

# 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:** \$135.00 (Adm. Review Fee \$25, Recording Fee \$10, 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: **\$35 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 <b>more than two lots</b> ?	<input type="checkbox"/> yes <input type="checkbox"/> no	If yes, see next page - #1
Has any of this land been <b>subdivided within the last 3 years</b> ?	<input type="checkbox"/> yes <input type="checkbox"/> no	If yes, see next page - #1
Is your land in one or more of the following <b>overlay zones</b> ?	<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 <b>accessed by right-of-way</b> ?	<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.