SUB-DIVISION APPROVAL

APPLICATION

PACKET

**TOWN OF CARROLL**

**PLANNING BOARD**

**92 School Street, PO Box 146, Twin Mountain, N.H. 03595**

**APPLICANT’S GUIDE TO PLANNING BOARD PROCESS**

**NOTE: This Guide is intended to provide helpful assistance to citizens. However, it is**

 **not a substitute for the regulations. Applicants are urged to become familiar with**

**all laws and regulations governing the process.**

**FOR ASSISTANCE:**

**Land Use Secretary**

**Office 603-846-5775**

**landuse@townofcarroll.org**

**TYPES OF APPLICATIONS**:

**Site Plan Review**

**Subdivision**

* **Minor Subdivision**
* **Major Subdivision**
* **Boundary Line Adjustment**
* **Subdivision with Concept Plan**
* **Manufactured Home Subdivision**

**What Type of Application is Needed?**

**Site Plan Review** is needed for the development or change or expansion of use for tracts for non-residential uses, for multi-family dwelling units other than one and two-family dwellings or for manufactured home parks. Site Plan Review is required for new development, for expansion of existing non-residential or multi-family use, or a change from one such use to another. (**SEE RSA 674:43 AS WELL AS SITE PLAN REGULATIONS FOR THE TOWN OF CARROLL, II. PURPOSE)**

**Subdivision** application is needed for anyone wishing to: a) divide his property into two or more lots; or b) alter or add to an existing structure or to construct an additional structure, in such a way as to create one or more new dwelling units or new uses for purposes of rent, condominium conveyance or other business use (other than for “cottage industry”); or c) to make a lot line adjustment altering the boundaries of one or more lots; or d) otherwise to carry out a subdivision. **(SEE RSA 672:14, AS WELL AS TOWN OF CARROLL SUBDIVISION REGULATIONS, SECTIONS 2.32 and 3.01)**

**Types of Meetings**

Consultations

The purpose of a consultation or a pre-application review is to provide an opportunity for the Board and the applicant to discuss a proposal without any binding decisions being made by either the Board or the applicant. Statements made by the Planning Board members at pre-application (consultation) discussions CANNOT be used to disqualify them during review of the completed application or as a basis for invalidating any future action of the Board. **(SEE RSA 676:4, II AND OEP PLANNING BOARD HANDBOOK, PAGE IV-1)**

There is no fee for a pre-application consultation. No notice is required. The Carroll Planning Board does recommend that a person seeking a pre-application consultation inform the Planning Board Secretary 15 calendar days in advance with basic information about the project he is considering, to allow placement on the agenda and also to allow Planning Board members to be prepared to discuss the project.

Public Hearing

Upon receipt of a completed application, within the timeframes allowed, the Secretary will notify the Chairman of the application submission and a public hearing will be scheduled.

**What is a completed Application?**

Applications may be obtained at Town Hall, or by contacting the Secretary who will make an appointment to meet with the applicant or mail an application to him/her. Only approved completed applications will be accepted.

An application will be deemed to be complete when

1. all information is filled out on the application form (all the blanks filled), together with all the applicable submission requirements as set forth in Section 4.10, 4.11, and 4.12 of the Subdivision Regulations; or Section V of the Site Plan Review Regulations, as applicable.

2. a list of abutters with their addresses and Map & Lot numbers are attached to the application. This list must be verified by the Secretary.

3. checks for the application fee(s) and processing fees, payable to the Town of Carroll are required. The Secretary will assist you in calculating the amounts needed for each check.

The completed application may be submitted ONLY to the Planning Board Secretary or Chairman. The Board will vote at a meeting whether a submitted application is complete, as provided in RSA 674:4, I(c) (1) and the Board’s regulations.

If mylars are necessary, further charges may be incurred for their filing at the Registry of Deeds. Please note, the Town of Carroll will do the filings (not the applicant). Five (5) paper copies of the mylar(s) are required. The mylar(s) must be exactly 22” X 34” and will be measured by the Secretary.

