

SUBDIVISIONS – TECHNICAL CRITERIA

PROJECT NAME:

APPLICANT:

DATE:

MINOR SUBDIVISION PLAT

- | | |
|--------------------------|---|
| <input type="checkbox"/> | LAND USE APPLICATION FORM (submit original, signed form) |
| <input type="checkbox"/> | SUBDIVISIONS - TECHNICAL CRITERIA FORM |
| <input type="checkbox"/> | APPLICATION FEE AND FEE AGREEMENT (submit check along with original, signed agreement) WAIVED |
| <input type="checkbox"/> | TITLE COMMITMENT - |
| <input type="checkbox"/> | MINERAL, OIL AND GAS RIGHTS DOCUMENTATION – |
| <input type="checkbox"/> | LEGAL NOTICE FORM |
| <input type="checkbox"/> | SURROUNDING AND INTERESTED PROPERTY OWNERSHIP REPORT <ul style="list-style-type: none"> <input type="checkbox"/> Current list of names and addresses of surrounding property owners (within 500 feet of property), mineral interest owners, mineral and oil and gas lessees, ditch companies. <input type="checkbox"/> Applicant’s certification that list is complete and accurate. |
| <input type="checkbox"/> | MINOR SUBDIVISION PLAT MAP (<ul style="list-style-type: none"> <input type="checkbox"/> Title of project <input type="checkbox"/> North arrow, scale (not greater than 1"=100') and date of preparation <input type="checkbox"/> Vicinity map <input type="checkbox"/> Legal description <input type="checkbox"/> Basis for establishing bearing <input type="checkbox"/> Names and addresses of owners, applicant, engineers and surveyors <input type="checkbox"/> Total acreage of subdivision <input type="checkbox"/> Bearings, distances, chords, radii, central angles and tangent links for the perimeter and all lots, blocks, rights-of-way and easements <input type="checkbox"/> Lot and block numbers, numbered in consecutive order, and square footage of each lot or tract <input type="checkbox"/> Excepted parcels from inclusion noted as “not included in this subdivision” and the boundary completely indicated by bearings and distances <input type="checkbox"/> Existing rights-of-way in and adjacent to subject property <input type="checkbox"/> Existing easements and their type in and adjacent to subject property <input type="checkbox"/> Location and description of monuments <input type="checkbox"/> Floodplain boundary with a note regarding the source of information <input type="checkbox"/> Signature block for registered land surveyor certifying to accuracy of boundary survey and plat <input type="checkbox"/> Signature block for utility providers <input type="checkbox"/> Signature block for certification of approval by the Planning Commission, Board of Trustees with a signature block for the Mayor and Town Clerk <input type="checkbox"/> Certification of ownership |
| <input type="checkbox"/> | GENERAL DEVELOPMENT INFORMATION (- written description addressing how the proposed development conforms to the Community Design Principles and Development Standards. |
| <input type="checkbox"/> | BLOCK DIVERSITY PLAN (|

PUBLIC HEARING NOTIFICATION ENVELOPES (submit AFTER certified complete).

PLANNING COMMISSION RECOMMENDATION – MINOR SUBDIVISION PLAT

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|-------------------------|-------|
| APPROVED: | DATE: |
| DISAPPROVED: | DATE: |
| CONDITIONALLY APPROVED: | DATE: |
| COMMENTS: | |
| | |
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| | |
| SIGNATURE OF CHAIR | |

TOWN BOARD ACTION – MINOR SUBDIVISION PLAT

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|-------------------------|-------|
| APPROVED: | DATE: |
| DISAPPROVED: | DATE: |
| CONDITIONALLY APPROVED: | DATE: |
| COMMENTS: | |
| | |
| | |
| | |
| SIGNATURE OF MAYOR | |

PROJECT EVALUATION WORKSHEET FOR MINOR SUBDIVISION APPLICATIONS

PROJECT NAME:

APPLICANT:

PROJECT LOCATION:

NAME OF REVIEWER:

DATE:

MINOR SUBDIVISION REVIEW CRITERIA

| CRITERION | HAS CRITERION BEEN MET? |
|---|---|
| <p>A. All of the following conditions exist:</p> <ol style="list-style-type: none"> 1. The property has previously been platted within the Town; 2. There is no public right-of-way dedication; 3. The resulting subdivision will produce five (5) or fewer lots; <u>and</u> 4. There will be no exceptions to the Subdivision Design Standards. <p style="text-align: center;">or</p> <ol style="list-style-type: none"> 5. The property is to be subdivided for conveyance purposes only; <u>and</u> 6. There is no public right-of-way dedication. | <ol style="list-style-type: none"> 1. <input type="checkbox"/> Yes <input type="checkbox"/> No 2. <input type="checkbox"/> Yes <input type="checkbox"/> No 3. <input type="checkbox"/> Yes <input type="checkbox"/> No 4. <input type="checkbox"/> Yes <input type="checkbox"/> No <p style="text-align: center;">or</p> <ol style="list-style-type: none"> 1. <input type="checkbox"/> Yes <input type="checkbox"/> No 2. <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>B. Zoning:</p> <ol style="list-style-type: none"> 1. Use is permitted in zoning district 2. Project conforms to the density and dimensional standards (3.6) including setbacks, floor area ratio, building height, etc. | <ol style="list-style-type: none"> 1. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: 2. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: |
| <p>C. Lots and Blocks (2.8)</p> <ol style="list-style-type: none"> 1. Block pattern considers topography, solar orientation, views, traffic circulation 2. Project complies with lot dimension and configuration standards (2.8 B.2) | <ol style="list-style-type: none"> 1. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: 2. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: |
| <p>D. Streets (2.9)</p> <ol style="list-style-type: none"> 1. Streets interconnect, bear logical relationship to topography, join with planned or existing streets 2. Tree-lined streets (except rural roads and alleys) 3. Complies with street standards (2.9 C.) | <ol style="list-style-type: none"> 1. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: 2. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: 3. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: |

