

**WHITEFIELD
PLANNING BOARD
WHITEFIELD, NH 03598**

**SUBDIVISION
APPLICATION
PACKET**

Revised 03/03/2015

SUBDIVISION APPLICATION CHECKLIST

A completed application for subdivision approval consists of the following:

1. An application for subdivision completed and signed by the landowner(s) or his agent.
2. A list of names, addresses, and zip codes of applicant/owner and all abutters.
3. A copy of any deed restrictions which will accompany the sale of the proposed lots.
4. Agency approvals/notification or proof of application (if applicable).
 - Plan for stormwater management and erosion control.
 - N.H. DES "Significant Alteration of Terrain" review.
 - N.H. State Wetlands Board "Dredge and Fill" permit.
 - N.H. Attorney General "Homeowners Association Document" or other legal documents to roadway maintenance/open space dedication. (Only after approval).
 - Driveway permit(s), (State/Town).
 - U.S. Army Corps of Engineers.
 - Septic design approval by DES where applicable; or certification by septic designer of adequacy of existing system.
 - Report from the Fire Chief, Police Chief and/or Conservation Commission.
 - Approval for municipal water/sewer connections.
 - 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.
5. Final plat requirements: A mylar with three (3) paper prints (black ink) at generally 1"= 100' and conforming to NH Land Surveyors Association and the Coos County Registry of Deeds standards. Plat shall be in the following format:
 - Subdivision name or identifying title.
 - Name and address of owner(s) and agent.
 - Name, number and signed seal of surveyor/engineer.
 - Graphic scale, date and north point.
 - Boundary survey showing bearings, distances and existing/proposed monuments.
 - Proposed subdivision lot lines with acreage, dimension and numbers.
 - Road plans with grades, profiles and typical cross-section.
 - Location of existing buildings, easements, water courses, ponds, standing water, percolation test pits, etc.

**SUBDIVISION APPLICATION CHECKLIST
CONT'D**

- Existing water mains, wells, springs, sewers, septic systems, culverts and other drainage measures.
- Proposed water, sewerage and drainage measures.
- Existing and proposed lines of streets, ways and easements (with names and right-of-way widths).
- Topography at 5-foot intervals.
- Soil mapping overlay with legend, source of data and referral to appropriate agency for more detailed information.
- Flood hazard areas.
- Preliminary designs of bridges and culverts.
- Engineer's cost estimate for on-site work, if applicable.
- Bank letter of credit or performance bond equal to the amount of the estimated cost, if applicable.

PROCEDURES FOR APPROVAL OF A SUBDIVISION

1. Prior to the formal submission of an application for a hearing, an applicant may:
 - a. Request a “conceptual” meeting to discuss the feasibility of a planned subdivision.
 - b. Participate in a preliminary or “design review” phase to discuss specific design aspects of a planned subdivision. Abutters must have been notified and given the opportunity to attend this meeting.
2. It is strongly recommended that the applicant participate in the pre-application process. This limits the possibility of conflicts and misunderstandings developing during the final hearing process.
3. An application for a hearing will be submitted to the Board no less than fifteen (15) days prior to the next scheduled Board meeting.
4. No application shall be considered unless accompanied by a completed checklist.
5. Applicants are responsible for any additional expenses incurred in the proper technical review of subdivision proposals including, but not limited to, engineering or traffic studies, environmental impact statements and legal review.
6. The Board will forward all plats to the department heads for their comments, approvals, or objections.
7. All hearings will be scheduled for the earliest available date.
8. The Board may limit the number of items on any agenda. The Board will at no time feel bound to discuss any matter not already on the agenda.

APPLICATION FOR SUBDIVISION APPROVAL

INSTRUCTIONS: Please complete this application by providing the information requested below. Upon completion, this application should be submitted to the Whitefield Planning Board at least fifteen (15) days prior to the Planning Board meeting at which the application will be considered for final approval. Once approved an invoice for total cost associated with application will follow. Said fees will be based on: \$150.00 per lot for application fee/Lot Line Adjustment \$100.00, (2) newspaper announcement, (3) filing fee at Coos County Registry of Deeds and (4) mailing costs for certified notices to all abutters.

- 1. Name of subdivision _____.
- 2. Owner(s) of land being subdivided _____.
- 3. Address of owner(s) _____.
- 4. Name of registered surveyor preparing subdivision plan _____.
- 5. Tax Map/Lot# and location of property being subdivided _____.
- 6. Number of proposed lots _____.
- 7. Will any lots be less than 5 acres in total acreage? _____.
- 8. Do development plans include excavation of more than 100,000 sq. ft.? _____.
- 9. Can proposed lots PRESENTLY be serviced by Town water and/or sewerage facilities? _____.
- 10. Purpose of the proposed subdivision AND ANY DEVELOPMENT PLANS
_____.

The undersigned owner(s) may designate an agent (surveyor, broker, etc.) to carry out the application process and to whom all related communications may be addressed.

Owner Signature(s)

Agent's Signature

Date

Please indicate whether you wish a preliminary consultation _____, a design review _____ or a public hearing _____.

ABUTTER'S MAILING LIST

“Abutter” Means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the Board. For the purposes of receiving testimony only, and not for the purpose of notification, the term “abutter” shall include any person who is able to demonstrate that his/her land will be directly affected by the proposal under consideration.

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