**What are the Timeframes?**

The Planning Board meets regularly on the first Thursday of each month. State Law (RSA 675:7) requires that abutter notifications, postings, as well as the publishing of the notice in a newspaper of general circulation, (the Board uses the Coos County Democrat) be no less than 10 days prior to the public hearing, the day of the public hearing and the date of publication cannot be counted in the 10 day window. The Coos County Democrat maintains a deadline of 12:00 PM Friday for publication in the following Wednesday edition. Your application must be reviewed by both the applicant/agent and Planning Board Secretary for completeness and possible additions, deletions and/or amendments that may be made to the application before it is submitted to the Secretary. These possible changes may require more time to address. The Secretary will advise you of the meeting at which your application can be presented to the Planning Board.

The public hearing will address the question of whether to accept the application and then will move to the possible deliberation and possible final vote to approve or disapprove the request made by the applicant. However, the public hearing may also be continued by the Board for further information, or if it feels it needs more time. State Law requires the final vote to occur within 65 days after the application is accepted by the Board as complete, unless that time is waived.

The applicant’s responsibilities having been met, the Planning Board Secretary will prepare and execute the public hearing notices to the abutters by certified mailing, the general public postings at no less than two (2) locations, and the newspaper publishing. The applicant will also be notified, per statute, by certified mail of the public hearing.

**Do I have to go to the Zoning Board?**

If for some reason, your site plan or sub-division does not comply with the Town of Carroll Zoning Ordinance, you will be advised either by the Planning Board or the Code Enforcement Officer to apply to the Zoning Board of Appeals for either a variance, special exception, dimensional waiver or administrative appeal. These appeals are all handled by the same Secretary as noted above, who will assist you in going through the process for the Zoning Board.

Once your project comes into compliance with the Zoning Regulations through the ZBA process, you will then go back to the Planning Board and continue the process of review of your initial application.

Please be aware, the ZBA is a quasi-judicial entity, totally separate from the Planning Board. The ZBA has its own set of deadlines and requirements that are set by State Law. Please do not try to contact any member of the ZBA regarding your project, since this would constitute an Ex Parte communication, which could result in that member being unable to sit on the case. Your contact with the ZBA must be through the Secretary only.

**What is the purpose of all this?**

The Planning Board is elected by the voters of the Town of Carroll, to look out for the best interest of the town and its residents, specifically and by statute “for the purpose of protecting the health, safety, convenience, prosperity and welfare of our inhabitants; for the purpose of protecting the economic investments of homeowner residents …..; (and) for the protection of our Town’s scenic beauty”. **(CARROLL PLANNING BOARD, Subdivision Regulations, SECTION1. AUTHORITY)**

The Zoning Board of Adjustment, also elected by the voters of Carroll, purpose is, “…. In order to promote health, safety, and general welfare; to avoid undue concentration of population; to facilitate the adequate provision of transportation, water, sewage, schools, parks and other public requirements; to conserve valuable natural and scenic resources; and to preserve the rural qualities of the Town.”. **(ZONING ORDINANCE FOR THE TOWN OF CARROLL, SECTION 102. Purpose)**

You may have other legal rights of which you may be unaware. The statutory reference is RSA Chapters 672 through 677. They are found in the booklet *New Hampshire Planning and Land Use Regulations,* which is issued by New Hampshire Office of Energy and Planning, Concord, New Hampshire.

This Applicant’s Guide is a general guide and is not 100% inclusive. There may be other conditions and requirements that you will need to understand and meet. This Guide is to assist you in understanding the general process. You are encouraged to make yourself aware of the appeals process in the event your project is voted other than your desired outcome.

The Secretary will assist the applicant; however, she/he is not an attorney and the responsibility for the accuracy and completeness of the application is solely that of the applicant/authorized agent.

