

## APPENDIX B – MAJOR SUBDIVISION APPLICATION CHECKLIST

The applicant for a Major Subdivision must complete in entirety an application form provided by the Department of Planning, which may be amended by the Administrative Officer from time to time, and which shall contain all of the following:

- A Development Agreement conforming to these Subdivision regulations and containing the following information:
  - A summary of all proposed improvements, including but not limited to:
    1. Water, sanitary sewer, and storm water management facilities.
    2. Roads, curbs and gutter, sidewalks, bikepaths, traffic control improvements, fire hydrants, road lighting, and road trees.
    3. Landscape buffers, entry features, and landscape easements.
    4. Open space dedications, in-lieu fees, and conservation easements.
  - A Performance Guaranty Agreement with appropriate security, as required by the County Commissioners, guaranteeing installation of all public improvements, per the Engineering Code.
  - A Maintenance Guaranty Agreement with appropriate security, as required by the County Commissioners, guaranteeing the maintenance of all public improvements, per the Engineering Code.
  - A promise that the applicant will comply with all applicable laws and regulations and the plans submitted and approved with the Preliminary Plan.
- The Preliminary Plan must include the following required materials on 24-inch by 36-inch sheets to a scale or not less than one-inch equals 200 feet and shall include the following base information on all sheets:
  - The name and address of the developer, property owner, land planner, landscape architect, engineer, and/or surveyor;
  - Adjoining property owners, deed references, and/or recorded subdivision names, recording references, and adjoining property structures within 200 feet or as specified by the Administrative Officer;
  - Vicinity map (section and range);

- The ownership, acreage, and boundaries of all adjacent properties within 200 feet of the subdivision or as specified by the Administrative Officer, and if a recorded subdivision adjoins the subject site, the subdivision name, lot numbers, block numbers and recording number must be indicated with dashed lines;
  - North arrow;
  - A title block in the lower right-hand corner, including the title "Preliminary Plan," sheet title, proposed subdivision name, developer and preparer, scale of the plan, tax map and parcel numbers, sheet index, date, and revisions numbered and dated;
  - Boundary of the proposed subdivision clearly indicated by a heavy line with bearings and distances; and
  - Existing topography at two-foot intervals for slopes under 10 percent and at 10-foot intervals for slopes 10 percent or greater, with contour lines indicated 50 feet beyond the subdivision boundary.
- For the subdivision and all property within 200 feet of the subdivision or as specified by the Administrative Officer, the following conditions must be depicted to scale and be superimposed on the most current and legible aerial photograph, all of which together constitutes the Existing Conditions Map:
- Existing generalized natural features, including: the limits of the 100-year floodplain (floodway and floodway fringe depicted separately, including elevations and boundaries); hydric soils; prime agricultural soils; wetlands; wooded areas; landmark trees; vegetative fencerows; streams; steep slopes and ravines with buffers indicated as required by the Subdivision Regulations. At the request of the TRC, the developer/subdivider may be required to calculate the 100-year storm flooding levels for drainage areas greater than 50 acres and show the area of flooding on the map;
  - Existing generalized land use, structures, buildings, and drainage structures;
  - Existing zoning;
  - Existing utilities, including: water; sanitary sewer and storm water facilities, (indicating approximate pipe sizes and directions of slope); underground transmission lines; oil and natural gas wells; water wellheads; electric and

- ☐ telephone poles; road lights; fire hydrants; landfills; public utility easements; and existing underground drainage tile systems or information related to whether the property was drained;
- ☐ Existing streets and roads, including: locations, widths and names of all streets and roads; existing easements; and roads which have been preliminarily approved or recorded but which remain unimproved shall be indicated with dashed lines;
- ☐ Existing community facilities, including parks and recreation facilities;
- ☐ Location and approximate age of any burial grounds, historical, archaeological and cultural resources; and
- ☐ Applicable zoning districts and standards.
- ☐ *Proposed Subdivision Plan.* The following proposed improvements must be superimposed on top of the Existing Conditions Map:
  - ☐ Proposed generalized land use, including proposed building envelopes and soils clearly demarcated from the Wayne County Soil Survey, as amended;
  - ☐ Proposed layout of all proposed and existing lots with approximate dimensions and minimum area in square feet (acres if lot size is greater than 100,000 square feet), section number, phase number and part number, building lines, and lot frontages;
  - ☐ Lot numbers in numerical order throughout the entire subdivision;
  - ☐ The location, dimensions, use, and area of all property proposed to be reserved or temporarily reserved for public use, or reserved for the use of all property owners in the subdivision and the location, dimensions and purposes of any proposed easements; and
  - ☐ Total number of lots, area of lots and parcels, area of public roadways, areas of open space dedications, and total area of the subdivision.
- ☐ *Proposed Landscape and Road Frontage Tree Plan.* The following proposed improvements must be superimposed on top of the Existing Conditions Map:
  - ☐ Road frontage trees;

- Buffers;
- Entry features; and
- Road medians.