

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.

Tax Map Parcel No.: _____ **Section** _____ **Block** _____ **Lot** _____

Subdivision Name: _____

Applicant:	Owner of land to be subdivided:
Name _____	Name _____
Address _____	Address _____
Telephone: _____	Telephone: _____

Surveyor:	Architect/Attorney:
Name _____	Name _____
Address _____	Address _____
Telephone: _____	Telephone: _____

Current Zoning District Classification: _____

Zoning Law Requirements	Required	Shown on Plan
a. Minimum lot frontage	_____	_____
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:

	YES	NO	NA
a. Subdivision name, and name of town and county in which it is located	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Date, true north point, and scale (maximum 1 inch =100 feet; minimum 1 inch = 50feet)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Name and address of owner of record of subdivided property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Name and address of engineer or surveyor including license number and seal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Names of owners of all adjacent properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. All parcels of land proposed to be dedicated to public use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Location of existing water courses, marshes, rock outcrops, wooded areas, stands of trees and other significant features on or near the site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Contours at 2 foot intervals including elevations of existing roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Width and location of any existing roads or public ways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Width, location, grades and road profiles of all proposed roads or public ways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Location and size of all proposed waterlines, hydrants and sewer lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. Drainage plan, including profiles of lines or ditches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. Proposed lot lines with approximate dimensions and areas of each lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. An actual field survey of boundary lines of the tract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o. Plans and cross-sections showing sidewalks, road lighting, road trees, curbs, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p. Preliminary designs for any bridges or culverts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
q. A copy of all covenants or deed restrictions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
r. A Short/Long Environmental Assessment Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional requirements

a. Does the plat have a location map?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is current survey of the property included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Is copy of tax map(s) attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

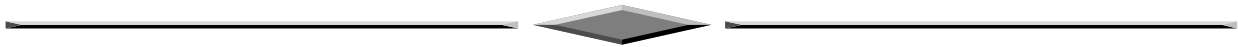
NOTE TO APPLICANT:

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

	DATE
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	