

APPENDIX D: CHECKLISTS

CHECKLIST FOR SUBDIVISION AND SITE PLAN REVIEW

A completed application shall consist of the following items unless written request for waiver(s) is granted by the Board:

A. A completed application form, accompanied by:

1. Names and addresses of all abutters, taken from the town records not more than five (5) days before the day of filing;
2. Names and addresses of all persons whose name and seal appear on the plat;
3. Names and addresses of all holders of conservation, preservation or agricultural preservation restrictions;
4. Payment to cover administrative and notification fees; (and third party review fees, as appropriate)
5. One Mylar and (___) paper copies of the plat, prepared according to the standards of the NH Land Surveyors Association and the County Register of Deeds, as follows:

[Note: Mylar should not be submitted until after approval. Paper and electronic copies are acceptable initially.]

- a. Plats shall be at any scale between 1"= 20' and 1"=400'.
- b. The outside dimensions of the plat shall be 8 ½" X 11", 11" X 17", 17" X 22", or 22" X 34", or as otherwise specified by the County Register of Deeds.
- c. The material composition shall be suitable for electronic scanning and archiving by the *County Registry of Deeds*.
- d. All plats shall have a minimum ½" margin on all sides.
- e. All title blocks should be located in the lower right-hand corner, and shall indicate:
 - i. Type of survey;
 - ii. Owner of record;
 - iii. Title of plan;
 - iv. Name of the town(s);
 - v. Tax map and lot number;
 - vi. Plan date and revision dates.
6. A letter of authorization from the owner, if the applicant is not the owner.
7. A statement of whether the application is intended to qualify as workforce housing under RSA 674:58-61.

B. The plat shall show the following information:

1. Proposed subdivision or site plan name or identifying title; name and address of the applicant and of the owner, if other than the applicant.
2. North arrow, scale – written and graphic; date of the plan; name, license number and seal of the surveyor or other person whose seal appears on the plan.
3. Signature block for Planning Board endorsement.
4. Locus plan showing general location of the total tract within the town and the zoning district(s).

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5. Boundary survey including bearings, horizontal distances and the location of permanent markers. Curved boundary lines shall show radius, delta, and length.
 6. Names of all abutting subdivisions, streets, easements, building lines, parks and public places, and similar facts regarding abutting properties.
 7. Location of all property lines and their dimensions; lot areas in square feet and acres. Lots numbered according to the town tax map numbering system.
 8. Location and amount of frontage on public rights-of-way.
 9. Location of building setback lines.
 10. Location of existing and proposed buildings and other structures.
 11. Location of all parcels of land proposed to be dedicated to public use.
 12. Location and description of any existing or proposed easements.
 13. Existing and proposed water mains, culverts, drains, sewers; proposed connections or alternative means of providing water supply and disposal of sewage and surface drainage.
 14. Existing and proposed streets with names, classification, travel surface widths, right-of-way widths. (See Appendix A for road standards.)
 15. Final road profiles, center line stationing and cross sections.
 16. Location and width of existing and proposed driveways.
 17. Water courses, ponds, standing water, rock ledges, stone walls; existing and proposed foliage lines; open space to be preserved; and any other man-made or natural features.
 18. Existing and proposed topographic contours based upon the USGS topographical data, with spot elevations where necessary.
 19. Soil and wetland delineation (see Appendix B).
 20. Location of percolation tests and test results; certification of town official witnessing the tests, as required; and outline of 4,000 square-foot septic area with any applicable setback lines.
 21. Location of existing and proposed well, with 75-foot well radius on its own lot.
 22. Base flood elevations and flood hazard areas, based on available FEMA maps.
- C. Other information:**
1. Plan for stormwater management and erosion control, if applicable (see Chapter IV Section 2).
 2. State subdivision approval for septic systems; septic design approval where applicable; or certification by septic designer of adequacy of existing system.
 3. Alteration of Terrain Permit from NH Department of Environmental Services.
 4. State/town driveway permit, as applicable.
 5. Report from the Fire Chief, Police Chief, other town departments, and/boards or commissions.
 6. Approval for municipal water/sewer connections.

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7. Any deed restrictions; and all deeds covering land to be used for public purposes, easements, and rights-of-way over property to remain in private ownership, and rights of drainage across private property, all easements granted with the municipality as receiver shall be submitted in a form satisfactory to the Board's counsel.
8. Any other state and/or federal permits.
9. Any additional reports or studies deemed necessary by the Board to make an informed decision, including but not limited to: traffic, school, fiscal and environmental impact analyses. The Board reserves the right to request such information after an application has been accepted as complete, as well as before acceptance.
10. Should the Board determine that some or all of the above-described information is to be required, the applicant will be notified in writing within ten (10) days of the meeting at which the determination was made.
11. For new development applications located in whole or in part within 1,000 feet of the center point of a natural gas transmission pipeline that was constructed or operated prior to the development, proof of notification of the operator of the natural gas transmission pipeline of the planned development no later than the time of application for approval of the development, or 180 days prior to commencement of construction, whichever is earlier.

Practice Pointer: OPD strongly recommends that any creation or amendments to the site plan and / or subdivision checklists be reviewed with the municipal attorney before formal adoption.