A Professional Engineer, Land Surveyor, Architect, Landscape Architect, or Professional Planner may prepare the Master Plan. The following information shall be shown on the plan for information and discussion purposes unless not applicable or specifically waived by the Subdivision Administrator*. If the Master Plan does not contain the required items by the submittal deadline, the application will be considered incomplete and the plan will not be presented to the Planning Board. Combined Master and Development Plans must be prepared in accordance with the Development Plan Requirements provided by the Planning Department. More information about Master Plans can be found in Chapter 200A, §200A-309. For each item below, please indicate whether the requested information has been provided.

GENERAL LEGEND
Yes  No
___ ___ Scale (written and graphic): Scale for full-sized and reduced copies should be appropriate to clearly depict property
___ ___ North arrow
___ ___ Owner’s and applicant’s name(s) and address(es)
___ ___ Vicinity map
If no was checked for any above, please explain: ____________________________________________________________

TITLE BLOCK
Yes  No
___ ___ Project name
___ ___ Title of map (must state “Master Plan”)  
___ ___ Date
___ ___ Name, title, address, and phone number of individual, firm, or corporation preparing the plan
If no was checked for any above, please explain: ____________________________________________________________

PLAN DETAILS
Yes  No
___ ___ Boundaries of the proposed project
___ ___ Contours at maximum of twenty (20) foot intervals
___ ___ Location of existing ponds, lakes or watercourses with direction of flow
___ ___ Approximate location of the 100-year flood hazard line, if applicable
___ ___ Location of existing street/roads, bridges, culverts, utilities, or other major elements affecting the property
___ ___ Water supply watershed boundaries, zoning district lines, fire district boundaries and municipal, county, state boundaries (except townships lines), if applicable
___ ___ General layout of proposed road system
___ ___ General lot layout
___ ___ Location of utility sites (if known)
___ ___ Adjoining property owners, subdivisions and farmland preservations districts clearly indicated
___ ___ Proposed project phasing lines, if applicable
___ ___ All land with slopes of 60 percent or greater clearly shown
PROJECT SUMMARY (Must contain the following)

Yes  No
___  ___  Total project area in acres
___  ___  Density of proposed project (units/ acres)
___  ___  Number of proposed lots/units by type
___  ___  Approximate length of road system (public; private)
___  ___  Type of Water system __________ (public/private/individual)
___  ___  Type of Sewer system __________ (public/private/individual)

If no was checked for any above, please explain:

__________________________________________________________

__________________________________________________________

CONSERVATION SUBDIVISION (OPTION)

Yes  No
___  ___  Percentage of total acreage in open space (must be in project summary)
___  ___  Primary conservation areas clearly identified on plan
___  ___  Secondary conservation areas clearly identified on plan

OTHER MASTER PLAN APPLICATION REQUIREMENTS

The following information or other items shall be provided or otherwise addressed in writing by the submittal
deadline of the application for Master Plan approval unless not applicable or specifically waived by the
Subdivision Administrator*, otherwise the application will be considered incomplete and will not be presented
to the Planning Board.

Yes  No
___  ___  Application Form
___  ___  Fee
___  ___  Master Plan (4 full-sized copies and 1 reduced copy). Additionally, please submit digital copies
of plans to Planning Staff, if possible.

If no was checked for any above, please explain:

__________________________________________________________

__________________________________________________________

__________________________________________________________

Application Completed and Submitted by: ________________________________  ____________________
(Owner/Applicant/Agent)  (Date)

County Use Only

Received by:  ________________________________  Date:  ________________________________
Comments:  _________________________________________________________________

__________________________________________________________

__________________________________________________________

* Any waived item(s) must be documented on a waiver form provided by Staff