

TO: Applicants
FROM: Planning Board
SUBJECT: Applications

Attached you will find either a subdivision application or a site plan review application. This memo is to provide you with background information as you prepare your application. The Planning Board works hard at processing applications as quickly as possible and understands that you, as an applicant, do not want to be delayed by the process. You can facilitate the processing of your application by carefully following these instructions.

As required by state law, there are two stages to the application process. The first stage is the formal submission of the application at a regular Planning Board meeting, at which time the Board will determine whether or not the application is complete. An application is considered to be complete only when ALL of the following conditions have been met:

- the application form has been filled out in its entirety,
- the checklist accompanying the application form and all the information asked for on the checklist has been provided (If an item on the checklist is not provided, a written request for a waiver of that item must be submitted using the form in the application packet),
- the application has been reviewed for completeness by the Planning Board's Engineer or designated agent (at the applicant's expense), and
- all fees associated with the application have been paid, including, but not limited to, the town's application fees, the fees for review of the application by the Planning Board's Engineer or designated agent, and costs for notices and mailings.

The second stage in the process is a public hearing at which the Board may ask questions about the application and will hear public comment on the application. The Board may wish to visit the site. In some cases, the Board may require additional items and/or engineering review of certain items (such as plans for new streets or erosion control plans). It is also possible that the Board may require additional studies or legal review. As allowed by state law, the applicant will pay for the cost of any reviews and any additional studies required by the Board during this stage. After the public hearing, the Board will make its final determination, either approving or denying the application.

The steps in the application process are as follows:

1. Prior to submission, the Planning Board Engineer is available for brief consultation [Contact information on the Planning Board website or contact the land use office.] Applicants and the Planning Board Engineer are encouraged to have ongoing communication about applications.
2. When an application is complete and has all supporting materials, the applicant delivers the application and related information to the Land Use Admin and pays the relevant fees (See Planning Board Fee List).

- a. The applicant may, at the time of submission, ask the Land Use Admin to schedule a date for the formal submission of the application to the Planning Board, however, the Board strongly recommends that the applicant wait for the formal application review by the Planning Board's Engineer or designated agent before requesting a hearing date. This will allow the applicant time to make changes to the plans suggested by the engineer, therefore reducing the possible risk of the application being deemed incomplete
 - b. The initial application submissions shall be delivered in both paper and electronic format (Two full sets of the plat/plans and two sets of reduced size copies of the plat, drawings and documents along with a readable PDF copy of the full submission)
 - c. A complete application must be submitted to the Land Use Office no later than 11:30 am at least 30 days prior to the meeting at which the application will be considered (not including the day of submission or the day of the meeting in compliance with RSA:676:4.J.(c).(1)).
3. The Land Use Admin will review the application to ensure all relevant items are submitted and then will provide a copy of the application to the Planning Board Engineer.
4. The Planning Board Engineer (or their designee) reviews the application, returns an estimate of the anticipated level of effort and cost of review to the applicant in 3 business days, and will begin work reviewing the application. (If an initial escrow payment for engineering services is not received, no work on an application can be started until a formal scope of work has been signed and funds are deposited into the escrow account)
5. Once the applicant accepts the Planning Board Engineer estimate and provides payment into escrow, the Planning Board Engineer will complete their review, communicate with the applicant and write an initial report regarding the completeness of the application and compliance with regulations. The initial report is sent to the applicant with a copy to the Land Use Admin for the file. Generally, this process takes 7-10 days.
6. The Planning Board Lawyer will also review submitted materials if HOA documents, private road or shared driveway agreements are required as part of the application (a scope of work estimate will be provided by the Planning Board lawyer within 5 days of application receipt, review will commence when applicant accepts proposal). Applicants have the option to defer payment of escrow fees pending receipt of a scope of work; however, applications will not be considered complete until escrow funds are received.
7. The applicant may submit updates or changes to the application based on the Planning Board Engineer's report. If changes are made to the original application, the applicant must submit those changes to the engineer for additional review, AND an updated report from the Planning Board Engineer must be received by the Land Use Manager at least 7 days prior to a scheduled hearing (prior to 11:30 am).
8. Application amendments or updates may be submitted electronically, with hard copies delivered at the next hearing.
9. When the applicant has finalized the application the Land Use Admin will schedule a date for the formal submission of the application (if it has not yet been scheduled).
10. It is possible there may be several cycles of changes and reviews. If the application requires multiple engineering reviews that could exceed the scope of the work agreement, the Planning Board Engineer will generate an amendment to the agreement for the applicant to approve, prior to additional review.

11. At the meeting for which the formal submission has been scheduled, the Board, guided by the findings of the Planning Board Engineer or designated agent, determines if the application is complete.
12. If an application is determined to be incomplete, the process may start again from the beginning, and the town's application fees must be paid a second time when an application is submitted/resubmitted.
13. The Board has discretion to continue a hearing if the Board and the applicant agree.
14. The Board may determine the application is incomplete and must be resubmitted, or at the board's discretion the hearing may be continued if the Board and the Applicant agree.
15. After the Board accepts the application as complete, it will conduct a public hearing on the merits of the application. This may occur at the same meeting at which the application was accepted as complete.
16. If any additional information is required by the Planning Board during either phase of the application review it must be submitted to the Land Use Manager at least 7 days prior to the meeting at which the application will again be reviewed by the Planning Board. Revisions should be sent to the Land Use Admin and the Planning Board Engineer so that revisions can be reviewed. The Planning Board Engineer review of revisions should be received no later than 11:30 am on the Monday before a Wednesday meeting.
17. Submission of additional materials requested/submitted during stage 2 (design completeness and compliance) will be subject to additional engineering or legal review at the applicant's expense. If additional reviews are required after the completeness phase, the applicant will incur additional expenses (to be paid by the applicant or their agent).
18. If application updates, revisions or engineering reviews are not received by the designated date, the Board may consult with the applicant about a continuance or consider rejecting the application.
19. Applicants may request a continuance for a scheduled hearing using the continuance request form that must be received via email or letter (by Monday 11:30 am preceding a Wed hearing date). If the applicant does not receive confirmation of the request for extension, the applicant should attend the hearing to make a request for an extension in person.

