

SUBDIVISION and LOTLINE ADJUSTMENT WORK SHEET

All lots must meet the minimum lot size and frontage requirements of your zoning district.

Determine the **zoning requirements** for your land:

Zoning District: _____ Minimum Lot Size: _____ Minimum Frontage: _____

LOT LINE ADJUSTMENT

- Application** must be **signed by both landowners** involved in the land transfer.
- A certified **survey** is required of both the land to be transferred and the remaining land, unless the remainder is more than 3 times the minimum lot size, in which case a *site plan* is acceptable.
- Fee:** \$133.00 (Adm. Review Fee \$25, Recording Fee \$8, LotLine Adj Fee \$100)

SUBDIVISION

All Subdivision Applications must be accompanied by:

- Letter** from Municipal Manager verifying adequate sewer-hookup capacity OR from a licensed engineer verifying that septic site on each lot will pass State percolation test OR a septic system waiver.
- Certified Survey or Site Plan** of total parcel showing all lots, acreage, road frontage and setbacks to all structures or ponds. A **certified survey** is required if any resulting lot is not 3 times larger than the minimum lot size and/or if any lot is accessed by right-of-way (see over for ROW requirements)
- Fee** depends on whether the subdivision requires Site Plan, Access, Conditional Use or Administrative Review:

IF you can answer NO to ALL the following questions AND IF your subdivision plan *meets minimum lot size and frontage requirements*, the subdivision can be accomplished with an Administrative Permit: **\$33 Fee plus \$200 for each new lot created**

Answer the following questions to Determine the Fee and Any other Required Materials:

Does the subdivision create more than two lots ?	<input type="checkbox"/> yes <input type="checkbox"/> no	If yes, see next page - #1
Has any of this land been subdivided within the last 3 years ?	<input type="checkbox"/> yes <input type="checkbox"/> no	If yes, see next page - #1
Is your land in one or more of the following overlay zones ?	<input type="checkbox"/> yes <input type="checkbox"/> no	If yes, see next page - #2
<input type="checkbox"/> steep slopes <input type="checkbox"/> shallow soil <input type="checkbox"/> hydric soil <input type="checkbox"/> flood plain		
Are any of the lots accessed by right-of-way ?	<input type="checkbox"/> yes <input type="checkbox"/> no	If yes, see next page - #3

If YES to ANY of the above questions, please see reverse side to determine your fee and additional application materials.

