

Appendix A – **Minor Subdivision Checklist**

- Map/Mylar size 18" × 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

Appendix B – **Major Subdivision Checklist** (must also include the following)

- Vicinity map
- Location, names and widths of existing and proposed roads
- Preliminary design of any bridges required
- Buildings on adjacent properties within fifty (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