



**PLANNING AND DEVELOPMENT**  
 14 NORTH STREET  
 CLAREMONT, NH 03743  
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 EMAIL: [cityplanner@claremontnh.com](mailto:cityplanner@claremontnh.com)

**PLANNING BOARD  
 APPLICATION FOR SUBDIVISION APPROVAL**

Application Received By:		Scheduled Planning Board Meeting Date:		
Application Fee:	Recording Fee:	Date Submitted:	Tax Map:	Lot:
Legal Notice Fee:	LCHIP Fee:	Date Paid:	Zoning District:	
Abutters @\$4/each:		Check #:		
<b>Total Due:</b>				

**Applicant:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Applicant's Agent:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Present Property Owner:**

*(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.)*

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

I hereby certify that to the best of my knowledge the information on this form is valid and there are no violations of the approval ordinances, codes, and/or regulations of the City of Claremont. 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.

Applications along with all supporting material must be filed by the application deadline 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 Resource Coordinator at least Ten (10) days prior to the public hearing/meeting.

Signature (Owner/Agent): \_\_\_\_\_ Date: \_\_\_\_\_

## SUBDIVISION FINAL PLAT CHECKLIST

**Owner's Name:** \_\_\_\_\_

**Subdivision Location:** \_\_\_\_\_ **Map:** \_\_\_\_\_ **Lot:** \_\_\_\_\_ **Zone:** \_\_\_\_\_

### Plat Requirements (As per Claremont City Code, Appendix E, *Subdivision Regulations*)

Y N NA

- Final Plat and Design Plan(s) submitted twenty-one (21) 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 Section 4.15.
- 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 City.
- 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](mailto:cityplanner@claremontnh.com).

# ABUTTERS LIST

The abutter list shall identify:

- All properties adjoining or directly across the street or water body from the property in question.
- Where the subject property is near a river or stream the applicant shall identify the nearest upstream dam, if any, and include the upstream dam owner and 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 abutting the property in question.

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

**Applicant Information:**

Printed Name: \_\_\_\_\_ Contact Telephone: \_\_\_\_\_  
 Address: \_\_\_\_\_

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

<b>Abutter(s) Information</b>				
<b>Map:</b>	<b>Lot:</b>		<b>Name:</b>	<b>Address:</b>
<b>Map:</b>	<b>Lot:</b>		<b>Name:</b>	<b>Address:</b>
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<b>Map:</b>	<b>Lot:</b>		<b>Name:</b>	<b>Address:</b>

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**Owner/Agent Information**

<b>Map:</b>	<b>Lot:</b>	<b>Name:</b>	<b>Address:</b>
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**Easement Holders, Engineers, Architects, Surveyors, & Soil Scientists Information**

<b>Name:</b>	<b>Address:</b>

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

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

*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 and Development Department no less than 10 days 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.

## Sullivan County Registry of Deeds

**RECORDING OF PLANS:** 17 x 22 \$14.00 first page plus \$2.00 surcharge; Each additional page \$14.00  
22 x 34 \$24.00 first page plus \$2.00 surcharge; Each additional page \$24.00  
LCHIP-\$25.00 unless it's a governmental entity to another governmental entity

In order to assure permanent and archival quality, as well as a suitable reproduction, the following requirements **MUST** be met:

- ORIGINAL or WASH OFF mylar (plastic smooth) only.
- All plans **MUST** be drawn with PERMANENT BLACK INK.
- ALL SIGNATURES ON PLAN **MUST** BE IN PERMANENT BLACK INK
- No lines running thru #'s
- Metes & bounds - magnetic north symbol and scale (written and graphic)
- **3" X 3" space in upper right-hand corner for recording information.**

**For more specific information, see RSA 478:1-a; 672:14; 674:37; 676:18**

### **SUBDIVISION**

Needs surveyor seal, Planning Board approval and Subdivision regulation statement

### **ANNEXATION:**

Needs surveyor seal and disclaimer (RSA 676:18, ID-see example attached) **OR** surveyor seal and Planning Board approval Town regulation annexation language

### **BOUNDARY:**

Needs surveyor seal and Disclaimer - (RSA 676:18, ID - see example attached)

**FLOOR PLAN:** RSA 356-B:20 (recorded along with site plan and condo declaration) Needs surveyor seal **OR** engineer's seal **OR** architect seal Planning Board approval or not applicable

### **LOT LINE ADJUSTMENT:**

Needs surveyor seal and Planning Board approval

**SITE PLAN:** RSA 356-B:20 (recorded along with floor plans and condo declaration) Needs surveyor seal, Condo disclaimer (see attached example) and Planning Board Approval

### **SUBDIVISION**

Needs surveyor seal; Planning Board approval and Subdivision regulation statement

**TITLE BLOCK** (RSA 478:1-a VIII) shall be located in the lower right-hand corner when possible and shall indicate the following:

- Type of survey (such as boundary, subdivision, ALTA, or lot line adjustment) Owner of Record
- Title of plat or development Tax map number
- Name of town in which parcel is located Plat and revision dates

**Note:** *Surveyor from out of state needs a license from that state and a temporary license by NH Land Surveyor's Conservation*