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## Town of Lincoln

# CHECKLIST – ADMINISTRATIVE SUBDIVISION

**Administrative Subdivision Plan(s):** The applicant shall submit to the Administrative Officer two (2) blue-line or photocopies of the proposed plan. Following the Certification of Completeness, the applicant shall submit six (6) blue-line or photocopies of the proposed plan. The scale shall be sufficient to show all of the information required and shall be subject to the approval of the Administrative Officer. At a minimum, the following information shall be provided:

1. \_\_\_ Name and address of the property owner and applicant
  2. \_\_\_ Date of plan preparation, with revision date(s) (if any)
  3. \_\_\_ Graphic scale and true north arrow
  4. \_\_\_ Plat and lot numbers of the parcel being re-subdivided
  5. \_\_\_ Zoning district(s) of the parcel being re-subdivided. If more than one zoning district, zoning boundary lines must be shown
  6. \_\_\_ Existing property lines, easements and rights-of-way or note that none exist
  7. \_\_\_ Proposed property lines, drawn so as to distinguish them from existing property lines
  8. \_\_\_ Existing and proposed area(s) of the parcel(s) being re-subdivided (square feet)
  9. \_\_\_ Approximate location of wooded areas, wetlands, and watercourses (if any) or note that none exists
  10. \_\_\_ Location and size of existing buildings, structures, utilities and improvements
  11. \_\_\_ Location, width and names of existing public and private streets within or immediately adjacent to the parcel being re-subdivided
  12. \_\_\_ Certification (stamp) of a Registered Land Surveyor that the plan is correct
  13. \_\_\_ Filing fee -- Amount of: \_\_\_\_\_
  14. \_\_\_ The owner's signature of all existing lots involved in the subdivision shall appear on the final plan prior to endorsement by the Administrative Officer
  15. \_\_\_ Drainage utilities, watercourses, topographic contours
  16. \_\_\_ Certification of tax assessor that the property taxes are current on the parcel being re-subdivided
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