CHECKLIST

Town of West Tisbury Planning Board

**Form A, Form C, Subdivision**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plan Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assessor’s Map \_\_\_\_, Lot \_\_\_\_\_

Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submission checklists:

CONTENTS: The approval Form C Subdivision plan shall be prepared by a certified engineer or surveyor and shall be clearly and legibly drawn. The plan shall be at a scale of one (1) inch equals forty (40) feet or such other scale as the board may accept to show details clearly and adequately. The Plan shall contain the following information:

\_\_\_\_\_\_\_\_\_ 1. A title in the lower right corner of the plan, where possible, stating the name of the plan, date and scale. The name and address of the owner, applicant, and engineer or surveyor who prepared the plan. A north arrow shall be prominently displayed.

\_\_\_\_\_\_\_\_\_ 2. A locus map showing the general location of the subject property (at a scale of 1”=2000’)

\_\_\_\_\_\_\_\_\_ 3. Names of all abutters as determined by the most recent local tax list, except the plans of registered land shall meet the Land Court requirements for abutters’ names.

\_\_\_\_\_\_\_\_\_ 4. Lines of existing and proposed streets, ways, lots, and easements on the land which is the subject of the plan. The purpose of any easements shall be indicated on the plan. Widths of all existing and proposed streets and easements shall also be indicated.

\_\_\_\_\_\_\_\_\_ 5. Area of all lots, easements or parcels into which the land is to be divided and the area of each lot that is occupied by pond, stream, marshland, swampland, floodplain or other wetlands as defined in Section 40, Chapter 131, MGL.

\_\_\_\_\_\_\_\_\_ 6. Location of any existing buildings situated within 50 feet of the property being divided, location of any wells and septic systems within one hundred and fifty feet of the property being divided, and the location, names and widths of streets adjacent buildings, wells, and septic systems situated on the subdivision.

\_\_\_\_\_\_\_\_\_ 7. Sufficient data to determine the location, direction and length of every street line, lot line and, to establish these lines on the ground.

\_\_\_\_\_\_\_\_\_ 8. Location of all permanent monuments properly identified as to whether existing or proposed.

\_\_\_\_\_\_\_\_\_ 9. If less than all of the applicant’s contiguous land is being divided, the size and shape of the remaining land shall be shown as an insert on the plan, at a scale of 1”=200’

\_\_\_\_\_\_\_\_\_ 10. The zoning district(s) in which the land is located, including delineation of special overlay district boundaries where applicable.

\_\_\_\_\_\_\_\_\_ 11. Proposed street names shall be penciled in on the submitted plans and shall be inked in after the street names have been approved by the Planning Board. Each lot shall be given a street number according to the following formula: Stating at the junction with the existing access road, numbers shall be designated consecutively along the road, beginning with one; odd numbers on the right and even numbers on the left, a new number for every twenty-five feet.

\_\_\_\_\_\_\_\_\_ 12. There shall be provided on the plans a suitable space for the following endorsements:

1. Approval endorsement
2. Performance guarantee
3. Town Clerk’s certificate of no appeal

\_\_\_\_\_\_\_\_\_ 13. If the applicant is applying under Section 5.5-2 Permanent Preservation of Open Space, a designated holder of the required Conservation Restriction designating a portion of the property as Open Space shall appear on the plan, and an agreement between the property owner and the restriction holder shall be provided to the Planning Board with the application. The agreement shall be drafted on letterhead naming the entity, and shall state that the entity agrees to accept and monitor the designated Open Space.

\_\_\_\_\_\_\_\_\_ 14. A check made payable to The Town of West Tisbury in the amount applicable under Section 92.1 of the Rules and Regulations Governing Subdivision Control Laws.

\_\_\_\_\_\_\_\_\_ 15. The following documents shall be part of the Definitive Plan application unless specific exemption is voted by the Planning Board:

1. Existing and proposed topography of the land subject to the plan at a suitable contour interval.
2. Existing profiles and proposed profiles on the centerline and the exterior lines of proposed streets at a horizontal scale of one inch equals forty feet and vertical scale of one inch equals four feet, or such other scales applicable to the Planning Board.
3. An Environmental Impact Statement, submitted in Section 4.5-3 of these regulations.
4. An in-scale drawing of the proposed subdivision superimposed on an appropriate aerial photograph of the subject property.
5. Three copies of construction plans for the fire-fighting water source (s) required by Section 6.3 of these regulations. One of these plans shall be submitted directly to the Board of Health.
6. A check made payable to the “Town of West Tisbury” in the amount listed in the Rules and Regulations Governing Subdivision Control Law, shall be filed with the application packet.