



PRELIMINARY LAYOUT CHECKLIST

**SUBMISSION DEADLINE:
THIRTY (30) DAYS PRIOR TO NEXT MEETING**

(Planning Commission Meetings are held the 3rd Wednesday of each Month)

Project Name: _____ Date of Submission: _____

Project Location: _____

Type of application: _____

Existing use: _____ Proposed use: _____

Existing zoning: _____ Proposed zoning: _____

Tax map number: _____ Kent County: _____

Number of copies needed for submission: 5	PLUS:	Commission: X	Council:
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Owner:	Officers of INC or LLC if Applicable:
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Address:	Certificate of formation for INC or LLC if Applicable:
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Surveyor/Engineer: _____

Address: _____ Phone number: _____

Outstanding fees on property * _____ Existing violations at site* _____

<input type="checkbox"/>	Project Name	<input type="checkbox"/>	Property Owner's Name and Address
<input type="checkbox"/>	Surveyor and/or Engineer's Name and Address	<input type="checkbox"/>	Date
<input type="checkbox"/>	Property Tax Map Number(s)	<input type="checkbox"/>	Scale
<input type="checkbox"/>	Site Boundary w/ Bearings and Distances	<input type="checkbox"/>	Total Site Area
<input type="checkbox"/>	Proposed Lot Areas	<input type="checkbox"/>	Front, Side, and Rear Setbacks
<input type="checkbox"/>	Horizontal Datum and Date	<input type="checkbox"/>	North Arrow
<input type="checkbox"/>	Current and Proposed Zoning of Property	<input type="checkbox"/>	Names of Adjoining Property Owners
<input type="checkbox"/>	Map Numbers of Adjoining Properties	<input type="checkbox"/>	Zoning of Adjoining Property Owners

<input type="checkbox"/>	Flood Map Panel and Zone	<input type="checkbox"/>	Wetlands Note and/or Delineation
<input type="checkbox"/>	Streams and Water Courses	<input type="checkbox"/>	Single Trees with a Diameter of 6 inches or more
<input type="checkbox"/>	Marked or Unmarked Burial Sites	<input type="checkbox"/>	Significant Existing Features and Structures
<input type="checkbox"/>	Archeological Sites	<input type="checkbox"/>	Underground Storage Tanks
<input type="checkbox"/>	Existing and Proposed Contours at 1ft Intervals	<input type="checkbox"/>	Vertical Datum and Date
<input type="checkbox"/>	Size and Location of Existing Utilities	<input type="checkbox"/>	Location and Size of Existing Storm Drains
<input type="checkbox"/>	Location of Existing Utility/Drainage Easements	<input type="checkbox"/>	Size and Location of Proposed Utilities
<input type="checkbox"/>	Location and Size of Proposed Storm Drains	<input type="checkbox"/>	Location of Proposed Utility/Drainage Easements
<input type="checkbox"/>	Existing Sidewalk/Curbing/Edge of Pavement	<input type="checkbox"/>	Proposed Sidewalk/Curbing/Edge of Pavement
<input type="checkbox"/>	Cross-Sections and Profiles of Proposed Streets	<input type="checkbox"/>	Existing and Proposed Parking
<input type="checkbox"/>	Existing and Proposed Dedicated Right-of-Way	<input type="checkbox"/>	Existing and Proposed Open Space
<input type="checkbox"/>	Proposed Building Type and Building Material	<input type="checkbox"/>	

REMARKS:
CONDITIONS:

- 1) *NO APPLICATION WILL BE ACCEPTED UNLESS ALL TAXES, ASSESSMENTS, WATER, SEWER, ELECTRIC, TRASH CHARGES OR ANY OTHER FEES DUE THE TOWN, ARE PAID AND IN GOOD STANDING.

- 2) THE FINAL PLAT AND OTHER DOCUMENTS AS SPECIFIED IN ARTICLE 5 OF THE LAND SUBDIVISION REGULATIONS SHALL BE PREPARED BY THE SUBDIVIDER IN ACCORDANCE WITH THE GENERAL REQUIREMENTS AND DESIGN STANDARDS SPECIFIED IN ARTICLES 6 AND 7 OF THE LAND SUBDIVISION REQUIREMENTS AND SHALL BE SUBMITTED TO THE COMMISSION WITHIN TWELVE (12) MONTHS AFTER APPROVAL OF THE PRELIMINARY LAYOUT; OTHERWISE, SAID APPROVAL SHALL BECOME NULL AND VOID UNLESS AN EXTENSION OF TIME IS APPLIED FOR, AND GRANTED BY THE COMMISSION WITHIN THE SAID TWELVE (12) MONTH PERIOD.