 **TOWN OF CARROLL**

**PLANNING BOARD Map \_\_\_\_\_\_\_\_\_ Lot \_\_\_\_\_\_\_\_\_\_**

**SCHEDULE OF FEES Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*SEPARATE CHECKS ARE REQUIRED FOR THE APPLICATION AND PROCESSING FEES\***

Name of Proposal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Map \_\_\_\_\_\_\_\_\_ Lot \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant/Agent Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Owner’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*\* **If an agent is acting for the Owner, a notarized statement from “Owner” naming the “Agent” as having the authority to act for the owner, must accompany the application. \*\*\*\***

Applicant Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application Fees**

(Check One – Town of Carroll)

\_\_\_\_\_ Boundary Line Adjustment \_\_\_\_\_ Major Subdivision

\_\_\_\_\_ Minor Subdivision Base Fee: $50.00 plus

 Base fee: $25.00 plus Lot/Unit fee: $10.00 each

 Lot fee: $10.00 each **Total: \_\_\_\_\_\_\_\_\_\_\_ Total: \_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_** Manufactured Home Subdivision \_\_\_\_\_ Subdivision with Concept Plan

 Base fee: $50.00 Base Fee: $50.00

 Lot fee: $10.00 each **Total: \_\_\_\_\_\_\_\_\_\_\_** Unit fee: $10.00 each **Total: \_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_** Site Plan Review to Planning Board

 Base fee: $50.00 **Total: \_\_\_\_\_\_\_\_\_\_\_**

 **Processing Fees**

(Check Two – Town of Carroll)

Consultant Fees: (to be determined) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Abutter Notices – Certified Letters: $8.69 each \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certified Notice of Meeting to Applicant: $8.69 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certified Notice of Meeting to Consultants: $8.69 each ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certified mailing of Notice of Decision: $8.69 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Voluntary Merger: $10.00 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mylar-Postage & Handling: $10.00 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Receipt of Payment**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Amount/Check Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Amount/Check Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant/Agent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**NOTE: A final Public Hearing will NOT be posted OR held until payment has been received by the Planning Board Secretary per RSA 676:7 IV.**

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**Map \_\_\_\_\_\_\_\_ Lot \_\_\_\_\_\_\_\_\_\_\_\_**

 **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other Fees**

**These fees are applicable ONLY if mylars are required to be recorded at the**

**Coos County Registry of Deeds**

**Two separate checks are required to be made out to the Coos County Registry of Deeds. One check is for the number of mylars being recorded and one check is for the L-Chip fee.**

Coos County Registry of Deeds Filing Fees:

 22” x 34” mylar $26.00 each page \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 L-Chip fee $25.00 per set \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Registry of Deeds – Total \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: All mylars will be filed by the Town of Carroll**

**Receipt of Payment**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Amounts/Check Number) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant/Agent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: The Final Plat (mylar(s) will NOT be recorded until a check made payable to: The Coos County Registry of Deeds) has been received by the Planning Board Secretary Per RSA 676:7, IV.**

Consultant fees to be billed **after** proceedings, when amount due is known.

All Fees are subject to change.

Contact information:

 Office: 846-5775

Land Use Secretary landuse@townofcarroll.org

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**Map \_\_\_\_\_\_\_ Lot \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TOWN OF CARROLL**

**PLANNING BOARD**

**Subdivision Application**

**ALL LINES MUST BE COMPLETED TO ENABLE THE PLANNING BOARD TO ACCEPT THE APPLICATION**

Name of Project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Map: \_\_\_\_\_\_\_\_\_\_\_ Lot: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address/Location of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant/Agent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: “OWNER” must sign a notarized letter giving “AGENT” the authority to act on behalf of “OWNER”. The letter must accompany this application.**

Applicant/Agent Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant/Agent Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**==========================================================================================**

**Description of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Map \_\_\_\_\_\_\_\_\_\_ Lot \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Submission Requirements:**

1. **List of Abutters**
2. **Check for Fees**
3. **Completed Application**

All submissions must be delivered to the Planning Board Secretary at least **twenty-one (21) days prior to the next Planning Board regularly scheduled meeting.** The applicant/agent will make an appointment with the Planning Board Secretary who will review the application with the applicant/agent for completeness. Upon successful review of the application, receipt of abutters list and a check for fees (made payable to the Town of Carroll), the Secretary will schedule a Public Hearing for the applicant/agent.

