

# MAJOR SUBDIVISION DESIGN REVIEW APPLICATION INFORMATION

## Alton Planning Board

2162

P.O. Box 659

2163

Alton, NH 03809

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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.

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 unless approved by the Alton Planning Board.
- Application Fee Schedule form filled out completely. Please do not include Recording Fees at time of application submission. Recording fees will be collected if application is approved.
- 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 and five (5) plan sets 22" x 34".
- The application must include a separate narrative for the project proposal.
- One addressed No 10 business envelope for each individual abutter/owner/agent/etc. DO NOT PUT RETURN ADDRESS ON ENVELOPE.

The Subdivision Application Information on this page is outlined as a Subdivision Application Checklist on the following page.

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

## Major Subdivision Design Review Application Checklist

### Items Needed at time of Application

This Subdivision In-House Application Checklist outlines the Subdivision Application Information provided on the previous page.

<u>Item</u>	<u>Required</u>	<u>Received</u>	<u>Needed</u>
1. Completed and signed application form	X		
2. Fee schedule and check (Made payable to Town of Alton)	X		
3. Abutters list including all abutters, owners, holders of any easements and agents involved in the application ( <b>double spaced</b> )	X		
4. Plan sets no larger than 22"X34" (Folded, not rolled) five (5) large; one (1) 11"X17" (Stamped by licensed engineer)	X		
5. If Current Use, indicate status of the property before and after the subdivision indicated on plans	X		
6. Separate narrative for the project proposal.	X		
7. No. 10 business envelopes with abutters' mailing information already complete.( <b>DO NOT PUT RETURN ADDRESS</b> ) (1 extra envelope for each <b>applicant/agent/etc. to receive a Notice of Decision</b> )	X		
8. Brief explanation of each waiver requested.	X		
9. Agent authorization signed by the property owner.	X		

**Major Subdivision  
DESIGN REVIEW APPLICATION FORM**

**PLANNING BOARD  
ALTON, NEW HAMPSHIRE**

DATE REC'D \_\_\_\_\_

CASE # \_\_\_\_\_

APPLICANT OR AGENT OF OWNER (If different than property owner)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

e-mail: \_\_\_\_\_

PROPERTY OWNER OF RECORD:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

e-mail: \_\_\_\_\_

STREET LOCATION OF SITE: \_\_\_\_\_

TAX MAP \_\_\_\_\_ LOT \_\_\_\_\_ ZONING OF PARCEL \_\_\_\_\_

NUMBER OF LOTS \_\_\_\_\_

FRONTAGE ON WHAT ROAD(S); INCLUDE NEW ROAD NAME IF APPLICABLE:

\_\_\_\_\_

WATER: MUNICIPAL \_\_\_\_\_ OR WELL \_\_\_\_\_

SPECIAL EXCEPTION OR VARIANCE GRANTED BY THE ZBA: YES \_\_\_\_\_ NO \_\_\_\_\_  
IF YES, PROVIDE THE APPLICABLE DATE(S) \_\_\_\_\_

DATE OF CONCEPTUAL CONSULTATION, IF ONE: \_\_\_\_\_

TYPE OF APPLICATION BEING REVIEWED: Minor Subdivision  Major Subdivision

I/We consent to allow the Planning Board or its representative to make on site inspection(s) of my/our property as deemed necessary for the evaluation of my Design Review application.

I/WE understand all information required by regulations must be supplied; noncompliance is grounds for denial. RSA 676:4

I/WE understand it is incumbent upon the applicant to reapply for proper classification, if the business grows, for full Site Plan Review as applicable.

Signature of Applicant or Agent authorized by Owner: (Authorization Letter Attached)

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner:

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

A subdivision shall contain the following information in order to be considered complete. This checklist is intended to be guide; please refer to the Alton, NH, Subdivision Regulations for more detailed information. The checklist along with a written request for any waivers with an explanation of the reasons for requesting the waiver must

be submitted as part of your application for Subdivision Approval. **Please note: the Board is not obligated to grant waivers. If the Board chooses to not grant a requested waiver, and the application is not accepted, then fees will not be refunded.**

Please indicate in the spaces below the Sheet Number where the required information is provided.

