

Section 16 **Subdivision Application Checklist**

Date: _____ Name of Applicant: _____

Location of Property: _____ Name of Subdivision: _____

In order to be complete, a subdivision application shall contain the following information, where applicable:

_____ List of abutters and addresses, current, based on Town record, five days prior to application submission. In addition, applicant shall submit, for each abutter, applicant and owner, a correctly addressed business envelope with: 1) Correct postage affixed (use stamps, DO NOT METER); 2) Completed green return receipt (form 3811); and 3) Completed white certified receipt (form 3800) (Reference Appendix C)

_____ 8 Copies of the plat (plan) showing the following, where applicable:

_____ Current owner's name and address

_____ Option holder's name and address

_____ Surveyor name, address, signed stamp, and error of closure certification

_____ North Arrow

_____ Scale (not more than 100 feet to the inch)

_____ Date

_____ Location (Locus) Map

_____ Tax map and parcel number

_____ Regional Impact Determination

_____ Location and dimension of property lines including entire undivided lot. Each lot must be numbered according to the tax map numbering system

_____ Names of owners of abutting properties (amended April, 1991), abutting subdivision names, streets, easements, building lines, parks and public places, and similar facts regarding abutting properties

_____ Areas of proposed lots

Land Subdivision Control Regulations, Town of Sandown, NH

- _____ Proposed driveway locations and profile if slope is more than 3% (Amended April, 1998)
- _____ Location of existing and proposed easements or rights-of-way; utility, slope and/or drainage
- _____ Location of existing buildings
- _____ Location of existing and proposed sewer and water lines and utilities
- _____ Name, width, class and location of existing and proposed streets
- _____ Location of water courses, standing water or fire ponds
- _____ Location of ledges, stonewalls, and other natural features
- _____ Other essential features
- _____ Profiles of all proposed streets to include open water ways, water mains, storm sewers, culverts on a horizontal scale of 1"=50' and vertical scale of 1"=10'
- _____ Topographical map (2 ft. Intervals) existing and proposed
- _____ Edges of wetlands and brooks
- _____ Drainage control; existing culverts and drains and proposed methods of providing surface drainage including sizes and types or classes of all pipes
- _____ Drainage Calculations (3 copies)
- _____ Location of test pits and test pit logs
- _____ Common and dedicated land
- _____ All development phases must be included showing sketches of prospective street systems
- _____ High Intensity Soils Map overlay with 5 digit nomenclature (by a soil scientist certified by the NH Board of Natural Scientists) (Amended April, 1991) showing soil types, slopes and calculations
- _____ Access locations to existing town and state highways
- _____ Title block (See appendix F)

Land Subdivision Control Regulations, Town of Sandown, NH

- _____ All building and setback lines
- _____ Cross sections of all proposed streets and driveways showing existing and proposed grades
- _____ Conservation District Review Authorization Form signed
- _____ Construction Plan
- _____ Copies of all applicable permits and application for permits
- _____ CUP Application with fees and applicable documentation
- _____ NHDES WSPCD Subdivision Approval #, or copy of subdivision approval application (Amended September, 1988)
- _____ Drainage Information (See Section 11.5) (Three copies)
- _____ Certification by the surveyor that the field work undertaken in the preparation of the Final Plan has an error of closure no greater than 1 part in 10,000
- _____ Street plan and profile
- _____ Road profile
- _____ Tax Map scale shown on plat.
- _____ Approval block for Planning Board endorsement
- _____ Two copies of the "Street Improvement Guarantee Worksheet" (Amended April, 1991)
- _____ Facilities to meet the recreational needs of the residents of the subdivision per Section 5.16 of the Subdivision Regulations (Amended April, 1991)
- _____ Tax Map scale plan copies provided (Amended May, 1991) (Amended July 20, 2004)
- _____ Eleven copies of reduced size provided_
- _____ Frontage shoulder improvement plan and cost estimate. (Amended November, 1992)
- _____ Completed checklist with justification/explanation for any omissions
- _____ Base Flood Elevation (BFE) Data (May, 2002)

Land Subdivision Control Regulations, Town of Sandown, NH

*Reasonable fees, in addition to fees for notice, may be imposed by the Board to cover its administrative expenses and costs of special investigative studies, review of documents and other matters which may be required by particular applications. RSA 676:4(g)

The following items may be required by the Planning Board before application acceptance for formal consideration and/or final approval is granted: (Amended September 21, 2001)

- _____ Erosion and sediment control plan
- _____ Traffic Impact Analysis
- _____ Environmental Impact Studies
- _____ NH Wetlands Board Dredge and Fill Permit
- _____ Driveway Access Permit
- _____ NH WS&PCC Major Alteration Permit (149:8-a)
- _____ Construction and Maintenance Bonding
- _____ Town Engineer Review of Proposal
- _____ Miscellaneous engineering or scientific studies (Amended September 21, 2001)
- _____ Groundwater discharge permit
- _____ Stump dump permit or approval letter from an existing permitted stump dump facility under RSA 149-M:8 (Amended December, 1989)

Land Subdivision Control Regulations, Town of Sandown, NH

Section 17 Request for Preliminary Conceptual Consultation and/or Application for Design Review

Name of Subdivider: _____

Mailing Address of Subdivider: _____

Telephone Number of Subdivider: _____ Cell Phone: _____

Fax Number of Subdivider: _____ Pager Number: _____ E-Mail: _____

Name of Owner of Record: _____

Mailing Address of Owner of Record: _____

Telephone Number of Owner of Record: _____ Cell Phone: _____

Fax Number of Owner of Record: _____ Pager Number: _____ E-Mail: _____

Location of proposed subdivision: _____

Town of Sandown Tax Map: _____ Lot Number: _____

Name of proposed subdivision: _____

Number of lots and/or units for which approval is sought: _____ Lots _____ Units

Type of Development: Cluster: _____ Conventional: _____

Is this a request for Conceptual Consultation: _____ Design Review: _____

Name of Surveyor: _____

Mailing Address of Surveyor: _____

Telephone Number of Surveyor: _____ Cell Phone: _____

Fax Number of Surveyor: _____ Pager Number: _____ E-Mail: _____

If this is a request for Design Review, the applicant and the public must be notified. See Section 8.2 of the Subdivision Regulations.