**Complete each line with one of the following:**

 **(W)FOR WAIVER REQUIRED**

 **(X) FOR COMPLETED**

 **(N/A) FOR NOT APPLICABLE**

\_\_\_\_\_\_\_\_\_\_Five (5) paper prints at 1” =40’ or similar scale, no larger than 22”x34” in size on which the

following is required. (A mylar shall be prepared prior tofinal approval which will include all of the following):

\_\_\_\_\_\_\_\_\_\_Identifying title

\_\_\_\_\_\_\_\_\_\_Name and address of applicant/agent/developer

\_\_\_\_\_\_\_\_\_\_Name, number and signed seal of surveyor and/or engineer

\_\_\_\_\_\_\_\_\_\_Date of Plan

\_\_\_\_\_\_\_\_\_\_Scale

\_\_\_\_\_\_\_\_\_\_North Arrow

\_\_\_\_\_\_\_\_\_\_Property lines with bearings, distances, monuments

\_\_\_\_\_\_\_\_\_\_Total acreage (square footage of lot(s).

Applicant’s Initials\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Map\_\_\_\_\_\_\_\_\_\_ Lot\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_Names of all abutters.

\_\_\_\_\_\_\_\_\_\_Existing structures, roads, landscaping and other man-made features (indicate what will be

 retained, altered or removed).

\_\_\_\_\_\_\_\_\_\_Location of all buildings on abutting properties within 50 feet of property lines and location of all

 intersecting roads or driveways within 200 feet of property lines.

\_\_\_\_\_\_\_\_\_\_Location of existing and proposed property deed restrictions, easements, covenants, etc.

\_\_\_\_\_\_\_\_\_\_Existing and proposed grades (where the grade is less than 5 percent, the contour intervals shall

 not exceed 2 feet with spot elevations; otherwise, the contour intervals shall not exceed 5 feet.

\_\_\_\_\_\_\_\_\_\_Existing and proposed drainage systems and structures.

\_\_\_\_\_\_\_\_\_\_Storm drainage plan, including where necessary; plans for the retention and slow release of storm

 water including the location, elevation and site of all catch basins, dry wells, drainage ditches,

 swales, culverts, retention basins and storm sewers. Plans for snow removal and storage should

 be indicated. Engineering calculations by a Professional Engineer should be provided. Direction

 of flow should be indicated with arrows.

\_\_\_\_\_\_\_\_\_\_Natural features such as streams, marshes, lakes or ponds, types of vegetation and ledge outcrops

 (indicate what will be retained, altered or removed).

\_\_\_\_\_\_\_\_\_\_100-year flood elevation line and location of any wetlands.

\_\_\_\_\_\_\_\_\_\_For on-site sewage disposal, a soils map and NH Water Supply and Pollution Control Division

 permit.

\_\_\_\_\_\_\_\_\_\_Size and proposed location of water supply and sewage facilities and provisions for future

 expansion.

Applicant’s Initials\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3 of 5

**Map\_\_\_\_\_\_\_\_\_\_ Lot\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_If on-site water or sewer facilities are planned, show distance from proposed facilities to all

 existing facilities on site or on abutting properties to a distance of 200 feet.

\_\_\_\_\_\_\_\_\_\_Proposed provisions for fire protection.

\_\_\_\_\_\_\_\_\_\_Architectural drawings showing the shape, size, height and other exterior details of proposed

 structures or expansion of existing buildings.

\_\_\_\_\_\_\_\_\_\_Location, type and size of all proposed landscaping and screening.

\_\_\_\_\_\_\_\_\_\_Exterior lighting plan.

\_\_\_\_\_\_\_\_\_\_Proposed signs (including advertising and directions).

