

**CHECKLIST of MATERIALS REQUIRED to be SUBMITTED:
with the FILING of a PROPOSED DEFINITIVE SUBDIVISION PLAN
(see Section 4.3.2)**

- ☐ 1. Two (2) properly executed application Form C (one to the Board and one to the Board of Health) which have been date and time stamped by the Town Clerk certifying their filing with that office.
- ☐ 2. A filing fee (See SOUTHAMPTON PLANNING BOARD POLICIES AND PROCEDURES – EXHIBIT C. FEE SCHEDULE and Section 4.3.2.4)
- ☐ 3. A list of abutters (all owners of land abutting the land (including across any streets) included in the plan as appearing on the most recent tax list) certified by the Assessor's Office (Form D)
- ☐ 4. Two sets of abutter addresses on mailing labels.
- ☐ 5. 1 complete set of legal sized envelopes with Planning Board's return address, one addressed for each applicant, owner, engineer and abutters, and all with sufficient postage to assure delivery via the U.S. Postal Service. (See Section 4.3.2.7)
- ☐ 6. 1 legal sized envelope with the Planning Board's return address, addressed to the applicant, and with sufficient postage for delivery by registered mail via the U.S. Postal Service. (See Section 4.3.2.8)
- ☐ 7. A list of requested waivers from the Subdivision Rules and Regulations.
- ☐ 8. the complete application (Form C, Waiver Requests, Engineering Plans, supportive information, etc.) in a digital format on a single disk or drive (See Section 4.3.2.2)

DEFINITIVE PLAN REQUIREMENTS

- ☐ 9. An original reproducible drawing of the Definitive Plan at a scale of one inch to forty feet (1"=40'), and eight (8) 24"x36" contact prints thereof with the Board, plus two (2) contact prints for the Board of Health and one (1) contact print for the Board of Assessors. (See Section 4.3.2.1)
- ☐ 10. Five (5) additional reduced scale copies on 11"x17" paper shall also be filed with the Planning Board.
- ☐ 11. At least one 24"x36" plan with the significant features illustrated according to the color scheme in Section 4.3.2.1.

REQUIRED INFORMATION TO BE INCLUDED ON THE DEFINITIVE SUBDIVISION PLAN (See Section 4.3.3):

- ☐ 12. Professional stamp/seal of the Registered Civil Engineer and/or Registered Land Surveyor who prepared them.

- ☐ 13. Subdivision name, boundaries, North arrow, date, scale, legend, and bench mark(s). All elevations shall be to the U.S.G.S. bench marks.
- ☐ 14. Names and addresses of the owners of record, the applicant, the engineer and/or surveyor and/or their official seals.
- ☐ 15. Names of all abutters as determined from the most recent tax list.
- ☐ 16. Existing and proposed lines of streets, rights of way, easements, and public or common areas within the subdivision. Proposed names of new streets shall be shown.
- ☐ 17. Location, names and present widths of street(s) bounding, approaching, or within reasonable proximity of the subdivision.
- ☐ 18. Zoning districts of all the areas shown on the plan.
- ☐ 19. Key plan showing location of the subdivision at a scale of one inch equals one thousand feet (1"=1000'), and an index plan at a scale of one inch equals two hundred feet (1"=200'), or at a scale matching that used on the Assessors maps.
- ☐ 20. Existing (solid line) and proposed (broken line) topography at two (2) foot contour intervals including the finished grade of all lots.
- ☐ 21. Street frontage, lot numbers and areas of lots.
- ☐ 22. Location of all natural waterways and water bodies within and adjacent to the subdivision.
- ☐ 23. Location of all special flood hazard areas as determined from Flood Insurance Rate Maps. (See Section 4.3.3.23)
- ☐ 24. Indication of all areas believed to be subject to control under the Wetlands Protection Act. (See Section 4.3.3.24)
- ☐ 25. Location of significant site features, such as existing stone walls, fences, buildings, large trees, flood plains, and rock outcroppings.
- ☐ 26. Location of all permanent monuments, properly identified as to whether proposed or existing.
- ☐ 27. If requested by the Board of Health, the location and results of all percolation tests to evaluate subsurface conditions for each lot in the prospective subdivision. (See Section 4.3.3.13)
- ☐ 28. If utilizing public water, the size and location of existing and proposed water supply facilities.
- ☐ 29. If utilizing public water, the size and location of all fire hydrants, pump, water lines between hydrants and pump, and source(s) of water for fire fighting.
- ☐ 30. Location of all the following improvements unless specifically waived in writing by the Board: street paving, sidewalks, street lighting standards, all utilities above and below ground (i.e.,

electricity, phone, cable TV, gas), curbs, gutters, storm drainage, and all easements (with statement of the purpose of each such easement) including any required utility easements outside of the right-of-way.

- ☐ 31. Sufficient data including the length, bearings, radii, and central angle to determine the exact location, direction, and length of every street, and way, lot line and boundary line, and to establish these lines on the ground.
- ☐ 32. Road profiles (see Section 4.3.3.19)
- ☐ 33. Road cross sections details (see Section 4.3.3.20)
- ☐ 34. Suitable space to record the action of the Board and signatures of Board members.
- ☐ 35. The statement that "Planning Board approval of any subdivision shall be deemed revoked in all cases where the construction of ways and installation of municipal services has not been completed or where the applicant (his agents or assigns) has failed to meet any conditions of said approval by the completion deadline date stated in the Subdivision Approval, unless such time is extended in writing between the applicant (his agents or assigns) and the Planning Board in accordance with the provisions of Section 4.3.9 Completion Time Schedule, of the Southampton Rules and Regulations Governing the Subdivisions of land."
- ☐ 36. The statement that "Compliance with the requirements of the Southampton Subdivision Rules and Regulations, unless they have specifically been waived by the Planning Board, are required as part of the approval of this plan."
- ☐ 37. The statement that "Approval of this plan shall be automatically revoked if recorded more than six (6) months following the date of endorsement unless specifically waived prior to such expiration by the Planning Board."

ADDITIONAL REQUIRED MATERIALS

- ☐ 38. An Application for a Stormwater Management Permit. (See Section 4.3.3.17)
- ☐ 39. An Erosion Control Plan. (See Section 4.3.3.25)
- ☐ 40. Landscaping Plan. (See Section 4.3.3.26)
- ☐ 41. Traffic Analysis (at the Board's discretion). (See Section 4.3.3.27)
- ☐ 42. Construction Quantities (See Section 4.3.3.28)
- ☐ 43. A maintenance plan for the subdivision right-of-ways, easements and roads for the time prior to acceptance by the Town. (See Section 4.3.3.29)
- ☐ 44. Any other information that the Board may deem necessary.