



P.O. BOX 57  
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## MINOR SUBDIVISION CHECKLIST FOR SUBMITTAL TO THE TOWN OF BERNE PLANNING BOARD

Name of Applicant: \_\_\_\_\_ Application #: \_\_\_\_\_

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

Name of Property Owner: \_\_\_\_\_

Parcel I.D. # and Location: \_\_\_\_\_

### SKETCH PLAN

1. Plate Plan/Survey Map Showing the Following:
  - Tax Map, Block and Lot Numbers
  - Abutting Roads and Nearest Street Locations
  - Name of Property Owner
  - Name of All Adjacent/Abutting Land Owners
  - Location of Natural Features (As defined on page 21 of the Subdivision Regulations)
  - Existing Structures
  - Existing Utilities, Wells and Septic System Locations
  - Proposed Utilities, Wells and Septic System Locations
  - Proposed Driveway(s) and Drainage
  - Proposed Lots, Showing Dimensions and Area
  - Conformity with Official Town Map
2. Copy of Present Deed
3. Information on Easements, Right of Ways, or Other Restrictions on the Use of the Land
4. The Following Forms Must Be Completed and Signed by the Applicant:
  - Subdivision Application
  - Environmental Assessment Form
5. Application Fee Paid to the Building and Zoning Administrator

When you have checked **ALL** of the above, please contact the Planning Board Secretary at (518) 872-1448 to be listed on the agenda for the next Planning Board Meeting.