

SUBDIVISION CHECK LIST

- _____ Town / Village / City of: _____
- _____ Compare to current S/B/L: _____
- _____ Owner of Record: _____
(In title block or in notes)
- _____ Last revision date: _____
- _____ Must have municipality planning board approval endorsed on the map and be signed by the duly authorized officer said planning board.
IF CROSSING TOWN LINES: both municipalities planning board approvals or letter from adjoining municipality.
- _____ Number of lots created _____
- _____ All courses and bearings labeled
- _____ Remind applicant that deeds are needed for lot line changes or road dedications.
- _____ Road names
- _____ Copy of project on CD or emailed if large map
- _____ licensed land survey STAMP/SEAL and surveyor certification stating survey completion date.
- _____ Copy of Health Department approval if the subdivision consists of five or more parcels which are five acres or less.
- _____ Must be not less that 8 ½ x 11 inches and not more than 34 x 44 inches in size.
- _____ Must be filed with County Clerk within sixty-two (62) days of date signed by duly authorized officer of planning board.
- _____ Print TMRS screen to look for notes on original S/B/L
- _____ Check RPS records for discrepancies with TMRS records

All taxes must have been paid to the Commissioner of Finance.