Planning Board Schedule of Fees Town Fees (Check payable to Town of New Ipswich)

TOWN OF NEWIPSWICH

661 Turnpike Rd New Ipswich NH 03071

Site Plan Review:

Site Plan Review..... \$400 plus \$30/1,000 sf gross area of building plus Engineering Fee• Multi-Family..... \$400 plus \$75 per dwelling unit*
Impervious Area Outside Gross Area \$5/1,000 sf
Certified Abutter Notice..... Cost plus \$2/abutter
Recording Fee Cost plus \$10

Subdivisions:

Minor (2 lots)..... \$300 (plus Fee for Engineering Review)
Major (3+ lots)..... \$500 plus \$100 /lot (plus Fee for Engineering Review)
Certified Abutter Notice Cost plus \$2/abutter
Lot Line Adjustment. \$100 per line adjusted (plus Fee for Engineering Review)
Condo Conversion..... \$400 plus \$75/unit Voluntary
Merger.....\$100 plus recording fee

All Subdivisions and Lot Line Adjustments:

Tax Map Correction Fee \$25 Payable to Town of New Ipswich
Certified mailing of Mylar \$20 Payable to Town of New Ipswich
LCHIP Fee \$25 Payable to Hillsborough County Registry of Deeds
Mylar Recording Fee \$26 Payable to Hillsborough County Registry of Deeds
Decision Letter Recording Fee See Hillsborough County Recording Fees

Engineering Review:

Initial Escrow - \$2000 with application (a scope of work estimate will be provided by the Planning Board Engineer within 3 days of application receipt, review will commence when applicant accepts proposal and deposits funds to escrow for the anticipated cost of review). Applicants have the option to defer payment of escrow fees pending receipt of a scope of work; however, applications will not be considered complete until escrow funds are received.

Additional Engineering Review - In some cases, additional professional review will be required such as, but not limited to, review of drainage computations, lot sizing, roadway design, lighting design review, environmental considerations, off-site improvements and any other plan aspects/issues/inspections that are specifically called for by the Planning Board. This fee will generally range from \$125-300/hr. if the Planning Board Engineer is used. Applicants and the Planning Board may agree on an alternate engineer if requested.

Consultation and Special Investigative Studies - Additional studies or outside consultants may be deemed necessary to determine the proper response to an application - depending on the impact, scope and complexity of an application and property conditions. It shall be the responsibility of the applicant to pay reasonable fees for investigative studies, environmental assessments and administrative expenses which may be required to make an informed decision on an application.

**PLANNING BOARD
TOWN OF NEW IPSWICH, NH 03071
SUBDIVISION APPLICATION**

Application Date: _____ File Number: _____

Technical Subdivision _____ Minor Subdivision _____ Major Subdivision _____

Subdivision regulation 4:01: No subdivision of land shall be made, no land in any subdivision shall be sold or offered for sale or lease, no construction, no land clearing, no building development shall begin, no street or utility construction shall be started, and no permit for the erection of any building shall be granted before a subdivision has been approved by the Board, other permits issued, and the plat filed in the Office of the Register of Deeds of Hillsborough County.

A completed application must be filed with the Land Use Manager at least 15 days prior to the meeting at which it is to be heard by the Planning Board. A completed application consists of the following information in addition to all of the required attachments.

1. Name, mailing address, email address, and telephone number of all owners of record.

2. Name, mailing address, and telephone number of owner's agent.

3. Name, mailing address, and telephone number of surveyor or person who prepared plat.

4. Location of proposed subdivision, including tax map and lot numbers.

5. Total Acreage: _____ to be divided into _____ lots

6. This subdivision is in (check all that apply)

_____ Village District I _____ Village District II _____ Rural District
_____ Conservation Overlay District (see Zoning Article X)

7. List any special zoning exceptions/variances required by the Zoning Board of Adjustment (ZBA) and attach copies of the ZBA "Notice of Approval".

_____ Date of approval _____
_____ Date of approval _____

8. Any party acting on behalf of a landowner must have a letter from the landowner authorizing the party to act on his/her behalf.

9. Attach a separate sheet containing the following information for all individuals required to be notified of meetings/hearings regarding this application.
- a. Names and mailing addresses, tax map and lot numbers of all abutters, including those across a street, brook, or stream. Names should be taken from the New Ipswich tax records no more than five (5) days prior to the filing of the application.
 - b. Names and mailing addresses of every engineer, architect, land surveyor, wetlands scientist, or soils scientist whose professional seal appears on any plat submitted to the Board.
 - c. Are there any parties holding conservation, preservation, or agricultural preservation restrictions?
_____Yes _____No

If yes, names and mailing addresses of parties.

