



PLANNING AND DEVELOPMENT
 14 NORTH STREET
 CLAREMONT, NH 03743
 PH: (603) 542-7008 FAX: (603) 542-7033
 EMAIL: kleblanc@claremontnh.com

**PLANNING BOARD
 APPLICATION FOR SUBDIVISION APPROVAL
 Abutters List Must Accompany This Application**

Application Received By:	Scheduled Planning Board Meeting Date:	Case #:
Application Fee:	Date Submitted:	Tax Map: Lot:
Legal Notice Fee:		Zone:
# of Abutters @\$4/each		
Total Due:	Date Paid:	Ck#

Applicant:		
Name:	Address:	Telephone:
Applicant's Agent:		
Name:	Address:	Telephone:

Present Property Owner: <i>(All applications must be signed by owner of record or by the agent authorized in writing by the owner to sign on his/her behalf.)</i>		
Name:	Address:	Telephone:
Location of Proposed Project:		
Address:		

Class of Subdivision:			
Major	Minor	Annexation	Lot Line Adjustment
Number of Lots:			Zoning District:

Description of Subdivision (include lot sizes):

Is this Proposed Subdivision Located Within Any of the Following?		
Floodplain	Floodway	Stream bank

I hereby request that this application be considered at the scheduled meeting:	
For Discussion Only	Preliminary/Final Review
<p>I certify that this application meets all requirements of the City's land use regulations. I herein agree to pay any special engineering costs incurred as a result of review of this subdivision. I also hereby grant to the City of Claremont and its agents permission to enter upon this property for the purposes of inspection regarding this application.</p> <p>Applications along with all supporting material must be filed at least seventeen (17) days prior to the above meeting date and also must be reviewed internally by staff to determine completeness of application before scheduling on the requested agenda. Additional information for the Planning Board must be received by the Boards and Commissions Coordinator at least seven (10) days prior to the public hearing/meeting.</p>	
Signature (Owner/Agent): _____	Date: _____



PLANNING AND DEVELOPMENT
 14 NORTH STREET
 CLAREMONT, NH 03743
 PH: (603) 542-7008 FAX: (603) 542-7033

ABUTTERS LIST

The abutter list shall identify:

- All properties adjoining or directly across the street or stream from the property in question.
- Where the subject property is within 500 feet a river or stream the applicant shall include the NHDES Dam Bureau.
- For properties abutting a municipal boundary, the applicant shall list all abutting land owners in that neighboring municipality.
- The officers of a collective or association in the case of an abutting property being under a condominium or other collective form of ownership.
- The manufactured housing park owner and tenants who own manufactured housing adjoining or directly across the street or stream from the property in question.
- Every holder of conservation, preservation, or agricultural preservation restrictions on or abutting the subject property.

The City tax map records are the accepted authority for map and lot numbers but may not contain current record owner information.

Applicant Information:

Printed Name: _____ Contact Telephone: _____

Address: _____

Owner/Agent Information (\$4 fee per abutter including owner and agent)			
Map:	Lot:	Name:	Address:

Abutter(s) Information			
Map:	Lot:	Name:	Address:
Map:	Lot:	Name:	Address:
Map:	Lot:	Name:	Address:
Map:	Lot:	Name:	Address:
Map:	Lot:	Name:	Address:
Map:	Lot:	Name:	Address:
Map:	Lot:	Name:	Address:

Owner/Agent Information

Map:	Lot:	Name:	Address:
-------------	-------------	--------------	-----------------

Easement Holders, Engineers, Architects, Surveyors, & Soil Scientists Information

Name:	Address:
Name:	Address:
Name:	Address:
Name:	Address:
Name:	Address:
Name:	Address:
Name:	Address:

I, the undersigned _____, certify that to the best of my knowledge, the above is an accurate and complete abutters list.

Applicant Signature

Date

SUBDIVISION FINAL PLAT CHECKLIST

Owner's Name: _____

Subdivision Location: _____ Map: _____ Lot: _____ Zone: _____

Plat Requirements

Y N NA

- Final Plat and Design Plan(s) submitted seventeen (17) days prior to meeting.
- 3"x3" portion of upper right hand corner of Plat reserved for the recording of information entered by the Registry of Deeds (in accordance with RSA 478:1 – a Sec II).
- Parcel tax map and lot number.
- Zoning District boundaries and designations.
- Land use designations.
- Name of the proposed subdivision.
- name and address of the applicant and owner of record (if different than applicant).
- Abutters names and addresses.
- Designer name and address.
- Boundaries of entire parcel.
- Area of entire parcel.
- Reference to public street intersection or USGS Bench Mark.
- North point, bar scale, date and revision dates.
- General location map.

