

CONCEPT PLAN CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH SUBMITTAL

* This checklist is not all-inclusive of all Town ordinances and standards.

GENERAL

- ☐ Title block located in lower right corner with proposed subdivision name, Plat type (i.e. Preliminary Plat), block and lot numbers, survey name and abstract number, number of acres, preparation date, town, county and state, space for Town Project Number.
- ☐ Legend, if abbreviations or symbols are used
- ☐ North arrow and scale (maximum 1"=50' (eng. scale))
- ☐ Location/vicinity map
- ☐ Overall phasing plan, if applicable – show on a 22"x34" sheet - proposed phasing lines and street connectivity to separate subdivision sections.
- ☐ If revised concept plan, state purpose of revision (e.g., "The purpose of this revision is _____.")

SITE INFORMATION

- ☐ Plan is consistent with valid plans and plats approved for site.
- ☐ Plan integrates with valid plans and plats approved for adjacent contiguous sites.
- ☐ Plan is consistent with zoning, overlay districts, heritage designations, and/or special use permits approved for site.
- ☐ Show current and proposed property boundaries/lot lines.
- ☐ Label approximated boundary distances.
- ☐ If development is to be phased on site, show phases and sequencing of development
- ☐ Lots comply with minimum lot frontage, lot width, lot depth, and lot area standards.
- ☐ Label proposed lot and block designations.
- ☐ Label approximate lot area for each lot in acres and square feet.
- ☐ Dimension property boundaries to nearest intersecting streets or driveways.

- ☐ Show and label existing topography at five-foot contours referenced to sea-level datum.
- ☐ Show and label floodplains, drainage ways, and creeks.
- ☐ Show and label tree masses (canopies).
- ☐ Show and label approximate shape and placement of buildings.
- ☐ For each building, label proposed use and building height (# of stories).
- ☐ Show and label vehicle circulation lanes, private drives, fire lanes, and driveways. Label as existing or proposed. Shade fire lanes with a ten percent stipple pattern.
- ☐ Show public, semi-private, and private streets. Show and dimension approximate R.O.W. and/or easement widths. Label as existing or proposed.
- ☐ Show all point(s) of access
- ☐ Show driveways. Label as existing or proposed. Dimension driveway throat widths and approximate distances between existing and proposed driveways and existing intersecting streets. Reference Transport.
- ☐ Show and dimension median openings. Label as existing or proposed. Dimension approximate distances between median openings and distances to nearest offsite median openings.
- ☐ Show and dimension left and right turn lanes and deceleration lanes with associated storage and transition areas. Label as existing or proposed.
- ☐ Show cross-access circulation lanes are provided between lots, if applicable.
- ☐ Show on-street parking, if applicable. Label as existing or proposed.
- ☐ Show and label 100-year Flood Insurance Rate Map (FIRM) floodplain (if applicable)
- ☐ Show and label existing topography at five-foot contours referenced to sea-level datum.

Preparer's Name: _____

Preparer's Signature: _____