10. Attach a copy of the completed "Subdivision Checklist" along with all information on the checklist. All waiver requests should be included with the checklist.

This application is correctly completed with all required attachments and, to the best of my knowledge, complies with all zoning requirements for the district(s) in which it is located.

There are no known violations of state regulations related to this parcel.

I agree that any additional costs for the town's designated agent and/or engineer, including the cost for reviewing the checklist, and any professional services incurred by the Planning Board or the town for processing this application shall be borne by the owner.

I hereby authorize the New Ipswich Planning Board and/or its agents to access my land for the purpose of reviewing this subdivision plan. I authorize the performance of road inspections, and any other inspections deemed necessary by the Board or its agents in order to ensure conformation of on-site improvements.

Owner's Signature _____

The following items are attached:

_____ ZBA Notice(s) of Approval (see item 7.)

_____ Authorization letter from landowner (see item 8.)

_____ Completed checklist plus all information on the checklist (with waiver requests attached)

APPLICATION FOR WAIVER OF SUBDIVISION/SITE PLAN REVIEW REQUIREMENT
(Complete one form for each waiver request.)

To the Chairman and Members of the New Ipswich Planning Board:

Date of submission of Subdivision Plan or Site Plan Review _____, 20____

The requested waiver involves parcel/s _____ prepared by

Waiver from Article _____ Section _____ of the regulations related to

Type of Waiver Request (one form for each waiver request)

- a. ___Completeness: For an item which is required by the regulations but is not being submitted. Must be acted on before a board vote on acceptance for completeness, OR
- b. ___Compliance: For an item which is provided but does not conform with the design or technical requirements of the regulations. Must be acted on before a Board vote on compliance.

(note: waiver requests for design and technical requirements must be reviewed by the Planning Board Engineer)

In support of such request – (complete at least one of the two options identifying why the waiver should be granted):

- (1) Strict conformity would pose an unnecessary hardship and waiver would not be contrary to the spirit and intent of the regulations because:

- (2) Specific circumstances relative to the (subdivision/site plan review), or conditions of the land in such (subdivision/site plan review), indicate that the waiver will properly carry out the spirit and intent of the regulations because:

Additional Information:

Respectfully submitted: _____

Date: _____

FOR PLANNING BOARD USE ONLY

Application signed by all property owners?	_____ Yes	
Authorization letter received?	_____ Yes	_____ N/A
Special exception/variance required?	_____ Yes	_____ No
ZBA Notice of Decision received?	_____ Yes	_____ N/A
Application reviewed by town engineer/agent?	_____ Yes	
If property crosses town line, had notice been sent to Chairman of Planning Board and Selectmen?	_____ Yes	_____ N/A
Does the proposed have regional impact as per Subdivision Regulation 10:02 D.?	_____ Yes	_____ No
If regional impact has regional planning commission and affected municipalities been notified according to Subdivision regulation 10:01?	_____ Yes	_____ N/A

Completed application submitted on: _____

Application fees paid on: _____

Notices sent on: _____

Public hearing to determine completeness of application on : _____

Application _____ accepted
_____ rejected on:

Continued on: _____

Continued on: _____

Continued on: _____

Application _____ approved
_____ disapproved on: _____

Letter to applicant announcing Board action sent on: _____

Fees paid on: _____

Mylar sent to registry on: _____

NEW IPSWICH SUBDIVISION CHECKLIST – PART I

The following information is required in order for an application to be accepted by the Planning Board. The applicant should complete the left side of this checklist. All items **must** be checked as either submitted or requested to be waived (attach all waiver requests).

Applicant Use

Planning Board Use

Submitted	Waiver Requested		Received Yes	Waived
<u>General Plat Requirements</u>				
_____	_____	1. Present owner with name and address and deed references	_____	_____
_____	_____	2. Notation starting acreage	_____	_____
_____	_____	3. Scale and north arrow	_____	_____
_____	_____	4. Datum benchmarks	_____	_____
_____	_____	5. Certification by NH licensed civil engineer or licensed land surveyor that plan is based on actual field survey and stating maximum error of closure	_____	_____
_____	_____	6. Stamp of NH licensed civil engineer or licensed land surveyor	_____	_____
_____	_____	7. Date and type of survey	_____	_____
_____	_____	8. Key plan showing location of the tract in the Town at a scale of one inch is equal to a thousand feet	_____	_____
_____	_____	9. Plat and lots numbered according to tax map	_____	_____
_____	_____	10. Boundary lines of entire tract and all proposed lots: bearings and distances	_____	_____
_____	_____	11. All lot numbers and lot sizes (shown together)	_____	_____
_____	_____	12. Road frontage for each lot	_____	_____
_____	_____	13. Dimensioned setback lines for buildings and all other structures, based on town ordinances	_____	_____
_____	_____	14. Conditions on adjacent land within 25' of boundary lines: approximate direction and slope of ground, embankments or retaining walls; buildings; railroads, power lines; and non residential uses	_____	_____