MINOR SUBDIVISION REVIEW CRITERIA

| CRITERION | HAS CRITERION BEEN MET? |
|---|---|
| E. Parking (2.10) 1. Parking does not dominate the frontage of pedestrian-oriented streets, interfere with pedestrian routes or negatively impact surrounding neighborhoods 2. Parking located to rear or side of building whenever possible 3. Off-street parking designed so vehicles may exit without backing onto a public street 4. Adequate paved off-street parking provided 5. Sufficient number of parking spaces (2.10 C) 6. Adequate bicycle parking provided | WILL BE ADDRESSED THRU SITE PLAN REVIEW 1. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: 2. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments 3. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments 4. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: 5. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments |
| F. Sidewalks, Multi-Use Pathways and Trails (2.11) 1. Interconnected network of sidewalks | 1. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: |
| G. Easement and Utility Standards (2.12) 1. Utility easements conform to standards (2.12 A) 2. Utility services permit multiple installations within easements 3. Utilities placed underground, outside of tree lawn | WILL BE ADDRESSED THRU SITE PLAN REVIEW 1. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: 2. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments 3. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments |
| H. Landscaping (2.16): 1. Reinforces identity of community 2. Provides tree-lined streets in urban areas 3. Anchors buildings in the landscape 4. Provides tree canopies within paved areas 5. Is environmentally sensitive by preserving existing trees, using water conservation techniques, planting native species (when appropriate), and enhancing valuable habitat 6. Complies with landscaping design standards (2.16 C) | 1. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: 2. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments 3. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments 4. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments 5. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments 6. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments |
| I. Buffering and Screening (2.17) 1. Buffer (combination of berming, planting and fencing) used to provide attractive transition/minimize conflicts between adjacent land uses | WILL BE ADDRESSED THRU SITE PLAN REVIEW 1. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: |
| J. Fencing (2.18) 1. Fencing architecturally compatible with the style, materials and colors of the principal buildings on the lot 2. Fence complies with height limitations | WILL BE ADDRESSED THRU SITE PLAN REVIEW 1. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: 2. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments |

MINOR SUBDIVISION REVIEW CRITERIA

| CRITERION | HAS CRITERION BEEN MET? |
|--|---|
| <p>K. Architecture (2.19 – 2.20) and Design Vocabulary (2.26)</p> <ol style="list-style-type: none"> 1. Consistent with Design Vocabulary – enhances Milliken’s character 2. Complies with architectural standards – building orientation, connections, accessible to pedestrians, wall articulation, facade treatment, screening of exhaust pipes, trash receptacles, etc. | <p>WILL BE ADDRESSED THRU SITE PLAN REVIEW</p> <ol style="list-style-type: none"> 1. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: 2. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: |
| <p>L. Lighting (2.21)</p> <ol style="list-style-type: none"> 1. All lights directed downward and light source is equipped with “cut-off” devices so that it will not be visible from any adjacent property; ambient skyward light is eliminated 2. Hours of lighting operation comply with 2.21 B.4 3. Height of freestanding and building-mounted light fixtures complies with standards 4. Appropriate lighting for trails and parking areas | <p>WILL BE ADDRESSED THRU SITE PLAN REVIEW</p> <ol style="list-style-type: none"> 1. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: 2. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: 3. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: 4. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: |
| <p>M. Environment (2.22)</p> <ol style="list-style-type: none"> 1. Wildlife and natural areas protected and adequately buffered | <p>WILL BE ADDRESSED THRU SITE PLAN REVIEW</p> <ol style="list-style-type: none"> 1. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments |
| <p>N. Sanitary Sewer (2.23)</p> <ol style="list-style-type: none"> 1. Connected to public sanitary sewer system of sufficient size and design to collect all sewage | <ol style="list-style-type: none"> 1. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments |
| <p>O. Potable Water (2.24)</p> <ol style="list-style-type: none"> 1. Connected to public water system of sufficient size and design to supply potable water to each structure or lot | <ol style="list-style-type: none"> 1. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments |
| <p>P. Staff and Referral Comments</p> <ol style="list-style-type: none"> 1. Applicant sufficiently resolved all staff and referral agency comments | <ol style="list-style-type: none"> 1. <input type="checkbox"/> Yes <input type="checkbox"/> No Comments |