

## **Mylar Checklist (for Subdivision Applications Only)**

**Revised 6/14/21**

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).

- \* 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.
- \* 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.
- \* Mylars with any parts attached/glued to its surface shall not be accepted.
- \* Inks - Black inks which are permanent & actinic type.
- \* Lettering - Graphics of permanent quality, and legibility shall be beyond question.
- \* Margin - a minimum one-half inch margin, except the binder side, a minimum of a one-and-a-half-inch margin (Note that this is state law but Sutton does not bind its mylars so we don't need the larger binder side margin).
- \* 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.
- \* Title box (lower right corner including complete address of land, scale, date, and current owner)
- \* Survey prepared by a licensed surveyor.
- \* Stamp certification, signature and seal of the land surveyor, date. and verification of field and deed research.
- \* Project Location Map clearly indicating same, plus a Locus Map if entire project is not illustrated on the plat.
- \* North arrow indicating the reference meridian used on the survey and a statement describing the basis of the bearings.
- Legend
- Monumentation shall be set at all corners and angle points. All monuments shall be labeled as to what was set or will be set and so noted.
- \* Bearings and lengths of all property boundaries and new subdivision lines. Azimuths or angles will not be accepted.
- Street data - including: radius, length of curve, chord bearing and distance, and width of right-of-way.

- U.S. or State Route #'s and street names as approved by Selectboard.
- Note that new lots and street numbers will be assigned by Assessor's Office / E911 Coordinator after submission.
- Lot acreage in acres (and in square feet for lots of one acre or less).
- The widths, locations, and purpose of all existing and proposed easements (e.g. utility 20' width; sewer and water 20'; non-motorized paths 20').
- Natural Features;  
 \_\_\_ forest \_\_\_ ledge outcrop \_\_\_ floodplain boundary \_\_\_\_\_ other
- Town Zoning District (s)
- Topographical lines, proposed building locations (except building envelopes) and landscaping notations have been removed from the final plat.
- Mylar Recording fee paid.
- Town Clerk Acceptance Block (see example below) to read: "Received for Record" (include a signature line) Note: Provide space for latest Land Records Book and Page numbers for all deed references of parcel surveyed, abutters' access easements, and roads rights-of-way.
- DXF or PDF file or a signed statement where a digital record is filed by the land surveyor or engineer

Town Clerk Acceptance Block Example:

Received for Record

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_/ Land Record Book \_\_\_\_ and Pages \_\_\_\_ - \_\_\_\_

Attest: \_\_\_\_\_

Town Clerk