

Appendix A

Minor Subdivision Checklist

- Map/Mylar size 18 x 24
 - A standard survey's title block to include: **date, scale, due north, owner's name & address, Surveyor's name & address.** Minimum scale to use: 100 acres or more = 400'/inch, 25-99 acres = 22'/inch and less than 25 acres = 100'/inch
 - Total acreage of entire subdivision
 - Total acreage per lot
 - Numbered lots
 - A complete survey with contour intervals of twenty feet or six meters
 - Perc test locations on the survey
 - Perc test results
 - Septic design with contour intervals of two feet within 50 feet of the outer edges of the proposed septic system
 - Septic designer's certificate ID number issued by the State of Vermont
 - Water supply
 - Utility access
 - Location and size of the existing and proposed culverts, drains, water mains (lines) and Septic
 - Location, names and widths of existing and proposed driveways
 - Existing and proposed buildings
 - Natural water courses, marshes, and wooded areas
 - Proximity to existing public facilities
 - Type of proposed construction, i.e. residential, multi-family, business
 - Alternative sewage and wastewater disposal
 - Deed description, any applicable covenants and easements
 - Temporary markers to enable the commission to locate readily to appraise the basic layout in the field
 - Calculation of fee
 - Copies of other permit applications
- Major Subdivision** (must also include the following)
- Preliminary design of any bridges required
 - Vicinity map
 - Buildings on adjacent properties within 50 feet of any boundary must be shown
 - Performance bond or bank letter of credit review

A guide to complying with VT Residential Building Energy Standards (30 VSA §51) may be obtained at the town office or online at:

http://publicservice.vermont.gov/sites/dps/files/documents/Energy_Efficiency/RBES/2015_VT_Energy_Code_Handbook_V4%202.pdf