

MYLAR CHECKLIST (for Subdivision Applications Only)

The following are the minimum requirements for preparing and filing land plats in the Town of Sutton. All plats shall be in accordance with the Town of Sutton Zoning Bylaws for Subdivisions as approved by the Development Review Board (DRB) and Sutton Select Board. They shall also meet the requirements of Title 27, V.S.A., Chapter 17 and any other guidelines adopted by the DRB. (* Signifies State Law)

1. * Size shall be 18"x 24" and produced by one of the following processes: wash-off mylar, fixed line photographic mylar, or original ink drawing on mylar.
2. * Certification of process used shall appear on the margin on the binder edge of plat, no more than two lines high going from bottom to top of sheet running parallel to the binding edge.
3. * Mylars with any parts attached/glued to its surface shall not be accepted.
4. * Inks - Black inks which are permanent & actinic type.
5. * Lettering - Graphics of permanent quality, and legibility shall be beyond question.
6. * Margin - a minimum one half inch margin, except the binder side, a minimum of a one and a half inch margin.
7. * Scale - ratios adequate to allow all pertinent data to be shown, and a graphic scale at least five inches in length graduated in units of measure used in the plat.
8. * Title box (lower right corner including complete address of land, scale, date, and current owner)
9. * Survey prepared by a licensed surveyor.
10. * Stamp certification, signature and seal of the land surveyor, and verification of field and deed research.
11. * Project Location Map (upper right corner) clearly indicating same, plus a Locus Map if entire project is not illustrated on the plat.
12. * North arrow (upper left corner) indicating the reference meridian used on the survey and a statement describing the basis of the bearings.
13. Legend (preferably lower left corner)
14. Monumentation at all external boundaries, as per Public Works Specifications, and pins or metal pipes at all other corners and angle points. All points shall be shown as to what was set or will be set and so noted.
15. * Bearings and lengths of all property boundaries and new subdivision lines. Azimuths or angles will not be accepted.
16. Street data - including: radius, length of curve, chord bearing and distance, and width of right-of-way.
17. U.S. or State Route #'s and street names as approved by Board of Selectmen.

18. Lots and street numbers confirmed with the Assessor's Office / E911 Coordinator.
19. Lot acreage in acres and in square feet.
20. The widths, locations, and purpose of all existing and proposed easements (utility 20' width; sewer and water 20'; non-motorized paths 20').
21. A statement and equation for width to depth ratio.
22. Natural Features;
 ___ forest ___ ledge outcrop ___ floodplain boundary _____ other
23. Zoning District
24. Topographical lines, proposed building locations (except building envelopes) and landscaping notations have been removed from the final plat.
25. Endorsement Block - signed and dated.
26. \$15 Mylar Recording fee paid.
27. Town Clerk Acceptance Block to read: "Received for record" (include a signature block).
28. Latest Book and Page numbers for all deed references of parcel surveyed, abutters' access easements and road right-of-ways.
29. DXF file or a signed statement by the land surveyor or engineer

Project Name: _____

Plans received: ____/____/____/ Plans dated: ____/____/____/

Plan reviewed by: _____ Date reviewed: ____/____/____