Applicant Use**Planning Board Use**

Submitted	Waiver Requested		Received	
			Yes	Waived
<u>General Plat Requirements – cont.</u>				
_____	_____	15. Symbol legend	_____	_____
_____	_____	16. Note stating “Subject to New Ipswich Driveway Regulations”	_____	_____
_____	_____	17. Approval block providing space for date and signatures of Board chairman, secretary, and blank lines for at least 3 additional Board members	_____	_____
<u>Natural Features</u>				
_____	_____	18. Topography within the tract, contour lines at intervals of five feet or less (on a supplemental plan)	-	_____
_____	_____	19. Geographic features (including water courses, wetlands, ponds, and wooded areas) with their setback lines indicated	-	_____
_____	_____	20. Flood elevation data (check one) _____ Identification of any area below the 100 year flood elevation as defined in the New Ipswich Floodplain Ordinance Or _____ A statement that no area is below this elevation	-	_____
_____	_____	21. Soil type boundaries and identifications transcribed from soil maps provided by the Hillsborough County Conservation District		
_____	_____	22. Certification of NH licensed civil engineer or licensed land surveyor that soils transcriptions have been accurately performed	-	_____
_____	_____	23. Certification of NH certified wetlands scientist (“I _____ certify that all wetlands on the entire parcel were delineated accordingly to, etc.)	-	_____
_____	_____	24. Stamp of NH certified wetlands scientist	-	_____
<u>Septic, Water and Utilities</u>				
_____	_____	25. Location of all existing and proposed wells (including 75’ radius)	-	_____

		26. <u>All</u> test pit and perc data (including test pits not used for approval process) for each newly created lot: logged, recorded, dated and located on soil overlay		
<u>Applicant Use</u>			<u>Planning Board Use</u>	
Submitted	Waiver Requested		Received Yes	Waived
		<u>Septic, Water and Utilities – cont.</u>		
		27. Provision for septic system (check one) ____A 4,000 square foot area for each buildable lot Or ____area indicated as “approved designed leach field area “ (if applicant has obtained state “Approval for Construction” of a septic system)	____	____
____	____			
		28. Existing utilities on or adjacent to the tract: location, size and invert elevations of sewers; location and size of water mains; location of fire hydrants, gas, electric, telephone and street lights	____	____
____	____			
		29. Certification of NH licensed civil engineer or licensed land surveyor that utilities have been properly located to the best of their knowledge	____	____
		<u>Existing Streets (on and adjacent to the tract)</u>		
____	____	30. Name and classification	____	____
____	____	31. Right-of-way and width of right-of-way	____	____
____	____	32. Type and width of surfacing (with minimum width if width varies)	____	____
		<u>Information for Certain Circumstances</u>		
		33. Is more than one sheet needed to show the entire parcel? ____Yes ____No		
		If yes, a key plan showing all lot lines on a single sheet at an appropriate reduced scale	____	____
____	____			
		34. Are there proposed new streets? ____Yes ____No		
		If yes, provide all the following information on a street plan conforming to Subdivision Regulations Appendix B:02 and B:03		
____	____	a. Proposed name; location; width of right-of-way, surfacing, curbs	____	____

Applicant Use**Planning Board Use**

Submitted	Waiver Requested	Received	
		Yes	Waived

Information for Certain Circumstances –cont.
For New Streets:

_____	_____	b. Proposed grade	_____	_____
_____	_____	c. Street signs, street lights, and posts	_____	_____
_____	_____	d. Cross sections at every 100 foot station along the profile	_____	_____
_____	_____	e. Profiles for all proposed streets, horizontal and vertical curve data at the street centerline	_____	_____
_____	_____	f. Street stationing every 50 feet	_____	_____
_____	_____	g. Intersection, turnaround, and/or cul-de-sac radii	_____	_____
_____	_____	h. Statements and/or typical sections of proposed Streets	_____	_____
3. . Will any <u>new driveways</u> enter existing state or town roads?				
_____Yes _____No				
If yes, evidence that curb cut can be safely located (check one)				
_____If driveway borders on state highway, permit for driveway from NHDOT				
Or				
_____Letter from town road agent stating driveway can be safely located				
_____	_____		_____	_____
3. . Are there any existing or proposed easements?				
_____Yes _____No				
_____	_____	If yes, note all locations, width and purpose	_____	_____
_____	_____	In either case, certification of licensed civil engineer or registered land surveyor that all existing easements have been indentified and located	_____	_____

Information for Certain Circumstances –cont.

Applicant Use

Planning Board Use

Submitted			Received	
Waiver Requested			Y	s Waived
		3' . Are <u>sites to be reserved/dedicated</u> for open space, parks, playgrounds, or other public uses? _____Yes _____No		
		If yes, note location and purpose		
		3' . Is there any know <u>ledge</u> within three feet of the surface within 75 feet of the reserved septic area? _____Yes _____No		
_____	_____	If yes, clearly identify as such	_____	_____
		3' . Are there any <u>non buildable lots</u> ? _____Yes _____No		
_____	_____	If yes, clearly identify as such	_____	_____
		4' . Are there any <u>back lots</u> ? _____Yes _____No		
_____	_____	a. If yes, note which front lot each back lot is paired with	_____	_____
_____	_____	b. If yes, note acreage of lot excluding its access area, according to Subdivision Regulation 4:05-1.C.	-	_____
		4 . Is the <u>septic system</u> in an area with 12% slope or more? _____Yes _____No		
_____	_____	If yes, copy of state" Approval for Construction" of a septic system and approved plan	-	_____

Applicant Use

Planning Board Use

Information for Certain Circumstances –cont.

