

Town of Dublin



Planning Board

PO Box 277
Dublin, NH 03444

Checklist For Accepting a Subdivision Application

Required Planning Board vote: Is this a development having regional impact?

☐ Yes ☐ No

An application acceptable for consideration as Complete shall consist of the following items unless written request for waiver of an item or items is requested by the applicant and granted by the Planning Board.

Town
Completes

Applicant
Completes

Required

Submitted

Yes No

Yes No

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|--------------------------|--------------------------|---|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Name and address of the applicant and of owner if other than applicant. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Letter of authorization from the owner, if the applicant is not the owner. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Names and addresses of all abutters, as shown in Town records not more than five days before the day of submission of the application. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Names and addresses of all persons whose name and seal appears on the plat. License number and seal of the surveyor. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Names and addresses of all holders of conservation, preservation or agricultural preservation restrictions. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Copy of any existing or proposed deed restrictions or easements. | <input type="checkbox"/> | <input type="checkbox"/> |

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| <input type="checkbox"/> | <input type="checkbox"/> | 7. Payment to cover administrative and notification fees (mailing, advertising) and other costs incurred during Design Review or otherwise authorized by the Board or the applicant. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Three paper copies of the Plat, prepared as following: | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | a. Scale of 1" = 200', unless otherwise specified by the Board | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Outside dimensions of plat shall be 22" x 34" or 17" x 22" or 11" x 17" or 8 1/2" x 11" or as otherwise specified by the Register of Deeds or the Planning Board | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | c. All plats shall have a minimum 1/2" margin on all sides | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | d. All title blocks should be located in the lower right hand corner, and shall indicate: | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 1) Type of survey | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 2) Owner of record | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 3) Title of plan | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 4) Name of town | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 5) Tax map and lot number | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 6) Plan date and revision dates | <input type="checkbox"/> | <input type="checkbox"/> |
| | | 9. The Plat shall show the following information: | | |
| <input type="checkbox"/> | <input type="checkbox"/> | a. Proposed subdivision name or identifying title. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Name and address of the applicant and of the owner if other than the applicant. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | c. North Arrow. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | d. Scale (written and graphic) . | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | e. Date of plan. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | f. Name, license number and seal of the surveyor or other person whose seal appears on the plan. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | g. Signature Block for Planning Board endorsement. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | h. Locus plan showing general location of the total tract within the town and zoning districts. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | i. Boundary survey including bearings, horizontal distances and location of permanent markers. Curved boundary lines shall show radius, delta (the angle that would be formed by the two radii that prescribe the curve), and length (the chord of the curve). The entire undivided lot's boundaries must be shown as well as all the boundaries of all proposed lots. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | j. Adjoining property lines and names of adjoining owners of record. | <input type="checkbox"/> | <input type="checkbox"/> |

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| <input type="checkbox"/> | <input type="checkbox"/> | k. Existing and proposed topographic contours at 2foot intervals based upon USGS topographic data until Town data becomes available, with site or spot elevations where necessary as determined by the Planning Board. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | l. Soil and wetland delineation including water courses, ponds, standing water, vernal pools. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | m. Existing and proposed easements, rights of way, | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | n. Existing structures, stone walls, aspects of possible archaeological significance, and other unique site features . | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | o. Unique environmental aspects of the site, including rare or endangered species, mature woodlands, bogs, marshes, swamps, waterfalls, foliage lines, other natural features. List after item #13. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | p. Location of all parcels of land proposed to be placed in open-space or conservation easement or dedicated to public use. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | q. Proposed new lot lines and their dimensions; lot areas in square feet and acres, each lot numbered according to tax map numbering system.. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | r. Names of all abutting subdivisions, streets, easements, building lines, parks and public places, and similar facts regarding abutting properties. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | s. Location and lengths of lot frontage on public rights-of-way and private roads or driveways. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | t. Location of building setback lines. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | u. Location of existing and proposed buildings and other structures. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | v. Existing and proposed surface drainage/stormwater runoff plan, including well and septage treatment areas and locations and profiles with elevations of existing and proposed wetland crossings, culverts, drains, swales, etc. Detailed plans for erosion and sediment control. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | w. Location and width of existing and proposed driveways. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | x. Existing and proposed roads with names, classification, travel surface widths, right-of-way widths and lengths. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | y. Final road profiles, center line stationing and cross sections. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | z. Location of percolation tests and outline of 4,000 square-foot septic area with any applicable setback lines, or layout of community septic if proposed. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | aa. Location of existing and proposed well(s) with 100-foot well radius on its own lot, or layout of community well if | <input type="checkbox"/> | <input type="checkbox"/> |

proposed.

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| <input type="checkbox"/> | <input type="checkbox"/> | bb. Base flood elevations and flood hazard areas, based on available FEMA maps. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. State septic approval or copy of application, or certification by septic designer of adequacy of existing system. | <input type="checkbox"/> | <input type="checkbox"/> |
| | | 11. Other possibly applicable State or Federal Permits or required documents: | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 1) State highway access permit or copy of application. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 2) Alteration of Terrain Permit from NHDES | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 3) Wetlands crossing permit | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 4) A copy of the articles of agreement filed with the State of New Hampshire to incorporate the Community Association (signed) | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 5) Community Association By-Laws (signed) | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 6) Declaration Of Covenants for the Community Association (signed) | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 7) Initial vote of the incorporators electing a Director so that s/he can legally sign the covenants mentioned above (signed) | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 8) A copy of the certificate of existence of the Community Association issued by the State of New Hampshire | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 9) A copy of the NPDES Notice of Intent filed with the USEPA along with the associated Stormwater Pollution Prevention Plan | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 10) Maintenance Agreement for Private Roads | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 11) | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 12) | <input type="checkbox"/> | <input type="checkbox"/> |

12. Other applicable Local Permits:

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| <input type="checkbox"/> | <input type="checkbox"/> | a. Stone Wall Removal Permit | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Driveway Permit | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | c. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | d. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | e. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | f. | <input type="checkbox"/> | <input type="checkbox"/> |

13. Additional reports or studies, as may be required by the Board,
including, but not limited to: traffic, school, and fiscal and
environmental impact analyses, stormwater runoff study:

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