

LIBERTY TOWNSHIP LAND USE BOARD MINOR SUBDIVISION CHECKLIST
WE HIGHLY RECOMMEND APPROVAL FROM THE HIGHLANDS COUNCIL BEFORE FILING.

Applicant's Name: _____

Block _____ Lot(s) _____

Applicants will comply with Liberty Township's Ordinances and all other authorities having jurisdiction

#	REQUIREMENT	YES	NO	Remarks
1	Key map showing the nearest two intersections with the road serving the subject property, scale of not more than 1 inch = 800 feet, showing all zone boundaries within 500 feet of the tract.			
2	Name and address of owner and subdivider (applicant), reference meridian.			
3	Title, name of subdivision, North arrow, written and graphic scales, date, name, address, seal and signature of land surveyor who prepared the plans, dates of all revisions, tax map sheet, block and lot numbers, acreage of tract being subdivided.			
4	Existing lots, buildings and other structures, driveways, streets, roads, brooks and streams, drainage ditches, flood plain delineation, water and sewage disposal facilities within 200 feet.			
5	Location, grading and drainage of all driveways as per current ordinance of authority having jurisdiction.			
6	Names of all adjoining property owners from municipal tax records.			
7	Wetlands and other significant environmental and historic (e.g. stone rows, wetlands) features.			
8	Proposed and existing dedications and reservations of areas for roads, drainage rights-of-way, conservation easements, and school sites on and within 200 feet of the tract.			
9	Proposed lots and street lines with dimensions.			
10	Zoning setbacks.			
11	Soil logs and permeability test data for both primary and reserve disposal system areas. Locations of passing and failing tests and all soil logs shall be clearly shown on the plans.			
12	Street names, paved width, pavement type, curb, drainage structures on and within 200 feet of the property.			
13	Critical areas as defined by the Township Code.			
14	Signature blocks for Board Chairman and Secretary			
15	Photograph (less than 5 acres) or aerial photograph (5 acres or more).			
16	Table of proposed and required zoning standards.			

17	Location of monuments to be set.			
18	Farmland Use. Grantee is hereby noticed there is, or may in the future be, farm use near the described premises from which may emanate noise, odors, dust, and fumes, associated with agricultural practices as permitted under the Right to Farm section of the Liberty Township Zoning Ordinance, Chapter 58.			
19	Original and 15 copies of the application form.			
20	All fees and escrow deposits paid.			
21	Certification of taxes paid from Liberty Township Tax Collector.			
22	Affidavit of ownership (if applicant is not the owner).			
23	Copy of application to Warren County Planning Board.			

Revised 11/06