

Town of Albion  
Subdivision and Commercial Development  
Application Checklist  
Revised 2016

1. General Application
2. Waiver Request Form (If Applicable)
3. Application Fee Receipt
4. Copy of Tax Map and 500 Ft. Surrounding
5. Copy of U.S.G.S. Topographic Map Showing Site
6. Proof of Standing – Copy of Deed, Purchase Agreement, Lease or Other legal Document.
7. Most Recent Property Deed
8. Deed Restrictions (Right of Way, Easement or Other)
9. General Review Standards (xx-xx-xx)
  - A. Landscape Preservation
  - B. Advertising Features
  - C. Exterior Lighting
  - D. Vehicular Access
  - E. Internal Vehicular
  - F. Municipal Services
  - G. Conservation, Erosion and Sediment Control
  - H. Storm Drainage Standards
  - I. Ground Water
  - J. Surface Water
  - K. Phosphorous Export
  - L. Air Pollution

- M. Odor
- N. Noise
- O. Sewage Disposal
- P. Waste Disposal
- Q. Site Conditions
- R. Financial and Technical Capacity
- S. Comprehensive Plan

10. Roads

- A. Traffic Analysis Study
- B. Traffic and Parking Plan
- C. Estimated Vehicle Trips to be Generated

11. Water Supply Plan

12. Waterbody Protection Plan

13. Road Commissioner's Report

14. Code Enforcement Officer's Report

15. Plans for Any Proposed Structures and Buildings

16. Site Plan

- A. Boundary Survey of the Parcel
- B. The date plan was prepared, North arrow and reference, and graphic scale
- C. Location of all existing and proposed structures, roads, parking areas, traffic access points, rights of way, public or private easements
- D. Location of all existing and proposed buffers, landscaping, rivers, streams, brooks, wetlands and slopes 20% or over

- E. Contour interval as recommended
- F. Location and size of all water supply lines, erosion control features and storm water drainage structures
- G. Location and type of all electrical service lines, signs and lighting features
- H. Location and test pit data of all subsurface wastewater disposal areas
- I. Location of all significant wildlife habitat, archeological and historic sites and scenic areas
- J. Zoning district boundaries
- K. Special flood hazard areas
- L. Existing and proposed vegetative cover
- M. Existing and proposed well locations
- N. Area of site
- O. Location of all outdoor areas used for storage, processing or manufacturing
- P. All applicable dimensional requirements to indicate conformance with the Albion Land Use Ordinance.