Submitted	Waiver Requested		Received	Waived
		4 . Are there any <u>proposed non- residential facilities</u> ?		
		____Yes ____No		
_____	_____	If yes, show locations and uses	_____	_____
		4 . Are there any <u>existing buildings</u> or structures?		
		____Yes ____No		
_____	_____	If yes, show locations and uses	_____	_____
		4 . Is there an <u>existing septic system</u> ?		
		____Yes ____No		
_____	_____	a. If yes, locations of existing septic areas	_____	_____
		b. If yes, proof that septic system is in working order (check one)		
		____letter from property owner stating septic is in good working order		
		Or		
_____	_____	____NHWSPC approval number	_____	_____
		4 . Does any <u>well radius</u> extend over the property line?		
		____Yes ____No		
_____	_____	If yes, a copy of a state “Release Form for Protective Well Radii”	_____	_____
		4 . Are there any wetland crossings?		
		____Yes ____No		
_____	_____	If yes, a copy of both the ZBA approval and the state approval	_____	_____

Applicant Use

Planning Board Use

Information for Certain Circumstances –cont.

**Submitted Waiver
 Requested**

Received
Yes Waived

47. Is a cluster subdivision proposed?

_____Yes _____No

If yes, a copy of a yield plan

48. Is any portion of a lot in the Conservation Overlay District?

_____Yes _____No

If yes, identification on the plan of one contiguous acre as described in Article X.A.1.

NEW IPSWICH SUBDIVISION CHECKLIST – PART II

The following items are required before an application may be approved by the Planning Board. The applicant should complete the left side of this checklist. All items **must be** checked as either submitted or requested to be waived or as N/A (only in the case of a “no” answer). Attach all waiver requests.

Applicant Use

Planning Board Use

Submitted	Waiver Requested		Received Yes	Waived
_____	_____	49. Final plat on a mylar of acceptable size (8 1/2” x 11”, 11” x 17”, 17” x 22”, or 22” x 34”)	_____	_____
_____	_____	50. A letter from the Fire Chief stating there is an adequate source of water for fire protection. Lots being subdivided for One Family Dwellings with Frontage on a Class IV or V Highway are exempt from this provision.	_____	_____
_____	_____	51. Drainage Plan including storm drains, culverts, related installation, catch basins, gutters, and manholes as per Subdivision Regulations Appendix B:05	_____	_____
		52. Will the <u>land area disturbed</u> be cumulatively more than one-half acre? Or will any construction occur on land with slopes over 15%?		
		_____Yes _____No		
_____	_____	If yes, a Soil Erosion and Sediment Control Plan according to Subdivision Regulations Appendix C	_____	_____
		53. Are any of the new lots <u>less than 5 acres</u> ?		
		_____Yes _____No		
_____	_____	If yes, a State Subdivision Approval (and copy of application)	_____	_____
		54. Has a site specific soil survey been required?		
		_____Yes _____No		
_____	_____	a. If yes, stamp of soil scientist	_____	_____
_____	_____	b. If yes, certification of soil scientist as to methods used	_____	_____
		55. Are there any <u>shared driveways</u> ?		
		_____Yes _____No		

Applicant Use**Planning Board Use****Submitted Waiver
Requested****Received
Yes Waived**

_____	_____	If yes, a Shared Driveway agreement acceptable to Town Counsel	_____	_____
50 . Are there any <u>dead-end streets</u> ?				
_____Yes _____No				
_____	_____	a. If yes, a letter from the Fire Chief that turnaround is adequate	_____	_____
_____	_____	b. If yes, a letter from the Road Agent that turn- around is adequate	_____	_____
51 . Do any lots have proposed <u>easements or restrictions</u> (such as being designated non-buildable)?				
_____Yes _____No				
_____	_____	If yes, include a copy of the deed showing such easements or restrictions as a covenant to the deed	_____	_____
52 . Will there be <u>disturbance of a contiguous area</u> of 100,000 sq. ft. or more (or 50,000 sq. ft. Or more if within the shoreline protection zone)?				
_____Yes _____No				
_____	_____	If yes, a copy of a Site Specific Permit from DES as per RSA 485-A:17	_____	_____
53 . Will <u>electric lines or other utilities</u> be installed by a Public utility?				
_____Yes _____No				
_____	_____	a. If yes, a letter from the public utility as per Subdivision Regulation 4:12.C.	_____	_____
_____	_____	b. If yes, a copy of a letter to the town's cable provider notifying them of the proposed subdivision	_____	_____

For Planning Board Use Only

Review of Subdivision for Compliance with Zoning Ordinance

The Plans are at a scale of _____. Contour lines are every _____ feet.

1. District Boundaries – Article XI

Has the correct zoning district been determined Y N

If a lot lies in two districts, does it comply with Article XI, A.4.? Y N N/A

2. Dimensional Controls – Article XII. A. (or XIII.E. if a cluster):

Minimum lot size for the district? Y N

Required frontage on class 5 or better road (50 ft. for backlots) Y N

Setbacks for structures and driveways:

30 ft. from right of way (10 ft in clusters)? Y N

20 ft from side lot lines (10 ft in clusters except for driveways)? Y N

50 ft from water bodies/wetlands? Y N N/A

Setbacks for leachfields:

