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## Town of Lincoln

# CHECKLIST - PRELIMINARY PLAN REVIEW MINOR LAND DEVELOPMENT - SUBDIVISIONS

**Preliminary Review 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 seventeen (17) blue-line or photocopies of the proposed plan. The preliminary plans should be drawn to a scale of 1 inch to 40 feet. The scale may be modified with the permission of the Administrative Officer. Each sheet shall be no larger than 24 inches by 36 inches, and a sufficient number of sheets shall be included to clearly show all of the information required. Sheets shall be numbered sequentially (e.g. sheet 1 of 3, 2 of 3, etc...).

1. \_\_\_ Name of the proposed subdivision
2. \_\_\_ Notification/Contact List
3. \_\_\_ Owner authorization form
4. \_\_\_ Date of plan preparation, with revision date(s) if any.
5. \_\_\_ Graphic scale and true north arrow
6. \_\_\_ Plat and lot number(s) of the land being subdivided
7. \_\_\_ Zoning district(s) of the land being subdivided. If more than one zoning district, zoning boundary lines must be shown
8. \_\_\_ Perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines
9. \_\_\_ Area of the subdivision parcel(s) and proposed number of buildable lots
10. \_\_\_ Location and dimensions of existing property lines within or forming the perimeter of the subdivision
11. \_\_\_ Easements and rights-of-way within or adjacent to the subdivision parcel(s)
12. \_\_\_ Location, width, and names of existing streets within and immediately adjacent to the subdivision parcel
13. \_\_\_ Names of abutting property owners and property owners immediately across any adjacent streets
14. \_\_\_ Location of wooded areas and notation of existing ground cover
15. \_\_\_ Location of wetlands and/or watercourses within 200 feet of the perimeter of the subdivision parcel
16. \_\_\_ Areas of agricultural use (if any)
17. \_\_\_ Existing contours at intervals of two feet

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18. \_\_\_ Location and approximate size of existing buildings or significant above ground structures on or immediately adjacent to the subdivision
  19. \_\_\_ Location and dimension of all existing utilities within and immediately adjacent to the subdivision, including sewer, water, gas, electric, phone, cable TV, fire alarm, hydrants, utility poles, storm water drainage facilities or other above or underground utilities
  20. \_\_\_ Location of historic cemeteries on or immediately adjacent to the subdivision parcel(s) (if any)
  21. \_\_\_ Location of any unique natural and/or historic features, including stone walls (if any)
  22. \_\_\_ Notation on plan if the subdivision parcel(s) are located within any of the following areas:  
    \_\_\_ Natural Heritage Areas (RIDEM)  
    \_\_\_ Area of Planning Concern (Town of Lincoln-Zoning Ordinance)
  23. \_\_\_ Proposed streets, lot lines, and improvements with approximate lot areas and dimensions. Proposed lot lines shall be drawn so as to distinguish them from existing property lines
  24. \_\_\_ Grading plan in sufficient detail to show proposed contours for all grading proposed for on and offsite street conditions, drainage facilities and grading upon individual lots if part of the proposed subdivision improvements (if applicable)
  25. \_\_\_ Proposed drainage plan and drainage calculations prepared by a Registered Professional Engineer, if required by the Technical Review Committee
  26. \_\_\_ Proposed utilities plan, including sewer, water, gas, electric, phone, cable TV, fire alarm, hydrants, utility poles, or other proposed above or underground utilities as applicable
  27. \_\_\_ Location, dimension and area of any land proposed to be set aside as open space
  28. \_\_\_ Base flood elevation data
  29. \_\_\_ Certification by a Registered Land Surveyor that a perimeter survey of the land being subdivided has been performed and conforms to the survey requirements of these Regulations
  30. \_\_\_ Proposed construction access road(s) or route(s)
  31. \_\_\_ Sedimentation and erosion control plan

### **Supporting Materials**

1. \_\_\_ Filing fee
2. \_\_\_ A vicinity map drawn to a scale of 1"=400' or as necessary to show the area within one-half mile of the subdivision parcel showing the location of all streets, existing lot lines, and zoning district boundaries. Schools, parks, fire stations and other significant public facilities shall be indicated on the locus map by shading and labeling the specific use

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3.  Written confirmation that the appropriate water company or district has reviewed the plan and is able to provide water service (if proposed)  
Water Company or District: \_\_\_\_\_  
Date of Letter: \_\_\_\_\_
  4.  Written confirmation that the Department of Public Works has reviewed the plans for proposed sewer service, and indicating whether sewer service is (is not) available and will (will not) be required
  5.  If individual Sewage Disposal Systems are proposed, confirmation from the State Department of Environmental Management that the soils are adequate for the use of ISDS. Either of the following:  
 Preliminary Subdivision Suitability Report No. \_\_\_\_\_ (3-5 lots)  
 Water table verification No. \_\_\_\_\_ (2 lots)
  6.  Written comments from the Technical Review Committee (provided by the Administrative Officer)
  7.  The names and addresses of all property owners, agencies or communities requiring notification as required by these Regulations (required only if a street extension or creation is involved)  
 Notification Required                       Notification not Required
  8.  Copies of return receipts for certified mail notices (if required in No. 7 above)
  9.  Either of the following:  
 A letter to the Planning Board of the subdivider's intent to complete the required improvements prior or endorsement and recording; or,  
 A letter to the Planning Board requesting that security sufficient to cover the cost of required improvements be established by the Board
  10.  Certification from the Tax Assessor that the taxes are current on the parcel(s) propose for subdivision