

## Checklist for Subdivision Applications

### Planning Board, Sugar Hill, NH

A complete application for final approval of a subdivision shall contain all of the information listed below. For any items not checked off, please write "NA" and attach a written explanation.

Notice to abutters, easement holders and any professional who seal is on the plat is required prior to the submission of the application to the Board and prior to the public hearing if not the same meeting.

The following items must be submitted to the Secretary or Chair of the Board not less than twenty-one (21) days before the regular monthly Planning Board meeting:

- \_\_\_ 1. Completed Application Form signed by all owners.
- \_\_\_ 2. Completed Checklist.
- \_\_\_ 3. A check payable to the Town to cover filing fees, mailing, advertising and other costs.
- \_\_\_ 4. Names and addresses of the applicant and all abutters as indicated in town records not more than five (5) days before the date of filing, along with any easement holders and the land surveyor and any other professional whose seal appears on the plat.
- \_\_\_ 5. A PDF of the plat.
- \_\_\_ 6. Written request for any waivers of requirements pursuant to Section 3.8.
- \_\_\_ 7. Four (4) paper copies of a survey plan on 22 x 34 inch standard sheets measured from the cutting edge prepared in accordance with the standards of the NH Land Surveyors Association and stamped by a land surveyor licensed in New Hampshire, in a format acceptable for recording at the Grafton County Registry of Deeds, at a sufficient scale to clearly depict the information listed below. If one sheet is of insufficient size to contain the entire area of the site and environs, the plat shall be divided into sections to be shown on separate sheets of equal size with references on each sheet to the adjoining sheet.
  - \_\_\_ a. Title block with subdivision name, name of municipality, name(s) and address(es) of owner(s), address and tax map and lot numbers of parcel; name and address of surveyor.
  - \_\_\_ b. Names of all abutters with tax map and lot numbers.
  - \_\_\_ c. Seal of surveyor with license number.
  - \_\_\_ d. A small location map indicating parcels in relation to major streets and intersections and the name of roads.
  - \_\_\_ e. North arrow and bar scale.
  - \_\_\_ f. Date of plat and date of any revisions.

- \_\_\_ g. Signature block or pre-stamped seal for signature of the Planning Board's Chairman and Secretary.
- \_\_\_ h. Boundary survey certified by a professional land surveyor licensed in the State of New Hampshire, with total acreage, existing property line bearings and distances. (In the case of a large parcel with subdivision of only a minor portion, the Board may waive the survey requirements for a portion of the parcel.)
- \_\_\_ i. Significant adjacent features such as buildings, streets, bridges, culverts, drains, pedestrian ways, wells within 75 feet.
- \_\_\_ j. Zoning district and zoning boundaries if proximate, frontage and setback lines.
- \_\_\_ k. Rights-of-way width and lines of proposed or existing streets and easements.
- \_\_\_ l. All existing structures, wells, water mains, culverts, utility poles, water courses, septic systems.
- \_\_\_ m. Significant natural features such as woods, wetlands, streams, ponds, ledges, mines, scenic views, regulated and/or eroding shorelines.
- \_\_\_ n. Flood hazard areas as indicated on the National Flood Insurance Map available in the Town Office.
- \_\_\_ o. Topographic contour lines: for slopes 0% to 25% with 5-foot contour intervals, for slopes 26% to 50% with 10-foot contour intervals, for slopes over 50% with 20-foot contour intervals.
- \_\_\_ p. Soil types for each lot from the NRCS.
- \_\_\_ q. Distances and bearings of proposed new property lines, lot sizes in acres and square feet, consecutive number of lots.
- \_\_\_ r. Existing and proposed driveways.
- \_\_\_ s. Location and description of all existing and proposed monuments.
- \_\_\_ t. Location and purpose of any proposed easements.
- \_\_\_ u. Final locations of all proposed improvements including roads, drainage, erosion and sediment control structures, well or water lines, protective radius for wells, septic systems, utilities and common areas for recreation or open space.

Other Information as Applicable:

- \_\_\_ 8. Existing deed restrictions.
- \_\_\_ 9. Road plan including road profiles, centerline stationing, and cross sections, certified by licensed engineer to be compliant with Section 4.3.
- \_\_\_ 10. Certification by Road Agent that any private road used to meet frontage requirements and provide access to any lot meets the specifications contained in the Sugar Hill Subdivision Regulations.
- \_\_\_ 11. Stormwater plan certified by licensed engineer to be compliant with Section 4.4.

- \_\_\_ 12. Fire protection plan.
- \_\_\_ 13. Any proposed landscaping, lighting and/or signs.
- \_\_\_ 14. Proposed text of any proposed deed restrictions; deeds covering land to be used for public purposes; drainage easements; and/or maintenance covenants for roads and stormwater facilities.
- \_\_\_ 15. Unless dedicated to and accepted by the Town already, the plat shall bear the following statement for any new roads:

“The roads in this subdivision shall be classified as private. The Town of Sugar Hill will not be under any obligation to maintain or repair said roads. It is further understood that the Town of Sugar Hill will not be obligated to provide any services to the property owners in the subdivision which require the use of said private road or roads unless the Town vehicle providing the service is able to pass safely over said private road. The private roads will remain the sole responsibility of the property owners in the subdivision during construction and during the life of said private roads. The property owners in the subdivision shall be held responsible for any damages in the form of silting, erosion, slides, or pollution from said private roads to abutters property or water sources.”
- \_\_\_ 16. Any other information or documentation which may be required by the Board.

The following items shall be provided prior to endorsement of the final plat:

- \_\_\_ 17. A PDF and four paper and two Mylar copies of approved plat in a format acceptable for recording with the Grafton County Registry of Deeds.
- \_\_\_ 18. All required federal, state or local permits and approvals, including, but not limited to:
  - \_\_\_ a. state or local driveway permit
  - \_\_\_ b. NHDES wetlands permit
  - \_\_\_ c. NHDES shoreland permit
  - \_\_\_ d. NHDES alteration of terrain permit
  - \_\_\_ e. NHDES state subdivision approval (required when any lot will be less than 5 acres)
  - \_\_\_ f. Road Agent approval
  - \_\_\_ g. Fire Chief Approval
  - \_\_\_ h. Police Chief Approval