Appendix A: Application Forms

Part I: Watershed Subdivisions

APPLICATION FOR A WATERSHED SUBDIVISION APPROVAL

_____ _____

Date of Application Application Number

On a separate sheet of paper, list the Deed Book and page number, the parcel size and the Tax Map and lot number for each parcel of land (if one parcel, list here). _____

Watershed name: _____ Critical Area: Y/N

Name of Owner/Applicant: _____

Corporation Name/State: _____

Mailing Address: _____

Street Address: _____

City, State and Zip: _____

Telephone Number: _____ Alternate: _____

General Description of work under this application: _____

_____

_____

_____

_____

Name of Proposed Subdivision: _____

Type of Subdivision: _____ Residential _____ Commercial _____Industrial _____Other

Number of Parcels/Lots: _____ (Smallest Lot: _____ acres Largest Lot: _____ acres)

I certify that the information shown above is true and accurate, and is in compliance with the conditions for a subdivision of land as defined in the Watershed Protection Ordinance.

_____(Seal)

Owner/Attorney in Fact

OFFICIAL USE

Date Received: _____ Date referred to Board: _____

Notes: _____

_____

_____

_____

Subdivision Plat Checklist

The plat shall be clearly and legibly drawn at a scale of not less than one inch to one hundred feet (1" = 100') (1" = 200' in extreme cases). The plat shall be prepared by a registered surveyor and shall include the following information prior to consideration by the Watershed Review Board:

Name of Subdivision _____

Date Submitted _____

Location _____

Owner _____

Address _____ Tel. _____

Surveyor _____

Address _____ Tel. _____

Engineer _____

Address _____ Tel. _____

Checklist:

(a) Title Block:

____ Subdivision name, subdivider's name, North Arrow, scale (denoted graphically and numerically), date of plat preparation, location of subdivision (township, county, and state), name and seal of registered surveyor preparing plat, deed book reference.

(b) Vicinity Map:

____ A sketch vicinity map showing the location of the subdivision in relation to the surrounding area. If the subdivision is a portion of a larger tract, the map is to show the relation of the subdivision to the largest tract.

(c) Tract Boundaries:

____ The boundaries of the tract or portion thereof to be subdivided, with all bearings and distances shown.

(d) Property Lines:

____ Property lines and owners' names of abutting properties and/or abutting subdivisions of record.

(e) Natural Features:

____ Significant natural features including marshes, lakes or streams, or other natural features affecting the site.

(f) Existing Features:

____ Existing features including structures and built-upon area and [county] [town] limit lines both on or adjacent to the land to be subdivided.

(g) Topographic Lines (if required by Watershed Administrator or Watershed Review Board):

____ Topographic contour lines not to exceed ten (10) foot intervals when the area to be subdivided exceeds four (4) acres.

(h) Lot and Street Lines

____ All proposed lot and street right-of-way lines with approximate area and dimensions, lot numbers and proposed use of land.

(i) Drainage System:

____ Proposed drainage facilities, including approximate location and dimensions of open drainageways, storm sewers, culverts, retaining ponds, or areas where water is to be diverted through grading.

(j) Site Data:

____ Total acreage in tract to be subdivided, smallest lot size (square feet) and total number of lots.

(k) The following documentation is to accompany the application:

____ Written evidence acknowledging the submission and approval of the required soil erosion and sedimentation control plan.

Part II: Watershed Protection Permit

APPLICATION FOR A WATERSHED PROTECTION PERMIT

_____ _____

Date of Application Application Number

On a separate sheet of paper, list the Deed Book and page number, the parcel size and the Tax Map and lot number for each parcel of land (if one parcel, list here). _____

Watershed name: _____ Critical Area: Y/N

Name of Owner/Applicant: _____

Corporation Name/State: _____

Mailing Address: _____

Street Address: _____

City, State and Zip: _____

Telephone Number: _____ Alternate: _____

General Description of work under this application: _____

_____

_____

_____

_____

I certify that the information shown above is true and accurate, and is in compliance with the conditions for a subdivision of land as defined in the Watershed Protection Ordinance.

_____(Seal)

Owner/Attorney in Fact

OFFICIAL USE

Date Received: _____ Date referred to Board: _____

Notes: _____

_____

_____

_____

Watershed Protection Permit Plan Checklist

Applications for Watershed Protection Permits shall be accompanied by plans in duplicate and drawn to scale showing the following:

(a) Location of Project.

____ Identify the appropriate classification. WS-II-CA, WS-II-BW, WS-III-CA, WS-III-BW, WS-IV-CA, WS-IV-PA.

____ Project included within a 5% / 70% district.

(b) Lot Dimensions.

____ Actual dimensions and acreage of the lot to be built upon and the location of any right of ways that may affect development on the lot.

____ Average lot size (in square feet).

(c) Built Upon Area.

____ The accurate location and use of all existing and proposed buildings and other structures, and for non-residential developments the location and size, in square feet, of all built upon areas including parking and loading facilities.

____ The percent of the project that will be covered with an impervious surface.

____ The area, in acres, to be left natural.

(d) Dwelling Units.

____ The total number of dwelling units proposed on the lot or tract.

(e) Streams/Rivers.

____ The accurate location of all perennial streams and natural drainage areas on the property.

(f) Adjacent Property Owners.

____ The names of adjoining property owners.

(g) Buffers.

____ The location of all required buffer areas.

(h) *Stormwater Control Devices (i.e., wet detention basins).

____ When local governments provide for a high density option, the location of any stormwater control devices shall be shown and shall be designed, constructed and maintained according to the requirements as established by the Division of Environmental Management.

____ Storm Water Controls are used.

____ If Storm Water Controls are used, the name of the certifying engineer is provided.

(i) *Private Water and Sewer Systems.

____ Individual water supply systems and/or ground absorption sewage disposal systems may be permitted, subject to preliminary approval by the County Health Department that there is sufficient space left on the lot for such systems.

*Include if applicable