

Land Subdivision Regulations
Town of Frankestown, NH
Appendix B

FINAL APPLICATION FOR SUBDIVISION APPROVAL (Page 1 of 10)

PROCEDURAL CHECKLIST

To Be Completed By Applicant

1. Applicant(s) Name _____ Property Owner(s) Name _____
2. Tax Map # _____ Lot # _____
3. My application is being filed:
 - During regular business hours on (date) for formal submission at the regular meeting on (date) ¹.

OR

- By special arrangement with the Chairperson on (date) at (location) for formal submission at the regular meeting on (date) .
4. I am requesting that a joint hearing be held with:
 - The Frankestown Zoning Board of Adjustment _____
 - The Planning Board of the town of _____
 5. My application includes technical information that may require professional review. Yes/No
If yes, please check the relevant option:
 - _____ I am enclosing a check in the amount of _____ as specified by the Planning Board Chair to cover the cost of professional reviews.
 - _____ I hereby agree to a _____ day extension of the time limit on Board deliberation and request a waiver of the submission requirement that all professional review fees be paid at the time of filing as provided in Section IV.B.3.

¹ Regular business hours of the Planning Board are between 7:15 p.m. and 7:30 p.m. on the third Tuesday of each month. The regular meeting of the Planning Board is on the third Tuesday of each month.

PROCEDURAL CHECKLIST (CONT – PAGE 2 OF 10)

For Board Use Only

Applicant's Name _____

Case Number _____

Map and Lot # _____

	<u>Key Action Points</u>	<u>Date</u>
1)	Application Received by _____ on _____ Date of formal submission to Board set for _____ Mail Appendix C to applicant & Board members	
2)	Completeness Review	
3)	List of deficiencies sent to applicant	
4)	Certified notices mailed	
5)	Newspaper ad run	
6)	Notices posted on local bulletin boards	
7)	Site inspection	
8)	Opinion of Conservation Commission received	
9)	Joint hearing(s) scheduled for _____	
10)	Application accepted/denied as complete If denied, deficiency notice sent to applicant & Town Clerk	
11)	Deadline for approval (65 days from acceptance of application)	
12)	Extension of 65 decision deadline to _____ Request of 90 day extension by Selectmen	
13)	Approval/denial of application	
14)	Notice of decision mailed, posted & filed with Town Clerk	
15)	Performance bond posted, if applicable	
16)	Mylar sent to Registry for filing Copy of signed plat and location plan to Selectmen	
15)	Compliance hearing scheduled for _____ Certified notices mailed Newspaper ad run Notices posted on local bulletin boards Site inspection (Final) notice of decision mailed, posted & filed	
16)	Plat sent to Registry for filing (if not done in (16) above) Copy of signed plat and location plan to Selectmen	

Final Application for Subdivision Approval (Page 3 of 10)

1. Property Owner Information (if other than an individual, indicate name of organization and its principal owner, partners, corporate officers and key contacts):

- Name: _____
- Address: _____
- Telephone: _____

2. Applicant Information (if different than owner):

- Name: _____
- Key Contact (if business): _____
- Address: _____
- Telephone: _____

3. General Property Information:

- Location of Property: _____
- Tax Map _____ Lot Number _____
- Number of Acres of Total Landholding: _____
- Number of Lots to be Created: _____
- Zoning District: _____
- Conservation Overlay Districts Involved: _____

4. Description of Project:

Final Application for Subdivision Approval (Page 4 of 10)

5. List of Names to be notified by Certified Mail (See Section B.4):

	Name	Address	Map #	Lot#
			(if applicable)	
Owner:	_____	_____	_____	_____
Applicant:	_____	_____	_____	_____
Surveyor:	_____	_____	_____	_____
Other Professionals:	_____	_____	_____	_____
	_____	_____	_____	_____
Lease/Easement Holders:	_____	_____	_____	_____
If Regional Impact:	SWRP	20 Central Square, Keene NH 03431	N/A	N/A
	(affected towns)	_____	_____	_____
Abutters¹:	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

(use additional sheet if necessary)

¹ To be taken from town tax records no more than 5 days before filing of application.

Final Application for Subdivision Approval (Page 5 of 10)

6. Please answer the following questions:

- How many of the proposed lots are 5 acres or less?
- Does access to the 2 acres of buildable land on any lot require the crossing of a stream, wetland area or slope in excess of 15%? If so, please identify the lots:
- Does the proposal meet all zoning requirements? If no, specify the lot in question and the problem:
- What improvements are proposed (roads, driveways, buildings, site work, etc.)? Be specific.
- What legal documents are necessitated by the proposal (easements, performance bonds, road agreements, etc.)? Please specify.
- What state or federal permits are required for this project?
- Do any property lines in the tract to be subdivided follow town lines?
- Is the property to be subdivided contiguous with land, in which the owner or applicant has an interest, in another town?
- Itemize the submission requirements, if any, for which a waiver is being requested:

7. I hereby apply for Subdivision approval. I acknowledge that I am familiar with all pertinent laws, regulations and ordinances of the Town of Frankestown and of the State of New Hampshire and that I will comply with such laws and ordinances, as well as with any conditions of the Planning Board in development and construction of this project. To the best of my knowledge, all the information contained in my application is true and accurate. I understand that if any of the submission requirements are incomplete, my application may not be accepted until all required information has been submitted to the Board.

Final Application for Subdivision Approval (Page 6 of 10)

The owners, by the filing of this application, hereby give permission for any member of the Francestown Planning Board, the Conservation Commission and such agents or employees of the Town or other persons as the Planning Board may authorize, to enter upon the subject property at all reasonable times for the purpose of such examinations, surveys, tests and inspections as may be appropriate; and release any claim or right we may now or hereafter possess against any of the above as a result of any examinations, surveys, tests and inspections conducted on the subject property in connection with this application.