\_\_\_\_\_\_\_\_\_\_Proposed streets (with names), driveways, parking spaces and sidewalks showing widths, direction

 of travel, inside radii of all curves (please indicate total number of parking spaces).

\_\_\_\_\_\_\_\_\_\_Location and dimensions of loading spaces and facilities associated with the structures or uses of

 the site.

\_\_\_\_\_\_\_\_\_\_Circulation plan of the interior of the lot for vehicular and pedestrian circulation, also showing

 means of access and egress, proposed changes to existing public streets, sidewalks and curbs,

 including any traffic control devices or signs necessary.

\_\_\_\_\_\_\_\_\_\_Detailed construction drawings including but not limited to typical sections of pavement, walks,

 steps curbing and drainage structures by a professional engineer.

Applicant’s Initials\_\_\_\_\_\_\_\_\_\_

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**Map\_\_\_\_\_\_\_\_\_\_ Lot\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_Vicinity sketch at 1” = 400’ showing the location of the size in relation to the surrounding public

 street system and the zoning districts and boundaries for the site.

\_\_\_\_\_\_\_\_\_\_A soils classification map, together with descriptive information for each type of soil (required for

 on-site sewage disposal only).

\_\_\_\_\_\_\_\_\_\_Provisions for solid waste disposal and collection.

\_\_\_\_\_\_\_\_\_\_The location of all existing and proposed deed restrictions, easements, covenants, etc.

\_\_\_\_\_\_\_\_\_\_The location of visual and noise reduction barriers, if any.

\_\_\_\_\_\_\_\_\_\_Copies of all applicable State approvals and permits.

\_\_\_\_\_\_\_\_\_\_Review by the Carroll Fire Chief and Road Agent.

\_\_\_\_\_\_\_\_\_\_Any other additional information specifically requested by the Planning Board.

Applicant’s Initials\_\_\_\_\_\_\_\_\_\_

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**ARTICLE VI** General Standards

In a review of any Site Plan conducted under these regulations, the Planning Board shall ascertain that adequate provisions have been made by the owner or his authorized agent for the following:

1. Improvement to existing streets, traffic access to the site from town streets, on-site vehicular and pedestrian circulation, parking, loading facilities, emergency vehicle access, shall all be designed to ensure the safety of vehicles and pedestrians. Signal devices shall be included if necessitated because of increased traffic generated by the development.
2. Parking Space Requirements

Off-street parking spaces shall be provided in any district in accordance with the specifications set forth in this section whenever any new use is established or any existing use enlarged. Parking provided by public lots in lieu of on-site parking may be utilized to fulfill some or all of the parking requirements when provided within a distance appropriate to the proposed use but not exceeding 400 feet, upon approval of the Planning Board.

Where a use is not indicated below, the Planning Board may establish parking standards on an individual basis as the public safety shall require. Minimum standards for parking lot construction are outlined in the following table:

USE PARKING SPACES AVAILABLE

Multi-family dwellings 1 ½ spaces per unit

Motels, hotels, guest houses and 1 space per unit

Mobile homes

Theaters, restaurants and churches 1 space per 3 seats

Community buildings, clubs and halls 1 space per 200 ft of principal use area

Wholesale, warehouse and 1 space per employee on major shift or

manufacturing facilities of principal use area, whichever is greater

Retail Stores and Services 1 space for each 150 ft of gross floor area

Professional Offices 1 space for each 250 ft of gross floor area

Adequate parking shall be provided for all commercial vehicles which are required for the ordinary operation of the facility.