Abutters: Attach a separate sheet listing the Town of Sandown Tax Map, Lot Number, Name and Mailing Address of all

Land Subdivision Control Regulations, Town of Sandown, NH

abutters, including those across a street, brook or stream. Names should be those of current owners as recorded in the Town of Sandown Tax Records, five (5) days prior to the submission of this application. (Amended November, 1986) All abutter notifications must be completed as per 13.3.6. In addition, applicants shall submit for each abutter, applicant, owner and every engineer, architect, land surveyor, or soil scientist a correctly addressed envelope with: 1) Correct postage affixed; 2) Green return receipt (form 3811); and 3) White certified receipt (form 3800), completed (reference Appendix C).

Fees:

TOWN FEES: (Design Review Only)(Amended December, 2012)

Application Fee:	\$150.00	\$150.00
Abutter Notification (each)	\$ 10.00 x _____	=\$ _____
(Including subdivider, applicant, etc.)		
Total Due: (Please make check payable to "Town of Sandown, NH")		\$ _____

REVIEW FEES:

Any engineering or professional review costs	\$1,000.00	\$1,000.00
Advertising/Posting Costs	\$200.00	\$200.00
Total Due: (Please make check payable to "Sandown PREA")		\$1,200.00

Note: See Section 15 Subdivision Application Checklist for required information.

Name of Subdivider: _____

Mailing Address of Subdivider: _____

Telephone Number of Subdivider: _____ Cell Phone: _____

Fax Number of Subdivider: _____ Pager Number: _____ E-Mail: _____

Name of Owner of Record: _____

Mailing Address of Owner of Record: _____

Telephone Number of Owner of Record: _____ Cell Phone: _____

Fax Number of Owner of Record: _____ Pager Number: _____ E-Mail: _____

Location of proposed subdivision: _____

Town of Sandown Tax Map: _____ Lot Number: _____

Name of proposed subdivision: _____

Number of lots and/or units for which approval is sought: _____ Lots _____ Units
(Note: Remaining land must be counted as a lot)

Is this a request for final re-subdivision? YES NO

Types of dwellings proposed in the subdivision: (Check one, or more than one)

Single Family _____ Duplex _____ Multi-Family _____

NH Water Supply and Pollution Control Commission Subdivision Approval NO. _____
or copy of subdivision approval application. (Amended September, 1988)

Name of Surveyor: _____

Mailing Address of Surveyor: _____

Telephone Number of Surveyor: _____ Cell Phone: _____

Fax Number of Surveyor: _____ Pager Number: _____ E-Mail: _____

Name of Soil Scientist: _____

Mailing Address of Soil Scientist: _____

Telephone Number of Soil Scientist: _____ Cell Phone: _____

Fax Number of Soil Scientist: _____ Pager Number: _____ E-Mail: _____

Land Subdivision Control Regulations, Town of Sandown, NH

Abutters: Attach a separate sheet listing the Town of Sandown Tax Map, Lot Number, Name and Mailing Address of all abutters, including those across a street, brook or stream. Names should be those of current owners as recorded in the Town of Sandown Tax Records, five (5) days prior to the submission of this application. (Amended November, 1986) All abutter notifications must be completed as per 13.3.6. In addition, applicants shall submit for each abutter, applicant, owner and every engineer, architect, land surveyor, or soil scientist a correctly addressed envelope with: 1) Correct postage affixed; 2) Green return receipt (form 3811); and 3) White certified receipt (form 3800), completed (reference Appendix C).

Note: Names submitted on the application for Pre-application Subdivision may not be current. No application shall be heard unless all abutters as described herein have been notified.

_____ Attach three (3) copies of (Amended April, 1991) the "Street Improvement Guarantee Worksheet" (Reference Appendix H) properly filled out by the Developer's Engineer. Note Well: The Town Engineer is not responsible for figuring the road costs. Any incomplete or improperly filled out sheets shall be returned to the Developer, and this may result in a delay in the final subdivision approval. All questions concerning this bond should be directed to the Board, not the Town Engineer. If the Developer is required to improve portions of existing Town roads, a separate bond for those improvements must be prepared.

_____ Attach two (2) copies of a 200 ft. scale drawing of the final plan.

No final subdivision hearing shall be scheduled for the next month's meeting unless the following is submitted to the Town Hall before the second Wednesday of the preceding month: (Amended November, 1991)

- _____ A. This application, correctly completed with the required attachments
(See Section 16)
- _____ B. Eight (8) copies of the final plan, including all pertinent information as required
by the Subdivision Regulations, Section 11, "The Plat" (Amended July, 1993)
- _____ C. Road profile, if applicable (8 copies)
- _____ D. Any additional information requested by the Board at a previous hearing
necessary for Final Approval (List)
- _____ E. Payment of all applicable subdivision fees
- _____ F. An abutter list with all abutters of the parcel. Abutter notification fees must be
paid upon application
- _____ G. Mylar must be presented when conditional or final approval is received
(Amended July, 1993)

