



# TOWN OF COLUMBIA

## SUBDIVISION APPLICATION CHECKLIST

Name of Subdivision: \_\_\_\_\_

The Columbia Subdivision Regulations require each application for a subdivision be accompanied by a completed checklist from the Building Department. The purpose of the checklist is to identify the minimum items required to be submitted and for the applicant to verify that each is submitted. Depending upon the subdivision planned, additional items may be required by the Regulations.

**IT IS THE BURDEN OF THE APPLICANT TO SUBMIT A COMPLETE APPLICATION AND TO DEMONSTRATE COMPLIANCE WITH ALL CRITERIA AND REQUIREMENTS OF THESE REGULATIONS. ANY APPLICATION FOUND TO BE INCOMPLETE MAY BE DENIED BY THE COMMISSION WITHOUT PREJUDICE.**

REQUIRED INFORMATION	If applicable, provide Sheet # or report name If N/A, state reason	Staff Verification
Completed and fully signed application and plans and required copies per Chapter 4.2		
Subdivision Plan per Chapter 5.1, that clearly shows the following		
Reference map depicting the location per Chapter 5.1(m)		
Existing features (i.e. soil types, wetlands and watercourses delineated by a certified soils scientist; as well as wooded areas, ledge, stone walls, foundations, wells, underground tanks, etc)		
Existing easements, right-of-ways or similar encumbrances		
Table of total parcel acreage and total buildable and unbuildable acreage		
Property lines that abut to subject parcel with owner's names		
Preservation of Natural Features per Chapter 10		
Location of proposed property lines for each lot showing buildable area and limit of clearing		
Locations of proposed septic/leach fields with test pits, well, foundations, drains, and driveways		
Location of proposed road and stormwater systems		
Location of proposed open space		

	<b>If applicable, provide Sheet # or report name If N/A, state reason</b>	<b>Staff Verification</b>
Table listing each lot size, frontage, setbacks and buildable area along with zoning requirements		
Description of existing easements, right-of-way or similar encumbrances		
Final report from appropriate agency indicating compliance with Public Health Code for each lot		
Approval of the proposed activity by the Columbia Inland Wetlands Commission		
Report from Columbia Conservation Commission on environmental impact of subdivision		
Details of proposed Stormwater System per Chapter 6.3; and test pits data for any basins		
Details of proposed Soil Sediment & Erosion Control Plan per Chapter 5.4		
Details of proposed road per Chapter 6		
Estimate of the cost of construction of all public improvements		
Approval by CONN-DOT if access from State road		
Proposed ownership and easement language for Open Space per Chapter 9		
Proposed Fire Fighting Water Supply per Chapter 13 and approval by Fire Chief		
List of owners names and addresses for all property within 500' per current Assessor records		

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_