1. Off-street loading facilities shall be provided for all institutional, commercial and industrial uses. These facilities shall be located so that delivery vehicles are parked outside of the street right-of -way.
2. Landscaping and screening shall be provided with regard to the impact on the adjacent properties, the public highway and the site itself.
3. Large parking areas (over three double rows) shall be landscaped. Signs shall be properly placed.
4. Buffer zones are required for all commercial, industrial and multi-family uses to the extent they are necessary to reduce noise, and for visual considerations. A minimum buffer zone of 5 feet shall be maintained; a wider buffer zone may be required where impact of development is not compatible with abutting uses.
5. Storm drainage of the site shall be designed for at least a 25 year flood and, if the existing drainage system to which the site, drainage system will be connected is inadequate, provisions shall be made for retention and gradual release of storm water in order to meet the minimum 25 year demand.
6. For sites within the flood plain, provisions shall be made to minimize flood damage and exposure to flood hazards on and off site in accordance with the Zoning Ordinance.
7. Provisions shall be made for snow storage during winter months.
8. Provisions shall be made for the site to be serviced by necessary utilities which may include water for fire and domestic use, sanitary sewer and electric.
9. Provisions shall be made for adequate and appropriate outdoor lighting.
10. Provisions shall be made for protection of natural features.
11. All developments shall meet the standards and requirements included in the Town Zoning Ordinance and Sub-division Regulations.
12. Construction requirements shall be in accordance with the “Town of Carroll Road Design and Construction Standards.”
13. The Planning Board may set more stringent requirements with respect to any of the foregoing specifications if conditions warrant such action in the opinion of the Board. Topography and natural features of the site, as well as the density of development, are examples of such conditions.

**ARTICLE VIII** WAIVER OF REQUIREMENTS

1. Upon written request by the applicant, or upon the motion of an regular member, the Board may vote to waive, in whole or in part, any provision (s) of Section V when, in the majority opinion of the Board, such provision (s) would be inappropriate or superfluous to the informed evaluation of the site in question.
2. Upon written request by the applicant, the Board may vote to waive, in whole or in part, any provision (s) of Section VI when, in the majority opinion of the Board:
3. Literal enforcement of the regulation would create unnecessary hardship due to the unique characteristics of the site in question, AND
4. Such waiver would not adversely compromise the purpose or intent of the regulation.

**Notarized letter from “OWNER” Map\_\_\_\_\_\_\_\_ Lot \_\_\_\_\_\_\_**

**giving “AGENT” authority to act Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**on “OWNER’S” behalf TOWN OF CARROLL**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PLANNING BOARD**

**Application for Subdivision Approval**

Preliminary Layout Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 The undersigned sub-divider hereby submits to the Carroll Planning Board a subdivision plat dated

\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (preliminary) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (final) entitled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and respectfully requests its approval of said plat. In consideration for approval and the privileges accruing thereto, this sub-divider hereby agrees:

1. To carry out all improvements agreed upon as shown and intended by said plat, including any work made necessary by unforeseen conditions which became apparent during construction.
2. To post all streets “Private” until accepted by the Town of Carroll and to provide and install standard street signs as approved by the Town of Carroll for all street intersections.
3. To give the Town of Carroll on demand, proper deeds for land or right-of-way reserved on the plat for streets, drainage, or other purposes as agreed upon.
4. To serve the Town of Carroll harmless from any obligation it may incur, or repairs it may make, because of my failure to carry out any of the foregoing provisions.
5. To make no changes whatsoever in the Final Plat as approved by the Board unless a revised plat or a plat of re-subdivision is submitted to and approved by the Board.
6. M \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is hereby designated as the person to who all communications to the sub-divider may be addressed and the person on whom legal process may be served in connection with any proceedings arising out of the agreement herein.
7. The land to be subdivided is as of this date listed in Current Use \_\_\_\_ YES \_\_\_\_ NO. Place X in the appropriate choice.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Names and addresses of all persons with

Sub-divider/Agent 10% or more interest:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail

By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Owner/President or Treasurer of a Corporation

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1 of 6

Map \_\_\_\_\_\_ Lot \_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FILL IN COMPLETELY

Name of Sub-divider/ Agent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Subdivision \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Subdivision \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Map No. \_\_\_\_\_\_\_\_\_\_\_ Lot No. \_\_\_\_\_\_\_\_\_\_\_\_\_ Zone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Lots \_\_\_\_\_\_\_\_\_

