

SUBDIVISION / RESUBDIVISION CHECKLIST

Requirements For All Applications:

Application #

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JUL 06 2026

Land Use Department

- ☒ Written Application
- ☒ Fee
- ☒ Legal Description (copy of property deed)
- ☒ Key Map (1"=1000' and streets and property lines within a half mile)
- ☒ Boundary Survey Map (1"=100') showing:
- ☒ Title, date, North arrow, scale, signature blocks
 - ☒ Layout of lots in subdivided / resubdivided tract
 - ☒ Lot numbers assigned by assessor, street names
 - ☒ Land dedicated as open space, parks or playgrounds
- 8-30g Affordable Housing Subdivision (exempt)
- ☒ Detailed Layout Map (1"=40' unless requested otherwise by Commission), showing:
- ☒ Title, date, North arrow, scale, signature blocks
 - ☒ Zoning district Bulk zoning parameters determined by Affordability Plan
 - ☒ Lot lines, including dimensions, bearings, or angles
 - ☒ Building setback lines
 - ☒ Existing and proposed easements with stated purpose
 - ☒ Existing building and structures
 - ☒ Names of abutting streets and abutting property owners
 - ☒ Contour lines not less than 5' intervals
 - ☒ Inland wetlands, water bodies, and stream courses
 - ☒ Exposed ledge outcrops
 - ☒ Archaeological sites, historic and natural features
 - ☒ Deep observation pits for septic systems
 - ☒ Location of proposed buildings, wells, and septic systems
 - ☒ Existing or proposed open space parcels See above
 - ☒ Existing or proposed hiking trails See above
 - ☒ Existing DOT or USGS monuments and benchmarks
 - ☒ Location of "reverse frontage" driveways
 - ☒ Existing and proposed boundary monuments and lot markers
 - ☒ Special Flood Hazard Areas (100-year flood zones)
 - ☒ Existing or potential hazards (ESQD arcs, power lines, etc.)
 - ☒ Energy report (letter stating passive solar energy techniques have been used; 4.6 Regs)

N/A Written approval of activity in wetlands from the IWWC

☒ Written approval for water and septic from Ledge Light Health District

If applicable:

- ☒ Written proof allowing applicant to act on behalf of landowner
- ☒ List of corporate officers with authority to act
- ☒ Drainage plans/cross-sections, as per Road Ordinance
- ☒ Hydrologic models used to size drainage system (e.g., TR55)
- ☒ Road plans/cross-sections, as per Road Ordinance
- ☒ Written approval of drainage and roads from Public Works Director
- ☒ Length of proposed street(s) in General Notes (cul-de-sacs measured to farthest edge of bulb)
- SEE NOTE DOT permit to connect to State highway NOTE: DOT requirement to move Avery Court entrance is purpose
- ☒ Traffic study prepared by Certified Traffic Engineer of resubdivision modification.
- ☒ Erosion and sedimentation control plan
- ☒ Written authorization to connect to public water supply
- ☒ Evidence of notification to abutting property owners
- ☒ Statement of intended use for undeveloped portions of tract
- ☒ Statement of disposition of open spaces, parks, and playgrounds
- ☒ Coastal Area Site Plan review
- ☒ Written request for waiver of subdivision regulations
- ☒ Evidence of variance granted by Zoning Board Appeals
- ☒ Referral to DPH & Groton Utilities if project falls within watershed boundary on Map #2491