

# Preliminary Plat Checklist

**PLEASE NOTE: All documents listed below should be submitted electronically to the Zoning Administrator at [newhavenzoning@gmavt.net](mailto:newhavenzoning@gmavt.net) 15 days prior to DRB hearing.**

- Map or drawing with all dimensions shown in feet to a scale of not more than 100 ft/in, or 60 ft/in where lots have less than 100 feet frontage, showing or accompanied by:
  - Proposed subdivision name or identifying title.
  - Name and address of owner, subdivider and designer.
  - Number of acres within the proposed subdivision, location or property lines, existing easements buildings, water courses and other essential existing physical features.
  - Names of owners of record of adjacent acreage (abutters).
  - Applicable zoning district boundaries affecting the tract.
  - The location and size of existing septic systems potable water supplies, culverts and drains on the property to be subdivided.
  - Location of existing and proposed driveways, roads, easements, buildings, parks, and other public open spaces as well as similar facts regarding adjacent property.
  - The width, location, grades, cross sections and profiles of all shared driveways, all proposed sidewalks or other public ways proposed by the subdivider.
  - Contour lines at intervals of five feet of existing grades and of proposed finished grades where change of existing ground elevation will be five feet or more.
  - Date, true north point and scale.
  - Deed description and map of survey of tract boundary made and certified by a licensed land surveyor tied into established reference points.
  - Provisions for collecting and discharging storm drainage, in the form of drainage plan.
  - Preliminary designs of any bridges or culverts which may be required.

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- The proposed lot lines with approximate dimensions and suggested locations of buildings.
  - The location of all temporary markers or pins which will allow for on-site observation by board members.
  - All parcels of land proposed to be dedicated to public use and the conditions of such dedication.
  - The location of all trees and all other natural features or site elements to be preserved.
- The Preliminary Plat shall be accompanied by a vicinity map drawn at the scale of not over 400 ft/in to show the relation of the proposed subdivision to the adjacent properties and to the general surrounding area. Within such area the vicinity map shall show:
- All existing subdivisions and approximate tract lines of parcels together with the names of the record owners of all adjacent parcels of land.
  - Locations, widths, and names of existing, filed or proposed streets, easements, building lines pertaining to the proposed subdivision and to the adjacent properties as above.
  - The boundaries and designations of zoning districts, parks and other public spaces.
  - An outline of the platted area together with its street system and an indication of the future probable street system of the remaining portion of the tract, if the Preliminary Plat submitted covers only part of the subdivider's entire holding.