Description of Subdivision \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of Professional Engineer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of Land Surveyor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Designer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Type of Sewage Disposal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Water Supply \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Abutting Owners: (please print)

1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2 of 6

Map \_\_\_\_\_\_ Lot \_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3 of 6

Map \_\_\_\_\_\_\_ Lot \_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Subdivision Application**

**Preliminary Layout Checklist**

Submission Items

\_\_\_\_\_\_\_\_\_\_ Site Survey Map \_\_\_\_\_\_\_\_\_\_ Statement of existing street work

\_\_\_\_\_\_\_\_\_\_ Site Location Map \_\_\_\_\_\_\_\_\_\_ Cost estimates

\_\_\_\_\_\_\_\_\_\_ Soils Map \_\_\_\_\_\_\_\_\_\_ Deed restrictions

\_\_\_\_\_\_\_\_\_\_ WSPCC data (duplicate) \_\_\_\_\_\_\_\_\_\_ Road profiles (preliminary)

\_\_\_\_\_\_\_\_\_\_Watershed outline and drainage computations \_\_\_\_\_\_\_\_\_\_ Cross sections (preliminary)

Information Shown on Preliminary Layout

\_\_\_\_\_\_\_\_\_\_ Name of Subdivision \_\_\_\_\_\_\_\_\_\_ Natural Features

\_\_\_\_\_\_\_\_\_\_ Name of Owner \_\_\_\_\_\_\_\_\_\_ Zoning District(s)

\_\_\_\_\_\_\_\_\_\_ North Point \_\_\_\_\_\_\_\_\_\_ Buildings to remain

\_\_\_\_\_\_\_\_\_\_ Bar Scale \_\_\_\_\_\_\_\_\_\_ Existing and proposed street lines

\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_ Existing and proposed street right-of-ways

\_\_\_\_\_\_\_\_\_\_ Area of Site \_\_\_\_\_\_\_\_\_\_ Street Names

\_\_\_\_\_\_\_\_\_\_ Parcel Boundary \_\_\_\_\_\_\_\_\_\_ Lot Lines

\_\_\_\_\_\_\_\_\_\_ Abutting owners \_\_\_\_\_\_\_\_\_\_ Future Subdivisions

\_\_\_\_\_\_\_\_\_\_ Subdivision and buildings 100’ away \_\_\_\_\_\_\_\_\_\_ Topographic Contours

\_\_\_\_\_\_\_\_\_\_ Road and Drives 200’ away \_\_\_\_\_\_\_\_\_\_ Water mains and other utilities

\_\_\_\_\_\_\_\_\_\_ Setback Lines \_\_\_\_\_\_\_\_\_\_Sanitary sewers or percolation test locations

\_\_\_\_\_\_\_\_\_\_ Easements \_\_\_\_\_\_\_\_\_\_ Drainage Systems

\_\_\_\_\_\_\_\_\_\_ Open space (acreage noted) \_\_\_\_\_\_\_\_\_\_ Location of soils and groundwater test pits

\_\_\_\_\_\_\_\_\_\_ Watercourses \_\_\_\_\_\_\_\_\_\_ Flood limit lines (100 year flood)

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Map \_\_\_\_\_\_\_ Lot \_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Subdivision Application**

**Final Plat checklist**

Submission Items

\_\_\_\_\_\_\_\_\_\_ Site Survey Map \_\_\_\_\_\_\_\_\_\_ Deed Restrictions

\_\_\_\_\_\_\_\_\_\_ Site Location Map \_\_\_\_\_\_\_\_\_\_ Road Profiles (final)

\_\_\_\_\_\_\_\_\_\_ Watershed outline and drainage \_\_\_\_\_\_\_\_\_\_ Statements incorporating requirements

 computations (refined) of subdivision regulations

\_\_\_\_\_\_\_\_\_\_ Engineer’s statement of suitability \_\_\_\_\_\_\_\_\_\_ Statement of responsibility & liability

