TOWN OF MARTINSBURG
APPLICATION FOR PRELIMINARY APPROVAL OF A REVIEWABLE SUBDIVISION

INSTRUCTIONS TO APPLICANT:

Complete all parts of this application form. No public hearing will be scheduled until all questions have been answered or satisfactorily explained in writing. The Planning Board stands ready to help you but you must furnish the information required by law before the Planning Board can take action on your application.

Subdivision Name: ____________________

Tax Map Parcel No.: __________ Section __________ Block ________ Lot __________

Applicant: Name

Address

Telephone:

Surveyor: Name

Address

Telephone:

Owner of land to be subdivided:

Name

Address

Telephone: ____________________

Architect/Attorney:

Name

Address

Telephone: ____________________

Current Zoning District Classification:

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Zoning Law Requirements

a. Minimum lot frontage

Required

Shown on Plan

b. Minimum lot size

c. Minimum front yard setback

d. Minimum rear yard setback

e. Minimum side yard setback

State and Federal Permits Needed:

Total acreage of site: __________ Number of building lots: __________

Will development be staged: ____________________

Does Subdivision Plat show:

a. Subdivision name, and name of town and county in which it is located

b. Date, true north point, and scale (maximum 1 inch = 100 feet; minimum 1 inch = 50 feet)

c. Name and address of owner of record of subdivided property

d. Name and address of engineer or surveyor including license number and seal

e. Names of owners of all adjacent properties

f. All parcels of land proposed to be dedicated to public use

g. Location of existing water courses, marshes, rock outcrops, wooded areas, stands of trees and other significant features on or near the site

h. Contours at 2 foot intervals including elevations of existing roads

i. Width and location of any existing roads or public ways

j. Width, location, grades and road profiles of all proposed roads or public ways

k. Location and size of all proposed waterlines, hydrants and sewer lines

l. Drainage plan, including profiles of lines or ditches

m. Proposed lot lines with approximate dimensions and areas of each lot

n. An actual field survey of boundary lines of the tract

o. Plans and cross-sections showing sidewalks, road lighting, road trees, curbs, etc.
p. Preliminary designs for any bridges or culverts

q. A copy of all covenants or deed restrictions

r. A Short/Long Environmental Assessment Form

Additional requirements

a. Does the plat have a location map?

b. Is current survey of the property included?

c. Is copy of tax map(s) attached?

MRDC9/15/11

OVER
NOTE TO APPLICANT:

Before you submit this application for approval of a reviewable subdivision, MAKE SURE that all applicable requirements of the Town of Martinsburg Rural Development Code have been met. No public hearing will be scheduled until all required documents have been furnished in form satisfactory to the Town of Martinsburg Planning Board or a written explanation has been given to irrelevant items omitted.

The undersigned hereby requests approval by the Town of Martinsburg Planning Board of the identified application for preliminary approval of a reviewable subdivision. I hereby certify that I have completed the application to the best of my ability and have complied with all applicable regulations of the Town of Martinsburg Rural Development Code. I certify that the application information is complete and I believe all information given to be true.

Signature of Applicant: ____________________________________________

Date: ______________________

FOR PLANNING BOARD USE ONLY

1. Date of determination by the Planning Board that the Preliminary Application for a Reviewable Subdivision is complete and all required information supplied to the Planning Board __________

2. Date notice of public hearing published in the official newspaper of the town or waiver per Section 135 of Subdivision Law __________

3. Date notice of public hearing mailed to adjacent property owners, if applicable __________

4. Date of public hearing, if applicable __________

5. Date of action by Planning Board on Preliminary Application of a Reviewable Subdivision __________

6. Preliminary Application for a Reviewable Subdivision has been
   ____ Approved
   ____ Approved with modification
   ____ Disapproved