



# Town of New Boston

PLANNING BOARD

PO BOX 250 • 7 MEETINGHOUSE HILL ROAD • NEW BOSTON, NH 03070

File No: \_\_\_\_\_

## Application Checklist and Waiver Request for Final Subdivision Review

### General Information

1. **Checklist:** The applicant shall complete this checklist as part of every subdivision application. The applicant shall either (1) submit the checklist item with the application or request a waiver (s) to be submitted separately in writing or (2) note its non-applicability. This checklist is not intended to be a replacement for thorough review of the Subdivision Regulations. This checklist is intended to be used as an aid in the preparation and review of the subdivision plan.
2. **Professional Stamps:** All subdivision plans shall be prepared and stamped by a surveyor. A wetland or soil scientist shall show delineation of wetlands and shall stamp and sign the plans on which their delineations are shown. An engineer, architect or other professional, as appropriate, shall stamp any plans showing proposed improvements.
3. **Digital Filing:** The final submission shall include digital files per subdivision regulation 5.09.03.
4. **Filing:** Applications and checklists shall be filed with the Planning Office not less than **21 days** before the regular scheduled meeting of which it is intended for submission.
5. **Waivers:** For any item checked "Waiver Requested", the applicant must attach a separate letter indicating the reason (s) for seeking a waiver request.
6. **Completeness:** Items required for a completed application are:
  - Completed Application Form ☐
  - Names and mailing addresses of all abutters ☐
  - Fees ☐
  - Four paper print copies of final plat, including copyright notation ☐
  - Eight 11" x 17" copies of final plat, including copyright notation ☐
  - One copy of the final plat at the scale of the New Boston tax maps, i.e. 1"=400' showing lot lines and road layout only ☐
  - Three paper print copies of road plans ☐
  - Three copies of Stormwater Management and Erosion Control Plan ☐
  - Three paper print copies of soil maps ☐
  - Statement of intent regarding fire fighting water supply system ☐

### **Items required for final approval:**

- Driveway permits/Road Entry Permits- State/Town ☐
- Individual Stormwater Management and Erosion Control Plan (if applicable) ☐
- State Subdivision Approval ☐
- Any other approvals/permits, e.g. Dredge & Fill Permit, AOT Permit ☐
- Four paper print copies of fire fighting water supply system ☐ , **OR**
- Four copies of Declaration of Covenants and Restrictions, re: sprinkler systems ☐ **AND**
- Four copies of Deed Language, re: sprinkler systems ☐
- Warranty Deed for transfer to the Town (if applicable) ☐
- Bond and Security proposal (if applicable) ☐
- Road name approval from Selectmen and Fire Wards (if applicable) ☐
- Nine Traffic and/or Fiscal and/or Environmental Impact Studies ☐

### Contents to be submitted for Final Subdivision Review

			Item	Waiver		Planning
		Ref#	Submitted	Requested	N/A	Board
1.	Site Survey Map	5.09.01b	_____	_____	_____	_____
2.	Site Locus Map:	5.09.01c	_____	_____	_____	_____
	Site Location		_____	_____	_____	_____
	Main Traffic Arteries		_____	_____	_____	_____
	North Arrow		_____	_____	_____	_____
3.	Sign Off Block	5.09.01b	_____	_____	_____	_____



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		<u>Ref#</u>	<u>Item Submitted</u>	<u>Waiver Requested</u>	<u>N/A</u>	<u>Planning Board</u>
4.	Name of Subdivision	5.09.01c	_____	_____	_____	_____
5.	Name, Address & Deed	5.09.01c	_____	_____	_____	_____
	Reference:		_____	_____	_____	_____
	Owner and/or Subdivider		_____	_____	_____	_____
	Abutters		_____	_____	_____	_____
	Holders of Conservation, Preservation or Agricultural Preservation Restrictions		_____	_____	_____	_____
	Dam Owner and Dam Bureau, as necessary		_____	_____	_____	_____
6.	Names and Addresses of all Licensed Professionals whose seal appears on the plan	5.09.01c	_____	_____	_____	_____
7.	Seal of Surveyor	5.09.01c	_____	_____	_____	_____
8.	Seal of Engineer	5.09.01c	_____	_____	_____	_____
9.	Scale:	5.09.01c	_____	_____	_____	_____
	Graphic		_____	_____	_____	_____
	Written		_____	_____	_____	_____
10.	North Point	5.09.01c	_____	_____	_____	_____
11.	Date of Plan Preparation & Revisions	5.09.01c	_____	_____	_____	_____
12.	Parcel Boundary	5.09.01e	_____	_____	_____	_____
13.	Monument Locations	5.09.01c	_____	_____	_____	_____
14.	Existing & Proposed Property Lines	5.09.01d 5.09.01e	_____	_____	_____	_____
15.	Bearings & Distances	5.09.01e	_____	_____	_____	_____
16.	Error of Closure	5.09.01e	_____	_____	_____	_____
17.	Lot Numbering	5.09.01f	_____	_____	_____	_____
18.	Area of Site in Acres & Sq. Ft.	5.09.01f	_____	_____	_____	_____
	Total Parcel		_____	_____	_____	_____
	Proposed Lots		_____	_____	_____	_____
19.	Existing Easements	5.09.01g	_____	_____	_____	_____
20.	Deed Restrictions		_____	_____	_____	_____
21.	Subdivisions & Buildings 100' away	5.09.01h	_____	_____	_____	_____
22.	Roads & Drives 200' away	5.09.01h	_____	_____	_____	_____
23.	Existing Buildings	5.09.01d	_____	_____	_____	_____
24.	Existing & Proposed Street Lines	5.09.01d 5.09.01h	_____	_____	_____	_____
25.	Existing & Proposed Street Right-of-Way Widths	5.09.01h	_____	_____	_____	_____
26.	Street Names	5.09.01h	_____	_____	_____	_____
27.	Stations	5.09.01h	_____	_____	_____	_____