\_\_\_\_\_\_\_\_\_\_ Statement of existing street work \_\_\_\_\_\_\_\_\_\_ Sanitary sewerage computations

\_\_\_\_\_\_\_\_\_\_ Cost estimates \_\_\_\_\_\_\_\_\_\_ Cross sections (final)

Information Shown on Final Plat Municipal Approvals

\_\_\_\_\_\_\_\_\_\_ Name of Subdivision \_\_\_\_\_\_\_\_\_\_ Zoning District(s)

\_\_\_\_\_\_\_\_\_\_ Name of Owner \_\_\_\_\_\_\_\_\_\_ Future Subdivisions

\_\_\_\_\_\_\_\_\_\_ North Point \_\_\_\_\_\_\_\_\_\_ Topographic Contour-5 foot intervals

\_\_\_\_\_\_\_\_\_\_ Bar Scale \_\_\_\_\_\_\_\_\_\_ Water mains and other utilities (final

 engineering form)

\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_ Sanitary sewers (final engineering form)

\_\_\_\_\_\_\_\_\_\_ Area of Site \_\_\_\_\_\_\_\_\_\_ Drainage System (final engineering form)

\_\_\_\_\_\_\_\_\_\_ Parcel boundary \_\_\_\_\_\_\_\_\_\_ Seal of engineer

\_\_\_\_\_\_\_\_\_\_ Abutting owners \_\_\_\_\_\_\_\_\_\_ Seal of surveyor

\_\_\_\_\_\_\_\_\_\_ Subdivision and buildings 100’ away \_\_\_\_\_\_\_\_\_\_ Bearings and distances

\_\_\_\_\_\_\_\_\_\_ Roads and Drives 200’ away \_\_\_\_\_\_\_\_\_\_ Lot dimensions

\_\_\_\_\_\_\_\_\_\_ Buildings to remain \_\_\_\_\_\_\_\_\_\_ Lot areas

\_\_\_\_\_\_\_\_\_\_ Existing and proposed street lines \_\_\_\_\_\_\_\_\_\_ Lot numbering

\_\_\_\_\_\_\_\_\_\_ Existing and proposed street \_\_\_\_\_\_\_\_\_\_ Stations

 Right-of-ways widths \_\_\_\_\_\_\_\_\_\_ Radii

\_\_\_\_\_\_\_\_\_\_ Street names \_\_\_\_\_\_\_\_\_\_ Curve Data

\_\_\_\_\_\_\_\_\_\_ Lot lines \_\_\_\_\_\_\_\_\_\_ Pavement Widths

\_\_\_\_\_\_\_\_\_\_ Setback lines \_\_\_\_\_\_\_\_\_\_ Water Supply, date \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_ Easements \_\_\_\_\_\_\_\_\_\_ Sewage disposal, date \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_ Open space (acreage noted) \_\_\_\_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_ Watercourses

\_\_\_\_\_\_\_\_\_\_ Natural Features

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Map \_\_\_\_\_\_\_ Lot \_\_\_\_\_\_\_

 Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPROVALS / CONDITIONS**

Map \_\_\_\_\_\_\_\_ Lot \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Building permit/Number date issued \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of project\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval Needed Type of Approval Date Approval Obtained\_\_

\_\_\_\_\_\_\_\_\_\_\_ NH Fish & Game Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_ Health & Welfare: Health Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_ Town Highway Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_ NH DOT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_ Town Water Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_ NH DES Dredge & Fill \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_ NH DES Septic Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_ Class VI Road Agreement registered \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_ Third Party Review \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_ Code Enforcement Officer –

 Construction Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_ NH DOT Driveway Permit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_ Road Name Approval (PD) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_ Life Safety – Fire Chief \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

\_\_\_\_\_\_\_\_\_\_ Certificate of Occupancy – CEO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Copies to Board of Selectmen, Planning Board, Fire Chief, Police Chief, and Code Enforcement Officer

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