75 ft from wetlands? Y N N/A

100 ft from ponds and streams (Article XIII.K.)? Y N N/A

30 ft from right of way (20 ft in clusters)? Y N

20 ft from side lot lines? Y N

A 25 ft buffer from surface waters and wetlands over 10,000 sq ft? Y N N/A

3. Density Controls – Does the plan comply with the density controls of Article XII.B. (or if a cluster, are the number of lots proposed less than or equal to the number shown on the yield plan per XIII.E.)? Y N

4. Conservation Overlay District – If any portion of a lot lies within the Conservation Overlay District, does the plan comply with the provision of Article X, specifically:

one acre of contiguous area containing no wetlands, surface waters, or slopes greater than 15%, and able to contain a 75' by 75' square? Y N N/A

erosion control plans for construction on slopes greater than 15%? Y N N/A

avoiding disturbance on slopes greater than 25%? Y N N/A

Review of Subdivision for Compliance with Subdivision Regulations

5. Driveways

Is storm water drainage plan adequate to prevent erosion (Article XIII.H.)? Y N N/A

Do shared driveways serve 4 or fewer houses? Y N N/A

6. Cluster Development – If there is a cluster development, does it comply with the requirement of Article XIII.E., in particular:

is the parcel 10 acres or more? Y N N/A

is 5% of the parcel set aside as open space? Y N N/A

are wetlands and steep slopes less than 50% of the open space? Y N N/A

are common areas 15% or less of the parcel? Y N N/A

do common areas exclude wetlands, steep slopes and floodplains? Y N N/A

7. Lot Layout and Identification – Does the lot layout and identification conform with Subdivision Regulations 4:05 and 4:06, specifically:

are lots identified by appropriate lot numbers? Y N

are side lot lines generally at right angles to streets? Y N

do corner lots have extra width to permit setback on each street? Y N N/A

are non-buildable lots indicated as such on the plat? Y N N/A

8. Back Lots – If there are back lots, do they conform with Subdivision Regulation 4:05-1, specifically:

does each back lot have 50 feet of frontage? Y N N/A

is each back lot paired with a front lot? Y N N/A

does each back lot abut its front lot? Y N N/A

do minimum acreage calculations exclude the access area? Y N N/A

do access areas conform to Subdivision Regulations 4:05-1.C-E? Y N N/A

9. Reserved Strips – Do plans comply with Subdivision Regulation 4:07 prohibiting privately owned reserved strips that control access? Y N

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Review of Subdivision for Compliance with Subdivision Regulations - cont.

- | | | | | |
|-----|---|--|---|---|
| 10. | <u>Septic System</u> – Do septic system plans conform to the criteria in Subdivision Regulations Appendix B:01, specifically: | | | |
| | town setback requirements for structures? (Zoning Article XII.A) | | Y | N |
| | test pits located within the 4,000 sq ft reserved septic area? | | Y | N |
| | state “Approval for Construction” has been received if: | | | |
| | any portion of the septic system is on a slope greater than 12%? | | Y | N |
| | reserve area includes ledge within 3 ft of the surface? | | Y | N |
| | any portion of the septic system is below 100 yr flood elevation? | | Y | N |
| | accurate location of existing septic systems? | | Y | N |
| 11. | <u>Proposed Streets</u> – Do proposed streets conform to the design criteria of the Subdivision Regulations Appendix B:02, specifically: | | | |
| | has the name been approved by the Board of Selectmen? | | Y | N |
| | are streets at right angles within 75 ft of an intersection? | | Y | N |
| | is the grade within 50 ft of an intersection 1% or less? | | Y | N |
| | do dead-end streets comply with the Subdivision Regulations in Appendix B:02.E? | | Y | N |
| | does R.O.W. for temporary deadends extend to property line? | | Y | N |
| 12. | <u>Street Specifications</u> – Do plans for new streets conform to the standards set forth in Subdivision Regulation Appendix B:03? | | Y | N |
| 13. | <u>Inadequate Existing Streets</u> – If a subdivision abuts an existing street with inadequate alignment or right of way width, does the street dedication include all land needed to meet the standards set forth in Subdivision Reg B:03? | | Y | N |
| 14. | <u>Drainage Plans</u> – Do drainage plans conform to the requirements of Appendix B:05 of the Subdivision Regulations? | | Y | N |
| 15. | <u>Erosion Control</u> – Does the soil erosion and sediment control plan comply with Subdivision Regulations Appendix C:04-C:06? | | Y | N |
| 16. | <u>Markers</u> – Have permanent markers been installed where necessary and do they conform to the specifications of Appendix B:06 of the Subdivision Regulations? | | Y | N |

Review of Subdivision for Compliance with Subdivision Regulations – cont.

17. Inspections – Has a time line for completion and an inspection schedule been established for:
- | | | | |
|---|---|---|-----|
| new roads (see Appendix B:09 of the Subdivision Regulations)? | Y | N | N/A |
| erosion and sediment control measures? | Y | N | N/A |
| storm water drainage plans? | Y | N | N/A |
| off-site improvements to roads accessing the development? | Y | N | N/A |
18. Performance Bonds – Have bond amounts and time limits been established in accordance with Subdivision Regulation 4:12 for:
- | | | | |
|---|---|---|-----|
| new roads? | Y | N | N/A |
| erosion and sediment control measures? | Y | N | N/A |
| storm water drainage plans? | Y | N | N/A |
| off-site improvements to roads accessing the development? | Y | N | N/A |
| landscaping? | Y | N | N/A |
19. Dedication Offers – If streets, public area, easements or parks are to be dedicated to the town, are there notes on the plan that comply with Subdivision Regulation 4:14, specifically stating:
- | | | | |
|-----|---|---|---|
| N/A | plan approval does not guarantee acceptance by the town? | Y | N |
| N/A | party responsible for maintenance until town acceptance? | Y | N |
| N/A | party liable for injuries and damage until town acceptance? | Y | N |

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Issues for Consideration by the Planning Board

Scattered and Premature – is development scattered and premature (Subdivision Regulation 4:03)?

