

Alton Planning Board

P.O. Box 659
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SUBDIVISION APPLICATION INFORMATION

No excavation or timber cutting may be undertaken until all state and local permits required for the construction of the site have been obtained. Copies of all state and local permits must be provided to the Planning Department.

The following information applies to all Subdivision applications. If an application is not submitted in the Town of Alton's format, it will not be accepted by the Alton Planning Department staff.

In addition to the checklist requirements, an application must include the following at the time of submission:

- Required application fees. These fees are non-refundable if the application is either denied or not accepted by the Alton Planning Board.
- Application Fee Schedule form filled out completely. Please indicate separately the \$12.00 abutter fee for the owner notification of the meeting and final decision. Please do not include Recording Fees at time of application submission.
- Abutters list including all abutters, owners, holders of any easements and agents involved in the application per RSA 676:4,1(d). Abutters can be verified at the Assessing Department and Tax Collector's Office. Map and lot numbers must be included for each abutter. The Planning Department staff is not responsible to verify abutter information.
- Plan sets are to be no larger than 22"x 34". Full plan sets are to be folded; rolled plans will not be accepted.
- If the property is in Current Use, the status of the property before and after the subdivision shall be indicated on the plan.
- One 11"x17" reduced copy of the complete plan set.
- The application must include a separate narrative for the project proposal.
- One set of address labels for all abutters. If there are 10 or more abutters, the applicant must submit No. 10 business envelopes with abutters' mailing information already complete.

After the plan is approved the applicant will submit:

- One (1) copy of a complete draft final plan to the Planning Department. Once the Planning Department has notified the applicant that draft final plan is acceptable, the applicant will submit four (4) final paper copies of the plan set, two (2) mylars and one 11" x 17" set to the Planning Department. Final Plan sets are to be no larger than 22"x 34".
- Two (2) checks for recording fees and postage are to be submitted with the final approved plans: one made payable to BCRD in the amount of \$26.00 to record one "22 x 34" mylar, and one made payable to the Town of Alton for \$8.00 for postage and handling to mail the mylar. For multiple page plan sets additional postage may be required.

If you have any questions please feel free to contact the Planning Department at 875-2162.