

CITY OF PORT REPUBLIC

Application Checklist

*This applies to Preliminary and Final Subdivisions, Minor Development,
"C" and "D" variances with exceptions noted in individual items*

The following checklist is designed to assist applicants in preparing plans for Planning Board review. Applicant should check off each item and submit the checklist with the application to ensure that the information is included with the plans..

ITEMS OMITTED WILL DELAY CONSIDERATION BY THE BOARD

Applicant Name: _____

Location: _____

Block _____ Lot _____

Key: C = Plat complies with Ordinance

X = Plat does not comply; sere attached comments

NA = Not applicable

1. Plat clearly and legible drawn or reproduced at a scale not smaller than 1' = 100'. _____
2. Sheet size either 15 X 21, 24 X 36 or 30 X 42. _____
3. Plat prepared to scale based on deed description, tax map or similarly reasonable accurate data for the purpose of review and discussion by the municipal agency. _____
4. Metes and bounds description of parcel in question based upon current land survey information. _____
5. Property line shown – length in feet and hundredths, bearings in degree, minutes and seconds. _____
6. Key map showing location of tract to be considered in relation to surrounding area within 200 feet. _____
7. Title block containing name of preparer, lot and block numbers, date prepared, date of last amendment and zoning district. _____
8. Each block and lot numbered in conformity with the municipal tax map as determined by the municipal tax assessor. _____
9. Scale of map, both written and graphic. _____

10. North arrow giving reference meridian. _____
11. Space for signatures of Chairman and Secretary of the Planning Board.
(Final and Minor Development only.) _____
12. Names of all property owners within 200 feet of subject property. _____
13. Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places.
(Preliminary and Final Subdivisions only.) _____
14. Zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor area ration, and density, both as to required and proposed. Indicate the above both written and graphically. _____
15. Acreage of affected parcel to the nearest hundredth acre. _____
16. Number of lots following subdivision including areas in acres if one acre or over or in square feet if under one acre.
(Preliminary and Final Subdivisions only.) _____
17. Provide a Polaroid or other similar photograph of the premises in question taken from the opposite side of the street. _____
18. Contours to determine the natural drainage of the land. Contours shall be at 2' intervals.
(Preliminary Subdivisions, Minor Development and "C" Variance only.) _____
19. Natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines.
(Does not apply to Final Subdivisions.) _____
20. Wooded areas indicating pre-dominant species and size.
(Does not apply to Final Subdivisions.) _____
21. Location of trees 6 inches or more in diameter, as measured four feet above ground level, outside of wooded area, designating species of each.
(Does not apply to Final Subdivisions.) _____
22. Area in which construction is precluded due to presence of stream corridors and/or steep slopes.
(Does not apply to Final Subdivisions.) _____
23. All areas to be disturbed by grading or reconstruction.
(Does not apply to Final Subdivisions.) _____
24. Location of existing structures and their setbacks from existing and proposed property lines. _____

(Does not apply to Final Subdivisions.)

- 25. Location of existing easements or rights of way including power lines. _____
- 26. Location of all adjoining properties and improvements, particularly those of neighboring dwellings. _____
- 27. Location of existing railroads, bridges, culverts, drain-pipes, water and sewer mains and other man-made installations affecting the tract.
(Does not apply to Final Subdivisions.) _____
- 28. Location of existing wells and septic systems.
(Does not apply to Final Subdivisions.) _____
- 29. When application intends to use a conventional septic disposal system; location of test holes, test results, and approximate location of the indented disposal field.
(Does not apply to Final Subdivisions.) _____
- 30. Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas, communications and electric, showing feasibility connections to existing or proposed utility systems.
(Does not apply to Final Subdivisions.) _____
- 31. Location and descriptions of monuments whether set or to be set.
(Does not apply to "C" or "D" Variances.) _____
- 32. Location, names and widths of all existing and proposed streets on the property and within 200 feet of the tract. _____
- 33. Required road dedication.
(Does not apply to "C" or "D" Variances.) _____
- 34. Sketch of prospective future street system of the entire tract where a preliminary plat covers only a portion thereof.
(Preliminary Subdivisions only.) _____
- 35. Proposed sight easements where required.
(Does not apply to "C" or "D" Variances.) _____
- 36. Proposed drainage easements where required.
(Does not apply to "C" or "D" Variances.) _____
- 37. Landscaping plans including the types, quantity, size and location of all proposed vegetation. The scientific and common names of all vegetation shall be included.
(Preliminary Subdivisions and Minor Development only.) _____
- 38. Soil Erosion and Sediment Control Plan consistent with the requirements of the local soil conservation district.
(Preliminary Subdivisions and Minor Development only.) _____

39. Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage run-off requirements.
(Preliminary Subdivisions only.)

40. The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed use of sites other than residential shall be noted.
(Preliminary and Final Subdivisions only.)

41. Any sections for which a waiver is specifically being requested and a narrative paragraph explaining why the applicant is entitled to such waiver.
