

**TOWN OF THORNTON
SUBDIVISION APPLICATION CHECKLIST**

Applicant: _____

Project Name: _____

Map/Lot _____

Prepared by: _____

Date: _____

This checklist is provided as an aid to help applicants submit a complete Subdivision review application. Applicants are encouraged to complete and submit the checklist as part of the application package to prevent unnecessary delays in the Planning Board's review of the application.

ARTICLE III - PROCEDURES

Section D.3. *An incomplete application filed by the applicant will not be formally accepted by the Board nor will notices of a public hearing be mailed, posted or published.*

Applicants are also encouraged to take advantage of the Planning Board's preliminary consultation and review process before submitting a formal application (Section IV. Review Procedure, Paragraph B. Preliminary Consultation and Review). This review process will aid the applicant in the completion of an application and help identify review considerations for the Planning Board.

Using the codes below, note the appropriate code for each item in the checklist:

- SA = Submitted by Applicant (please note sheet number)
- NA = Not Applicable
- WR = Written waiver request submitted

Subdivision Review Requirements
Please refer to regulations for detailed requirements.

Section III. Procedure		Applicant Checklist	Planner's Review of Checklist
Paragraph C. 1.	Completed Application Form		
Paragraph C.2.	Abutters list		
Paragraph C.3.	Fees paid		
Paragraph C.4.	Five (5) copies of application		

Section IV. General Requirements for the Subdivision of Land

E.	Monuments		
F.	State and Federal Approvals		
G.	Lot Configuration		
H.	Trees and Planting		
I.	Road Constructions Standards		
J.	Street Continuation		
K.	Improvements to Existing Streets		
L.	Parking		
M.	Roadways, Driveways and Permits		
M.1.	Note on final plat, deed covenant, creation of HOA		
N.1.	Flood Attenuation		
N.2.	Storm Treatment		
N.3.	Groundwater Recharge		
O.	Security for Performance		

Section V. Preliminary Plan

A.	Paper copies and scale		
B.1.	Names, seal, date, scale, north arrow, location map, abutters		
B.2.	Street line, lot line, boundary		
B.3.	Area and frontage of lot		

Section IV. General Requirements for the Subdivision of Land continued

B.4.	Existing streets, buildings, wells, water courses, etc., within 30' of boundary		
B.5.	Contours		
B.6.	Flood hazard areas		
B.7.	Proposed streets and easements. Bridges and/or culverts		
B.8.	Description of proposed streets and easements		
B.9.	Water supply and sewage disposal		
B.10.	Sketch map of future plans for additional subdivision		
B.11.	Utility layout		
B.12.	Plans for Section IX		

VI. Final Plat

A.	One (1) mylar and two (2) paper copies		
B.1.	Final lot line, dimensions, frontage, and lot area		
B.2.	Final ROW lines, with dimensions		
B.3.	Final road profiles, etc.		
B.4.	Land dedicated to public or common use, copy of deed restrictions, etc.		
B.5.	Copy of restrictive covenants, etc.		
B.6.	Permanent monuments		
B.7.	Driveway access approval from State or Road Agent		
B.8.	State subdivision approval		
B.9.	Other information required by Planning Board		
C.	Bond		
D.	Thornton Subdivision Fire Regulations		

Section VIII.	General Requirements for Flood Hazard Areas		
Section IX.	Thornton Subdivision Fire Regulations		