



# 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 Subdivision Design 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) 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 regularly scheduled meeting at 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 design review 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
- Three paper print copies of preliminary profile (if applicable)
- Three copies of Stormwater Management and Erosion Control Plan
- Two paper print copies of soils map

### Contents to be submitted for Subdivision Design Review

		<u>Ref#</u>	<u>Item Submitted</u>	<u>Waiver Requested</u>	<u>N/A</u>	<u>Planning Board</u>
1.	Site Survey Map	5.09.01b	_____	_____	_____	_____
2.	Site Locus Map:	5.09.01c	_____	_____	_____	_____
	Site Location		_____	_____	_____	_____
	Main Traffic Arteries		_____	_____	_____	_____
	North Arrow		_____	_____	_____	_____
3.	Name of Subdivision	5.09.01c	_____	_____	_____	_____
4.	Name, Address & Deed		_____	_____	_____	_____
	Reference of:	5.09.01c	_____	_____	_____	_____
	Owner and/or Subdivider		_____	_____	_____	_____
	Abutters		_____	_____	_____	_____
	Holders of Conservation, Preservation or Agricultural Preservation Restrictions		_____	_____	_____	_____
5.	Names and Addresses of all Licensed Professionals whose seal appears on the plan	5.09.01c	_____	_____	_____	_____



# Town of New Boston

PLANNING BOARD

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

Continued

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

## Contents to be submitted for Subdivision Design Review

		<u>Ref#</u>	<u>Item Submitted</u>	<u>Waiver Requested</u>	<u>N/A</u>	<u>Planning Board</u>
6.	Scale:	5.09.01c	_____	_____	_____	_____
	Graphic		_____	_____	_____	_____
	Written		_____	_____	_____	_____
7.	North Point	5.09.01c	_____	_____	_____	_____
8.	Date of Plan Preparation & Revisions	5.09.01c	_____	_____	_____	_____
9.	Parcel Boundary		_____	_____	_____	_____
10.	Existing & Proposed Property Lines w/ approx. Dimensions	5.09.01e	_____	_____	_____	_____
11.	Area of Site:		_____	_____	_____	_____
	Total Parcel		_____	_____	_____	_____
	Proposed Lots		_____	_____	_____	_____
12.	Existing Easements	5.09.01g	_____	_____	_____	_____
13.	Deed Restrictions		_____	_____	_____	_____
14.	Subdivisions & Buildings 100' away	5.09.01h	_____	_____	_____	_____
15.	Roads & Drives 200' away	5.09.01h	_____	_____	_____	_____
16.	Existing Buildings	5.09.01d	_____	_____	_____	_____
17.	Parks or Public Open Spaces (Acreage noted)	5.09.01d	_____	_____	_____	_____
18.	Natural Features, e.g. Rock Ledges	5.09.01h	_____	_____	_____	_____
19.	Acreage Breakdown/Lots, re: Wetlands Conservation and Stream Corridor District	5.09.01h	_____	_____	_____	_____
20.	Setback Distances, re: Wetlands Conservation and Stream Corridor District	5.09.01h	_____	_____	_____	_____
21.	Setback Lines	5.09.01h	_____	_____	_____	_____
22.	200' Squares	5.09.01h	_____	_____	_____	_____
23.	Zoning District (s)	5.09.01h	_____	_____	_____	_____
24.	Topographic Contours @ 5' intervals	5.09.01h	_____	_____	_____	_____
25.	Watercourses, Ponds, Wetlands, etc.	5.09.01h	_____	_____	_____	_____
26.	Existing & Proposed Water Mains & Other Private & Public Utilities	5.09.01h	_____	_____	_____	_____
27.	Sanitary Sewers and/or Septic Systems	5.09.01h	_____	_____	_____	_____



# Town of New Boston

PLANNING BOARD

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

Continued

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

## Contents to be submitted for Subdivision Design Review

	<u>Ref#</u>	<u>Item Submitted</u>	<u>Waiver Requested</u>	<u>N/A</u>	<u>Planning Board</u>
28.		Location of Percolation Test Pits			
	5.09.01i				
29.		Location of Groundwater & Soil Tests Pits			
	6.06				
30.		Test Pit Information Log			
	5.09.01i				
31.		Streets Bounding, Approaching or within 400':			
	5.01.01j				
		Location			
		Street Lines			
		Right-of-Way Lines			
		Name			
		Width			
		Admin. Classification, e.g. Class V			
32.		Profiles of Proposed Streets:			
	5.09.01j				
		Elevations @ 50' intervals			
		Typical Cross Sections			
33.		Proposed Easements			
	5.09.01k				
34.		Land to be Dedicated to Public Use			
	5.09.01l				
35.		Information re: Certified Soil Erosion and Sediment Control Plan			
	5.09.01m				
	6.05				
36.		Soil Information per Wetlands Conservation District			
	5.09.01r				
	5.09.01s				
37.		Preliminary Bridge and/or Culvert Design			
	5.09.01j				
38.		Future Subdivisions			
39.		Watershed Outline & Drainage Computations			
40.		Cost Estimates (new road)			
41.		Drainage Systems			
	5.09.01h				
42.		Standard Planning Board Notes			
43.		Other State/Federal/Municipal Approvals, if applicable			
	5.09.01o				

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 - 03/31/2023