Access to Site – is the access to the site a sub-standard class V road? Are off-site improvements necessary in order to ensure safety? Does town have an easement of 25 feet from centerline?

Driveways

Can driveways be appropriately located on each lot?

Should shared driveways be used in order to minimize entries onto major roadways, improve site distances, avoid steep slopes and wetlands, and take advantage of existing rights of way (Zoning Article XIII.H.2.)?

In the case of long shared driveways, has adequate consideration been given to passing and turning areas (Zoning Article XIII.H.2)?

Ground Water and Surface Water

Will the proposed use detrimentally affect the quality of surface or ground water by contributing to pollution or to long term susceptibility to pollution (Zoning Article XIII.L.1)?

Will the proposed use cause a significant reduction in the long term volume of ground water and surface water available (Zoning Article XIII.L.2)?

Density – Will the number of proposed lots be greater than the number which can be laid out without substantially impairing the health, safety or welfare of inhabitants, with respect to potable water, surface water drainage, sewage, flooding and traffic (Subdivision Regulation 4:02)?

Proposed Streets

Have proposed roads been planned with regard to safe intersections and arranged to provide a convenient system for present and future traffic needs (Subdivision Regulation 4:02)?

Do street patterns give due consideration to contours and natural features (Subdivision Regulation Appendix B:02.B)?

Should the street pattern be extended to abutting undeveloped properties (Subdivision Regulation Appendix B:02.B)?

Should a buffer be required between the property of an abutter and a traveled way within the subdivision (Subdivision Regulation Appendix B:02.D.)?

Do any temporary dead-end streets pose a safety concern?

Are any traffic control signs needed?

Septic Disposal

If plans call for a raised bed leach field, should this use be discouraged if the lot is less than three acres or the frontage is less than 300 feet (Subdivision Regulation 4:10.B.3)?

Should additional test pits/perc tests be required? Should perc tests be observed by a town official (Subdivision Regulation Appendix B:01.C.3)?

Safety – Will fire trucks and emergency vehicles have any difficulty accessing the property (Subdivision Regulation 4:02)?

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Soils – Is a site specific soil survey needed to gain more information about slopes or suitability of the land for septic systems, including: slopes, depth to ledge, clay, and hardpan layers and seasonal high water table data (Subdivision Regulation 4:04 and Appendix B:01.D.)?

Floodplain – If any structures or utilities are proposed to be located within the floodplain, are structures and utilities located and constructed so as to minimize flood damage and is adequate drainage provided? Is the land suitable for subdivision (Subdivision Regulation 4:02 E. and 4:04)?

Storm Water Management – Will the drainage plan provide for adequate surface drainage without contributing to pollution of surface waters or negatively impacting neighboring properties (Subdivision Regulation B:05)?

Erosion Control – Erosion control plans are required for any construction on slopes over 15% (Article X.C.3) or if the disturbed area is cumulatively more than one-half acre (Subdivision Regulation Appendix C:02.A.). Are there any other circumstances suggesting an erosion control plan should be required (such as disturbance of critical areas such as steep slopes, wetlands, floodplains or construction of more than 3 dwelling units)? Have erosion control plans been reviewed by the town engineer?

Back lots

Is the use of back lots the best land use technique for the subdivision, or could the parcel be better subdivided by other land use techniques, such as clustering (Subdivision Regulation 4:05-1 F.)?

If there is a non-conforming back lot (lot of record on 3/1/87), is there evidence that it was a lot of record and assurance it has access to a town road (XIII.D.)?

Natural and Historic Features – Has due regard been given to the preservation and protection of natural and historic features such as trees, scenic points, brooks, streams, rock out-cropping, water bodies, and historic landmarks (Subdivision Regulation 4:08)?

Public Open Spaces – Have adequate provisions been made for the reservation of land for open space, park, or playground areas (Subdivision Regulation 4:09)?

Landscaping – Are there any areas that should be landscaped or have a vegetated buffer? Should a landscape plan be required?

Impact Studies

Is there a possibility of serious adverse environmental impact? Should an environmental impact study be requested (Subdivision Regulation 4:00)

Is there a possibility of serious adverse economic impact? Should an economic impact study be requested (Subdivision Regulation 4:00)?

Will existing roads be able to safely accommodate additional traffic? Should a traffic impact study be requested?

Bonds – Does the applicant understand that inspection reports must be submitted according to the established schedule and performance bonds will not be released if they have not been submitted?

