

SUBDIVISIONS – TECHNICAL CRITERIA

PROJECT NAME:

APPLICANT:

DATE:

MINOR SUBDIVISION PLAT

- LAND USE APPLICATION FORM (submit original, signed form)**
- MINOR SUBDIVISIONS - TECHNICAL CRITERIA FORM**
- APPLICATION FEE AND FEE AGREEMENT (submit check along with original, signed agreement)**
- TITLE COMMITMENT - (submit __ copies – date must be no more than 30 days from submittal)**
- MINERAL, OIL AND GAS RIGHTS DOCUMENTATION (submit__ copies)** provide evidence that the surface owner has contacted the lessees of mineral, oil and gas rights associated with the site and is working towards a resolution. Include the name of the contact person, their phone number and mailing address. The mineral rights affidavit must be current and dated no more than thirty days before the application submittal date.
- LEGAL NOTICE FORM (electronic copy of legal description for publishing)**
- MINOR SUBDIVISION PLAT MAP (submit _ - 24"x36" copies and __ - 11"x17" copies)**
 - Title of project
 - North arrow, scale (not greater than 1"=100') and date of preparation
 - Vicinity map
 - Legal description
 - Basis for establishing bearing
 - Names and addresses of owners, applicant, engineers and surveyors
 - Names of adjacent subdivisions
 - Total acreage of subdivision
 - Bearings, distances, chords, radii, central angles and tangent links for the perimeter and all lots, blocks, rights-of-way and easements
 - Lot and block numbers, numbered in consecutive order, and square footage of each lot or tract
 - Excepted parcels from inclusion noted as "not included in this subdivision" and the boundary completely indicated by bearings and distances
 - Existing and proposed rights-of-way and easements in and adjacent to subject property (labeled and dimensioned)
 - Existing and proposed street names for all streets on and adjacent to the subject property (labeled and dimensioned)
 - Location and description of monuments
 - Floodplain boundary with a note regarding the source of information
 - Location of existing and proposed oil and gas facilities, their required setbacks, associated flowlines (existing and proposed), name of owner and facility
 - Location of archaeologically significant or historic sites
 - Signature block for registered land surveyor certifying to accuracy of boundary survey and plat
 - Signature block for utility providers
 - Signature block for certification of approval by the Planning Commission, Board of Trustees with a signature block for the Mayor and Town Clerk
 - Certification of ownership
- GRADING AND DRAINAGE PLAN AND REPORT**
- MASTER UTILITY PLAN**

MINOR SUBDIVISION PLAT

- FINAL LANDSCAPE PLAN (submit _ - 24"x36" copies and __ - 11"x17" copies)**
 - Scale (not greater than 1"=50'), north arrow, site boundary
 - Existing and proposed streets
 - Existing and proposed utilities and easements
 - Existing 2' contours
 - Proposed 2' contours
 - Table listing total amount of open space required, and amount provided, and total amount of trees and shrubs required and amount provided.
 - Design intention of the proposed landscape improvements including how the proposed landscape enhances visual continuity protects existing vegetation and feature, provides shade for paved areas and gathering spaces, creates visual interest year round, complements the architecture of the site, conserves water using xeriscape principles, and establishes spatial definition throughout the site.
 - Existing site features including ditches, drainageways and all vegetation and whether it will be removed, transplanted or protected. If protected, indicate how.
 - Areas to be irrigated and method of irrigation
 - Define areas to be considered open space and if they will be public or private. Indicate how open space will be maintained including: erosion control, revegetation and weed management both during and after construction.
 - Detailed planting plan including plant list and cost estimate

- FINAL OPEN SPACE AND ECOLOGICAL CHARACTERIZATION PLAN (submit _ - 24"x36" copies and __ - 11"x17" copies) combine with final landscape plan if possible**
 - Scale (not greater than 1"=50'), north arrow, site boundary
 - Existing and proposed streets
 - Existing and proposed utilities and easements
 - USGS 2' contours
 - Existing site features including ditches, drainageways and all vegetation and whether it will be removed, transplanted or protected. If protected, indicate how.
 - Floodplains, wetlands, wildlife habitat, endangered species, archaeological/historic areas or other resources indicating how they will be preserved and integrated into the design of the development
 - Species of wildlife using the area, times/seasons area is to be used and the "value" the area provides for the species
 - Wildlife travel corridors
 - General ecological functions provided by the site and its features
 - Bank, shoreline and high water mark of any perennial stream or body of water on the site
 - How and where topsoil will be preserved, stripped and stockpiled for site revegetation
 - Open space network and pedestrian circulation system - show how they will function within the proposed development
 - How the property will relate to the neighborhood parks and trails
 - Areas to be irrigated and method of irrigation
 - Areas considered open space and if they will be public or private
 - Proposed public and private open space with information about how it will be maintained including erosion control. revegetation and weed management
 - Describe the design intention and how the open space will function
 - Where applicable, conceptual design of neighborhood park

- TRAFFIC STUDY (submit __ copies) - must be prepared by a professional traffic engineer.**

- PROPOSED COVENANTS AND ARCHITECTURAL DESIGN GUIDELINES (submit __ copies)**

- GENERAL DEVELOPMENT INFORMATION (submit __ copies) written description addressing how the proposed development conforms to the *Kersey Land Use Code* and *Kersey Comprehensive Plan***

- SURROUNDING AND INTERESTED PROPERTY OWNERSHIP REPORT**
 - Current list of names and addresses of surrounding property owners (within 300 feet of property), mineral interest owners, mineral and oil and gas lessees, ditch companies.
 - Applicant's certification that list is complete and accurate.

- PUBLIC HEARING NOTIFICATION ENVELOPES -(to be submitted after application is certified complete)**

MINOR SUBDIVISION PLAT

- WATER INFORMATION (submit__ copies)** - provide a statement regarding the historic use of water on the property and a description of the water currently on or attached to the property
- MINERAL, OIL AND GAS RIGHTS DOCUMENTATION (submit__ copies)** - provide evidence that the surface owner has contacted the lessees of mineral, oil and gas rights associated with the site and is working towards a resolution. Include the name of the contact person, their phone number and mailing address. The mineral rights affidavit must be current and dated no more than thirty days before the application submittal date.
- SIGNED SURFACE USE AGREEMENT** with all mineral rights owners/lessees
- ELECTRONIC COPY OF APPLICATION PACKAGE**