

APPENDIX B

CHECKLISTS
(Subsection 18-3.4k)

TOWNSHIP OF SPARTA

FORM 2

CHECKLIST-MINOR SUBDIVISION

APPLICANT _____

PROJECT NAME _____

APPLICATION NUMBER _____ BLOCK(S) _____ LOT(S) _____

ADJACENT ROAD(S) _____

DATE OF SUBMISSION _____

Legend: √ = submitted N/A = not applicable
 W = waiver requested I = incomplete

	<u>Applicant</u>	<u>Township Review</u>
1. Plans legibly drawn. Prepared and sealed by a licensed land surveyor.	_____	_____
2. Name and address of person who prepared plan.	_____	_____
3. Conforms to definition of minor subdivision as per Section 18-2.	_____	_____
4. Key map showing entire tract and relation to surrounding areas within 1000 feet of tract.	_____	_____
5. Tax Map sheet(s).	_____	_____
6. Block and lot number(s).	_____	_____
7. Date map prepared and subsequent revision dates.	_____	_____
8. North arrow and reference meridian.	_____	_____
9. Graphic and numerical scales.	_____	_____
10. Record owner(s) name and address.	_____	_____
11. Applicant's name, address and phone number.	_____	_____
12. Names of adjoining property owners within 200 feet of site as shown on municipal tax records along with their respective lot and block numbers.	_____	_____
13. Acreage of entire tract to nearest one-hundredth (0.01) acre.	_____	_____
14. Area of each proposed lot to nearest one-hundredth (0.01) acre.	_____	_____
15. Area of each proposed lot to nearest square foot.	_____	_____
16. Lot area calculated exclusive of rights-of-way.	_____	_____
17. Bearings of all existing and proposed property lines to nearest second.	_____	_____

	<u>Applicant</u>	<u>Township Review</u>
18. Distance of all property lines to nearest one-hundredth (0.01) foot.	_____	_____
19. Building envelopes shown. Set-back distances shown to any existing structures.	_____	_____
20. Zone district boundaries shown. Zoning data schedule listing the zone requirements with comparison to proposed subdivision indicating variances needed.	_____	_____
21. Any existing and proposed easements.	_____	_____
22. Any existing and proposed rights-of-way.	_____	_____
23. Location of all buildings, roads, and rights-of-way within 200 feet of property to be subdivided.	_____	_____
24. Location of all telephone poles and identification of poles to be relocated, if necessary.	_____	_____
25. Locations of all drains and drainage structures within 200 feet of the property to be subdivided.	_____	_____
26. Location of all streams, lakes and ponds.	_____	_____
27. Locations of all existing wells and septic systems within 200 feet of the property.	_____	_____
28. Location and delineation of all wetlands on the plans and in the field. Wetlands shown on the plans shall be defined by bearings and distances.	_____	_____
29. Location of all wooded areas, rock outcrops and cliffs.	_____	_____
30. Location of all slopes greater than 15% indicated on plans.	_____	_____
31. Any other significant natural features.	_____	_____
32. Location and limits of 100 year flood plain of any stream or river within or adjacent to property to be subdivided.	_____	_____
33. Calculations supporting location of floodplain limits.	_____	_____
34. Constraint calculations for the proposed lot (s) and remainder (For properties in the RR Zone)	_____	_____
35. Certification from Tax Collector that all taxes are paid to date.	_____	_____
36. Certification from Municipal Clerk that all assessments are paid to date.	_____	_____
37. Results and location of soil log tests taken on each of the proposed lots and remainder, together with name of inspector who witnessed same.	_____	_____
38. Lot numbers indicated. New numbers to be assigned by the Tax Assessor.	_____	_____
39. Location of proposed driveway on municipal roads together with sight distance profiles conforming to township standards.	_____	_____
40. If a corporation, names and addresses of officers and stockholders.	_____	_____