

## Appendix D: Checklists

### TOWN OF NEW HAMPTON SUBDIVISION (Major/Minor) PLAN REVIEW CHECKLIST

APPLICANT NAME(s) \_\_\_\_\_

DATE OF APPLICATION \_\_\_\_\_ MAP/LOT# \_\_\_\_\_

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**IS THIS A DEVELOPMENT HAVING REGIONAL IMPACT? \_\_\_YES \_\_\_NO**

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#### MUST BE COMPLETED AND SUBMITTED WITH SUBDIVISION PLAN APPLICATION

This checklist can be used for either a major or minor subdivision. For a minor subdivision, the items in bold may be waived by the Planning Board due to lack of relevancy. The Planning Board, however, reserves the right to require that all items be met if, in its judgment, the data are necessary in order to make an informed decision.

<b>SUBMITTED</b>	<b>B. SUBMISSION REQUIREMENTS</b>	<b>WAIVED</b>
<i>YES/NO</i>		<i>YES/NO</i>
___ ___	1) Name of subdivision; name and address of applicant and of the owner.	___ ___
___ ___	2) Name, license number and seal of surveyor, north arrow, scale, and date of plan.	___ ___
___ ___	3) Signature block for Planning Board endorsement	___ ___
___ ___	4) Locus plan showing general location of the total tract within the town and the zoning districts.	___ ___
___ ___	5) Boundary survey including bearings, horizontal distances and the location of permanent markers. Curved boundary lines shall show radius, delta, and length.	___ ___
___ ___	6) Names and addresses of all abutters, streets, easements, building lines, parks and public places, and similar facts regarding abutting properties.	___ ___
___ ___	7) Location of all property lines and their dimensions; lot areas in square feet and acres. Lots shall be numbered according to the Town tax map numbering system.	___ ___

**SUBMITTED**  
**YES / NO**

**B. SUBMISSION REQUIREMENTS (cont.)**

**WAIVED**  
**YES / NO**

- |         |   |         |
|---------|---|---------|
| ___ ___ | 8) Location and amount of frontage on public rights-of-way.   | ___ ___ |
| ___ ___ | 9) Location of building setback lines.  | ___ ___ |
| ___ ___ | 10) Location of existing and proposed buildings and other structures.   | ___ ___ |
| ___ ___ | 11) Location of all parcels of land proposed to be dedicated to public use.   | ___ ___ |
| ___ ___ | 12) Location and description of any existing or proposed easements.   | ___ ___ |
| ___ ___ | 13) Existing and proposed water mains, culverts, drains, sewers; proposed connections or alternative means of providing water supply and disposal of sewage and surface drainage.         | ___ ___ |
| ___ ___ | 14) Existing and proposed streets with names, classification, travel surface widths, right-of-way widths. (See Appendix C for road standards)   | ___ ___ |
| ___ ___ | 15) Final road profiles, center line stationing and cross-sections.   | ___ ___ |
| ___ ___ | 16) Location and width of existing and proposed driveways.  | ___ ___ |
| ___ ___ | 17) Watercourses, ponds, standing water, wetlands, rock ledges, stone walls, existing and proposed foliage lines; open space to be preserved, and any other man-made or natural features. | ___ ___ |
| ___ ___ | 18) Existing and proposed topographic contours, with spot elevations where necessary.   | ___ ___ |
| ___ ___ | 19) Soil and wetland delineation with stamp of certified wetlands/soil scientist as appropriate. (see Appendix A).  | ___ ___ |
| ___ ___ | 20) Location of perc tests, test results, outline of 4,000 square-foot septic area, with any applicable setback lines.  | ___ ___ |
| ___ ___ | 21) Location of existing and proposed well, with 75-foot well radius on its own lot.  | ___ ___ |
| ___ ___ | 22) Base flood elevations and flood hazard areas.   | ___ ___ |

**C. OTHER INFORMATION (NEXT PAGE)**

**SUBMITTED**  
**YES / NO**

**C. OTHER INFORMATION**

**WAIVED**  
**YES / NO**

- |     |     |   |     |     |
|-----|-----|---|-----|-----|
| ___ | ___ | 1) Plans for stormwater management and erosion control, if applicable. (See Section VII)  | ___ | ___ |
| ___ | ___ | 2) Copy of state subdivision approval for septic system, septic design approval where applicable; or certification by septic designer of adequacy of existing system.   | ___ | ___ |
| ___ | ___ | 3) NHDES Alteration of Terrain Permit, as applicable.   | ___ | ___ |
| ___ | ___ | 4) Town or NHDOT Driveway Permit, as applicable.  | ___ | ___ |
| ___ | ___ | 5) Report from the Fire Chief, Police Chief, and/or Town Conservation Commission.   | ___ | ___ |
| ___ | ___ | 6) Approval for municipal water/sewer connections, as applicable.   | ___ | ___ |
| ___ | ___ | 7) Any deed restrictions; and all deeds conveying land to be used for public purposes, easements and right-of-way over property to remain in private ownership, and rights of drainage across private property, submitted in a form satisfactory to the Board's counsel.  | ___ | ___ |
| ___ | ___ | 8) Any other state and/or federal permits.  | ___ | ___ |
| ___ | ___ | 9) Any additional reports or studies deemed necessary by the Board, 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. | ___ | ___ |

**TOWN OF NEW HAMPTON  
TOWN OF NEW HAMPTON LOT LINE ADJUSTMENT CHECKLIST**

APPLICANT NAME(s) \_\_\_\_\_

DATE OF APPLICATION \_\_\_\_\_ MAP/LOT# \_\_\_\_\_

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**IS THIS A DEVELOPMENT HAVING REGIONAL IMPACT? \_\_\_ YES \_\_\_ NO**

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**MUST BE COMPLETED AND SUBMITTED WITH SITE PLAN APPLICATION**

The items on this page are considered to be the minimum requirements for a lot line adjustment or technical subdivision, where no new lots are being created. The Planning Board reserves the right, however, to request additional information if, in its judgment, the data are necessary in order to make an informed decision.

<u><b>SUBMITTED</b></u>	<u><b>B. SUBMISSION REQUIREMENTS</b></u>	<u><b>WAIVED</b></u>
<i>YES / NO</i>		<i>YES / NO</i>
___ ___	1) Name of subdivision; name and address of subdivider.	___ ___
___ ___	2) Name, license number and seal of surveyor, north arrow, scale, and date of plan.	___ ___
___ ___	3) Name, license number and seal of other professionals or other persons.	___ ___
___ ___	4) Signature block for Planning Board endorsement.	___ ___
___ ___	5) Locus plan, showing zoning designations.	___ ___
___ ___	6) Location of property lines, lot areas in square feet and acres; lots numbered according to Town tax map system.	___ ___
___ ___	7) Location and amount of frontage on public right-of-way.	___ ___
___ ___	8) Location of building setback lines.	___ ___
___ ___	9) Existing and/or proposed buildings, other structures.	___ ___