I further agree to pay all fees as required by the subdivision regulations. I understand that payment of such fees is a condition precedent to approval by the Planning Board and that a deposit may be required at any time during the review process.

Signature of Owner(s) _____

Signature of Applicant(s) _____

8. **CHECKLIST.** The following checklist is provided to assist the applicant in preparing his application and to help prevent otherwise unnecessary delays in the acceptance and review of the application. Please complete carefully as the Board will use this information to determine whether this application is complete.

In the space marked for applicant use, please indicate one of the following:

- | | |
|-----|-----------------------------------------------------------------------------------|
| X | If information has been submitted |
| N/A | If information does not apply (e.g. road information, if no new road is proposed) |
| W | If a waiver is being requested (See Item 6 above) |

Final Application for Subdivision Approval (Page 7 of 10)

A. 5 copies of the final plat conforming to the following:

	<u>Applicant</u>	<u>Board Use Only</u>
1) name, license number, seal & signature of preparing surveyor	_____	_____
2) state the type and date of survey (a precise survey for lots less than 20 acres)	_____	_____
3) sequentially numbered sheets, size 22 x 34"	_____	_____
4) plan scale not smaller than 1" = 100'	_____	_____
5) bar scale	_____	_____
6) complete map legend	_____	_____
7) north arrow	_____	_____
8) adequate location plan	_____	_____
9) name of municipality and name & address of applicant in title section	_____	_____
10) date of survey and date of plat, as revised	_____	_____
11) names of all owners, abutters and easement holders	_____	_____
12) all tax map and lot numbers	_____	_____
13) book and page numbers of recorded deeds	_____	_____
14) existing and proposed buildings within 100'	_____	_____
15) existing and proposed lot lines, angles and dimensions	_____	_____
16) lot size in acres and in sq. feet if 3 acres or less	_____	_____
17) consecutive numbering of new lots (not tax map numbers)	_____	_____
18) # of feet of contiguous frontage for each lot	_____	_____

Final Application for Subdivision Approval (Page 8 of 10)

	<u>Applicant</u>	<u>Board Use Only</u>
19) zone of property and zoning boundaries	_____	_____
20) all existing and proposed monuments	_____	_____
21) min. of 2 contiguous buildable acres per lot	_____	_____
22) names and right-of-way lines of existing and proposed streets within 100 feet	_____	_____
23) proper signature block	_____	_____
24) the statement: The approval of this subdivision is subject to the applicant complying with all applicable zoning and subdivision regulations, as well as with all conditions of approval as established by the Board and recorded in its minutes and notice of decision.	_____	_____
*25) setback lines	_____	_____
*26) all existing and proposed easements and	_____	_____
*27) All existing and proposed drives within 100'	_____	_____

***B. 5 copies of a map, or maps as determined by the size of the subdivision and the complexity of the required information, which are drawn to the same scale as the final plat and which clearly show the following:**

	<u>Applicant</u>	<u>Board Use Only</u>
1) Topographical information		
USGS interpretations	_____	_____
Actual survey contours	_____	_____
2) Soils data		
U.S. Soil Conservation Service	_____	_____
HIS maps	_____	_____
3) 4,000 sq. ft leachfield area for each lot as required in Section V.G.1	_____	_____

*** Optional for lot line adjustments**

Final Application for Subdivision Approval (Page 9 of 10)

	<u>Applicant</u>	<u>Board Use Only</u>
4) All open water, intermittent and perennial streams, wetland areas, wells and all existing & proposed drainage structures within 100'	_____	_____
5) Location of all test pits as required by Section V.G.7	_____	_____
6) Location of other significant natural or man-made structures	_____	_____

If any of this information is provided on the final plat, instead of back-up plats, please so indicate.

C. Unless otherwise indicated in the text or noted parenthetically, 1 copy of the following:

	<u>Applicant</u>	<u>Board Use Only</u>
1) 2 copies of a completed signed application form	_____	_____
2) All fees as specified as Appendix A	_____	_____
3) 2 copies of all Federal or State permits	_____	_____
4) Written request for a waiver, including the statement: If the Planning board denies the requested waiver(s), I understand that a) if I do not agree to provide the required information, my application shall not be accepted, and b) if I do agree to meet the requirement(s), the Board shall proceed according to the procedures outlined in Section IV.B.5 of the subdivision regulations.	_____	_____
5) A copy of all local permits and approvals	_____	_____

*** Optional for lot line adjustments**

Final Application for Subdivision Approval (Page 10 of 10)

	<u>Applicant</u>	<u>Board Use Only</u>
6) Opinion of the Road Agent on drive locations, as specified in Section V.B.11 ²	_____	_____
7) 2 copies of all pertinent legal documents	_____	_____
*8) Statement that site is ready for Board inspection as specified in Section IV.B.7	_____	_____
*9) 2 copies of percolation and test pit results	_____	_____
*10) Statement from the Fire Department	_____	_____
*11) Statement on future plans for any undeveloped portions of the owner's holding	_____	_____
*12) If required by Section V.H.4, copies of an erosion and sediment control plan	_____	_____
*13) 4 copies of road plans, construction proposal and cost estimates	_____	_____

D. Applications for lot line adjustments must also include the following:

	<u>Applicant</u>	<u>Board Use Only</u>
1) One of the required statements specified in Section VI.C.4	_____	_____
2) Statement regarding septic & driveways	_____	_____

*** Optional for lot line adjustments**

² Only the Planning Board can approve driveway locations in new subdivisions. This requirement is for an opinion, not a driveway permit.