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28.	Radii	5.09.01h	_____	_____	_____	_____
29.	Curve Data	5.09.01h	_____	_____	_____	_____
30.	Pavement Widths	5.09.01h	_____	_____	_____	_____
31.	Setback Lines	5.09.01h	_____	_____	_____	_____
32.	200' Squares and Suitable Building Envelopes	5.09.01h	_____	_____	_____	_____
33.	Zoning District (s)	5.09.01h	_____	_____	_____	_____
34.	Statement Incorporating Requirements of Subdivision Regulations	5.09.01h	_____	_____	_____	_____
35.	Topographic Contours @ 5' intervals	5.09.01h	_____	_____	_____	_____
36.	Watercourses, Ponds, Wetlands, etc.	5.09.01d 5.09.01h	_____	_____	_____	_____
37.	Natural Features, e.g. Rock Ledges	5.09.01h	_____	_____	_____	_____
38.	Acreage Breakdown/Lots, re: Wetlands Conservation and Stream Corridor District	5.09.01h	_____	_____	_____	_____
39.	Setback Distances, re: Wetlands Conservation and Stream Corridor District	5.09.01h	_____	_____	_____	_____
40.	Open Space with acreage noted	5.09.01h	_____	_____	_____	_____
41.	Existing & Proposed Water Mains & Other Private & Public Utilities	5.09.01h	_____	_____	_____	_____
42.	Sanitary Sewers and/or Septic Systems	5.09.01h	_____	_____	_____	_____
43.	Location of Percolation Test Pits	5.09.01i	_____	_____	_____	_____
44.	Location of Groundwater & Soil Tests Pits	6.06	_____	_____	_____	_____
45.	Test Pit Information Log	5.09.01i	_____	_____	_____	_____
46.	Streets Bounding, Approaching or within 400':	5.09.01j	_____	_____	_____	_____
	Location		_____	_____	_____	_____
	Street Lines		_____	_____	_____	_____
	Right-of-Way Lines		_____	_____	_____	_____
	Name		_____	_____	_____	_____
	Width		_____	_____	_____	_____
	Admin. Classification, e.g. Class V		_____	_____	_____	_____



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47.	Profiles of Proposed Streets:	5.09.01j	_____	_____	_____	_____
	Elevations @ 50' intervals		_____	_____	_____	_____
	Cross sections at 50' intervals and at culvert locations		_____	_____	_____	_____
48.	Proposed Easements	5.09.01k	_____	_____	_____	_____
49.	Land to be Dedicated to	5.09.01d	_____	_____	_____	_____
	Public Use	5.09.01l	_____	_____	_____	_____
50.	Information re: Certified Soil	5.09.01m	_____	_____	_____	_____
	Erosion and Sediment Control Plan 6.05		_____	_____	_____	_____
51.	Soil Information per Wetlands	5.09.01r	_____	_____	_____	_____
	Conservation District	5.09.01s	_____	_____	_____	_____
52.	Future Subdivision		_____	_____	_____	_____
53.	Watershed Outline & Drainage Computations		_____	_____	_____	_____
54.	Cost Estimates (new road)		_____	_____	_____	_____
55.	Drainage Systems	5.09.01h	_____	_____	_____	_____
56.	Standard Planning Board Notes		_____	_____	_____	_____
57.	Driveway Locations	5.09.01d	_____	_____	_____	_____
58.	Fire Protection System Locations existing & proposed	5.09.01d	_____	_____	_____	_____

### State Agency Approvals

59.	Fish & Game	_____	_____	_____	_____
60.	Health & Welfare; Public Services Division	_____	_____	_____	_____
61.	DES Subsurface Systems Bureau; approval for Subdivision	_____	_____	_____	_____
62.	Approval for Construction	_____	_____	_____	_____
63.	Wetland Bureau; Dredge & Fill Permit	_____	_____	_____	_____
64.	Site Specific Permit	_____	_____	_____	_____
65.	DOT; Driveway Permit	_____	_____	_____	_____

Items may not be applicable to all applications – see Subdivision Regulations for details

**For any item checked “Waiver Requested”, the applicant must attach a separate letter indicating the reason (s) for seeking a waiver request.**

Revised Form - 02/11/2020