Existing and proposed:

- street(s) right-of-way lines.
- street(s) width(s).
- street(s) name(s).
- location of street signs.
- lot lines.
- easements.
- buildings.
- building setback lines.
- parks and other open space.
- watercourses.
- flood prone areas large trees.
- foliage lines significant natural and man-made features
- water mains
- sanitary sewers.
- storm water drainage lines, structures and ways.
- telephone lines.
- electricity service.
- gas service.
- Soils mapping from USDA SCS
- Statement of soil suitability for development.
- Statement of existing street deficiencies
- Statement of zoning compliance.
- Existing and future subdivisions in or adjacent to proposed subdivision.
- Statement and contours in sufficient detail to indicate clearly the method of storm water drainage on and off the subdivision.
- Watershed areas, preliminary drainage analysis and computations.
- Preliminary road profiles.
- Other required municipal, state or federal approvals.

Plat Requirements (continued)

Y N NA

- Map(s) to be drawn at not more than 100 ft/in unless Planning Board specified otherwise and to include:**
- Boundary Survey by licensed land surveyor.
- contours at 5' intervals if required by Planning Board.
- soil test data, sewage disposal plan and approval as required in Article 9.07.
- existing and proposed lot lines and building sites, angles and dimensions, lot sizes in square feet and acres, and consecutive number of lots.
- existing and proposed street right-of-way lines, dimensions of tangents, chords and radii, location of monuments to be set, and names of existing and proposed streets.
- if "Special Flood Hazard Area" applies, and submission of state and federal permits and base flood elevation data.

Planning Board May Require Any or All of the Following Additional Information:

- Subdivision grading and drainage plan, including erosion control and slope stabilization plans.
- Subdivision street and utility plan, including construction details and specification.
- Fire protection and emergency access plan.
- Subdivision required to be tied to at least one GIS control point.

Developer shall also submit:

- All requests for waivers to requirements.
- Amount of any bonds required.
- Estimate of full cost of all improvements if security is to be requested by the developer.

- A written impact assessment that shall demonstrate that the subdivision is not scattered or premature, or will necessitate an excessive expenditure of public funds and will address the following areas:**
- Water service
- Sewer service
- Schools
- Fire protection service
- Parks and recreation facilities
- Streets and access
- Police protection service
- Solid waste disposal service
- Visual impact of land clearing and construction
- Impact on conservation land
- Storm water Management
- Impact on wetlands if any

Access

- Access from frontage.
- Stations, radii, curve data, slopes and paving widths for proposed streets or fire lanes (note 8% grade and 4 foot cut and fill requirements).
- Driveways serving three or more lots designed to fire lane standards.
- Waiver request for shared driveways serving three or more lots.
- School bus stops and areas shown on plans. The Claremont School Board should be contacted for assistance.

Other

- New Hampshire Water Supply and Pollution Control Commission Subdivision Subsurface Sewage Disposal Approval (permit # to be noted on the plat).
- New Hampshire Water Supply and Pollution Control Commission Site Specific Approval (permit # to be noted on the plat).
- New Hampshire Wetlands Board Dredge and Fill Approval (permit # to be noted on the plat).
- Army Corp. of Engineers Dredge and Fill Approval (permit # to be noted on the plat).
- New Hampshire Department of Transportation Curb Cut Approval (permit # to be noted on the plat).
- Any other information felt necessary by the Planning Board to allow the Board to proceed with consideration and to make an informed decision.
- The City requests a computerized (.dxf) file of the lot lines after final approval. This can be emailed to: cityplanner@claremontnh.com.

New Material. Any information pertaining to a matter and not submitted at the time of the application for review of a matter by the Board must be submitted to the Planning Department no less than 10 day prior to the Board meeting at which the matter will be heard. Failure to submit such additional information may result in the additional information not being considered at the meeting at which the matter is to be heard.

P:\Bldg Plng and Zoning\Boards\Board Forms\Planning Board Forms\Subdivision Application 1-2011.doc