEM</i>
Sketch	Preliminary	Final	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signed application form and checklist
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application fee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 copies of abutters' list and labels
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Narrative description of project*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 sets of 24" x 36" size plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7 sets of 11" x 17" plans once application deemed complete
<input type="checkbox"/>	<input type="checkbox"/>	<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

**Town of Essex outside the Village of Essex Junction
CHECKLIST FOR MASTER SUBDIVISION PLAN APPLICATIONS**

MASTER PLAN APPLICATION (SECTION 2.7)

If subdivision approval is requested in phases, or if the remaining undeveloped area of a parcel exceeds three times the district's minimum lot size, a Master Plan application is required to facilitate orderly development of the entire parcel without submission of extensive surveying, engineering, or design data.

<i>Applicant: Check if Present</i>	<i>ITEM</i>
Title Box and General Map Elements	
<input type="checkbox"/>	Address & parcel # of parcel to subdivide
<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"/>	Level of review and date of current plan (including revision dates)
<input type="checkbox"/>	ALL property boundaries; use separate sheet with 1" = 100' or 200' if necessary
<input type="checkbox"/>	Adjoining property parcel #, landowner name and address (association president if common land), zoning district, and present use
<input type="checkbox"/>	Total acreage and perimeter measurements of parcel before subdivision
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 ² , with buffer or river corridor
<input type="checkbox"/>	Wetlands (Class I & II) and buffers, if present
<input type="checkbox"/>	FEMA floodplain areas, including Special Flood Hazard Areas, if present
<input type="checkbox"/>	Forest blocks and habitat connectors as mapped in ANR BioFinder, if present
<input type="checkbox"/>	Historic structures, sites, and stone walls, if present
<input type="checkbox"/>	If within SRPO district: district boundaries and scenic roads, features, open meadows
Master Plan Layout (applies to entire parcel)	
<input type="checkbox"/>	Tentative layout of lots with approximate dimensions and areas
<input type="checkbox"/>	Tentative layout of public or open spaces
<input type="checkbox"/>	Tentative layout of streets, utilities, and facilities
<input type="checkbox"/>	Tentative Phasing plan