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	Received	N/A
Performance bonds for:		
New streets	_____	_____
Soil Erosion and Sediment Control Plan	_____	_____
Landscaping	_____	_____
Off site improvements	_____	_____
Other _____	_____	_____
 Construction time line and inspection schedule for	 agreed on	 N/A
New streets	_____	_____
Soil Erosion and Sediment Control Plan	_____	_____
Storm water drainage	_____	_____
Landscaping	_____	_____
Off site improvements	_____	_____
Other _____	_____	_____
 Active and substantial (regulation 8:01.K)	_____	_____

Planning Board Application Process Flow Timeline (Supplemental to Formal Process Flow)

Week 1: Pre-Submission and Initial Application

Step 1: Consultation with Planning Board Engineer

- **Encouragement to Consult:** Applicants are encouraged to contact the Planning Board Engineer for brief consultations to discuss preliminary plans, regulations, design requirements, and potential challenges.
- **Contact Information:** Available on the Planning Board website or through the Land Use Office.
- **Ongoing Communication:** Applicants and the Planning Board Engineer are encouraged to maintain regular communication throughout the process to minimize delays and ensure a smooth application review.

Step 2: Application Submission

- **Submission Requirements:**
 - Deliver the application in both paper and electronic formats, including:
 - Two full sets of plats/plans.
 - Two sets of reduced-size copies of plats, drawings, and documents.
 - A readable PDF copy of the full submission.
 - Pay all applicable fees as listed in the Planning Board Fee Schedule.
- **Optional Scheduling:** At submission, the applicant may request a formal submission date to the Planning Board. However, the Board strongly advises waiting for the Planning Board Engineer's review to address potential issues and avoid the risk of the application being deemed incomplete.
- **Submission Deadline:**
 - A complete application must be received by the Land Use Office no later than **11:30 am at least 30 days prior** to the Planning Board meeting (not including the day of submission or meeting).
 - Deadlines comply with RSA 676:4, I(c)(1).
- **Administrative Review:** The Land Use Admin reviews the application for completeness and provides a copy to the Planning Board Engineer.

Week 2: Initial Engineering Review

Step 3: Application Review by Planning Board Engineer

- **Estimate of Review Effort:** The Planning Board Engineer or designee will return an estimate of the anticipated level of effort and cost to the applicant within **3 business days**.
- **Payment into Escrow:** Upon applicant approval of the estimate, payment is required before further review begins.
- **Initial Review:** The engineer evaluates the application for completeness and compliance with regulations and communicates with the applicant as needed. An initial report is sent to the applicant and the Land Use Admin within **7-10 business days**.

Step 4: Document Review by Attorney

- Required if HOA documents, private road or shared driveway agreements are a part of the application.

- **Estimate of Review/Scope of Work:** A scope of work estimate will be provided by the Planning Board lawyer within 5 days of application receipt.
- **Initial Review:** will commence when applicant accepts proposal.
- **Applicants** have the option to defer payment of escrow fees pending receipt of a scope of work; however, applications will not be considered complete until escrow funds are received.

Step 5: Updates and Revisions by Applicant

- **Revisions:** Applicants revise submissions based on the engineer's feedback and resubmit updated materials.
- **Resubmission Deadline:** Revised materials must be submitted at least **7 days prior to the scheduled hearing** (before 11:30 am).
- **Electronic Submissions:** Updates may be submitted electronically, with hard copies delivered at the next hearing.

Week 3: Finalizing the Application

Step 6: Final Review and Scheduling

- **Revised Report:** The Planning Board Engineer reviews resubmitted materials and issues an updated report if changes were made.
- **Scheduling:** Once the application is finalized, the Land Use Admin schedules a formal submission date to the Planning Board if it was not previously scheduled.
- **Multiple Cycles of Review:** If multiple revisions are required, additional engineering reviews may necessitate amendments to the agreement, subject to applicant approval.

Week 4: Public Hearing and Follow-Up

Step 7: Formal Submission to Planning Board

- At the scheduled meeting, the Planning Board, guided by the Planning Board Engineer's findings, determines whether the application is complete.
- If the application is incomplete, the process may restart, and new application fees will apply.

Step 8: Public Hearing

- **Hearing Process:** If the application is accepted as complete, the Board conducts a public hearing to consider its merits. This may occur during the same meeting as the acceptance of completeness.

Step 9: Addressing Additional Requests

- **Submission of Materials:** Any additional information requested by the Board must be submitted at least **7 days prior** to the next meeting.
- **Review Deadline:** The Planning Board Engineer's review of additional materials must be submitted by **11:30 am on the Monday before a Wednesday meeting**.

Step 10: Additional Engineering Reviews

- **Costs:** Additional engineering reviews beyond the initial scope are billed to the applicant.
- **Approval of Amendments:** Applicants must approve amendments for extended engineering reviews before additional work is conducted.

Step 11: Continuances and Rejections

- **Continuances:**
 - Applicants may request a continuance using the Continuance Request Form, submitted by **Monday 11:30 am** before a Wednesday meeting.
 - If no confirmation is received, applicants should attend the meeting to request an extension in person.
- **Missed Deadlines:** Failure to meet deadlines may result in rejection or consultation about a continuance.

Key Considerations Throughout the Process

1. **Early Communication:** Early and regular consultations with the Planning Board Engineer reduce the risk of incomplete submissions.
2. **Engineering Costs:** Applicants bear responsibility for all engineering review costs, including additional reviews beyond the initial assessment.
3. **Strict Timelines:** Adherence to deadlines is crucial to avoid delays, rejection, or rescheduling.

Summary of Deadlines

Stage	Deadline
Initial Application Submission	30 days before Planning Board meeting
Revised Materials Submission	7 days before scheduled hearing
Engineer's Final Report Deadline	11:30 am on Monday before a meeting
Continuance Request Deadline	11:30 am on Monday before a meeting