ALTON MAJOR SUBDIVISION DESIGN REVIEW APPLICATION CHECKLIST			
Number	Item and description	Provided	Waiver
9.B.1.	An application form completed and signed by the landowner(s) or authorized agent.		
9.B.2.	A completed and signed application checklist.		
9.B.3.	Written authorization from the landowner(s) of record for any agent(s) to represent and sign for the landowner(s).		
9.B.4.	An abutter's list. (See regulations)		
9.B.5.	Payment of the application fees,		
9.B.6.	Any requests for waivers presented in writing shall cite the specific section of the regulation requested to be waived and shall include the rationale for the waiver(s).		
9.B.7.	Plans and Maps:		
	a. All design drawings shall be prepared by New Hampshire licensed professionals on separate plans on separate sheets.		
	b. Five (5) copies of the complete project plan set of full size plans (22"x34") and ten (10) copies of the complete project plans set of reduced-scale plans (11"x17")		
	c. All required full scale maps shall:		
	1) be drawn at a scale of not more than 100 feet per inch.		
	2) be prepared, signed and sealed by a NH Registered surveyor, civil engineer and other professionals as required.		
	3) show date of preparation and any dates of revisions.		
	4) include the name of the Town and subdivision, name and address of applicant and registered surveyor and civil engineer.		
9.B.8.	Required maps shall include the following;		
	a. Survey Plat:		
	1) Show a complete boundary survey showing metes and bounds of the entire contiguous parcel owned by the applicant, whether or not all land therein is to be subdivided, reference to a public street intersection or USGS bench mark. A minimum of two (2) benchmarks shall be provided.		
	2) Show:		
	(a) existing and proposed lot lines.		
	(b) bearings and dimensions		
	(c) lot sizes in square feet and acres,		

	(d) consecutive numbering of lots,		
	(e) the location and type of all proposed and existing survey monuments,		
	(f) the survey accuracy documenting that the accuracy is equal to 1 part in 10,000 or better.		
	3) Show:		
	(a) north point (identify whether true north or magnetic north was used)		
	(b) graphic scale,		
	(c) tax map(s) and lot number(s) of parcel(s) included in subdivision application,		
	(d) a legend that includes <b>ALL</b> the symbols used on the plat if not labeled on the plat+B64		
	(e) a site location map which shall show the proposed subdivision in relation to major roads in the vicinity of the subdivision.		
	4) Show:		
	(a) existing and proposed public street right-of-way lines or center lines for private roads, dimensions of arc length and radii		
	(b) points of curvature and tangency of curved streets,		
	(c) bearings of lot lines;		
	(d) names of existing and proposed streets and classification of street;		
	(e) width of adjacent street(s), pavement and right-of-way.		
	5) Show or note building setback lines as required by the Zoning Ordinance and identify the Zone District(s)		
	6) Show the minimum contiguous upland area required by the Zoning Ordinance for each lot excluding jurisdictional wetlands and areas with slopes in excess of 25%. Identify the minimum contiguous upland area in square feet and acres for each lot.		
	(a) All jurisdictional wetland boundaries shall be as designated in the field by a N.H. licensed certified Wetland Scientist. The designated wetland boundaries shall be located for mapping purposes by a NH licensed surveyor and shall be shown on the plat. Both a NH Surveyor and a NH Wetland scientist shall stamp the plat, which describes wetlands. The wetland boundaries shall be "flagged" in the field using plastic ribbon bearing descriptive text.		
	7) Show location of any existing and proposed easement(s) and areas affected by any existing and proposed covenants, reservations and restrictions, benefitting or burdening the property.		
	8) Show location of existing or proposed parks and other open space, and significant natural and manmade features including, but not limited to, buildings surface water features, rock ledges, stone walls, old mill sites, cemeteries or burial sites and other unique features.		

	9) Show all jurisdictional Wetlands as defined by the Zoning Ordinance and the 25 foot Wetland Buffers required by the Zoning Ordinance.		
	10) Show all areas designated as a "Special Flood Hazard Area". The one-hundred year base flood elevation data must be denoted on the plat as required by the Town of Alton Floodplain Ordinance in accordance with the Federal Emergency Management Agency.		
	11) This map shall identify any portion of the subdivision located within the Aquifer Protection Overlay District.		
	12) This map shall identify any portion of the subdivision located within the Shoreland Protection Overlay District including the 50 foot shoreland setback.		
	13) Show all areas with slopes in excess of 25%.		
	14) Show all zoning district boundary lines and identify the zone district(s).		
	15) Show location of driveway access to each lot.		
	16) Show names, addresses, and tax map and lot numbers of all abutters as they appear in the town records not more than five (5) days before the date of filing the application.		
	17) Show a general site location map identifying the subdivision boundary and proposed streets in relation to major roads or other features shown on the town map.		
	18) Show subdivisions, lot lines existing buildings, and intersecting streets and driveways within 200 feet of the parcel to be subdivided.		
	19) Identify the area in current use, if any, for each proposed lot.		
	20) The survey map shall include the following title blocks:		
	NAME OF SUBDIVISION		
	Name(s) and address(es) of Landowner(s)		
	Date of Preparation and date(s) of any revision(s) including description of revision(s)		
	b. Topographic Map: (See Regulations)		
	c. Soils Map: (See Regulations)		
	d. Utilities Plan Map (See Regulations)		
	e. Fire Protection Plan Map: (See Regulations)		
	f. Drainage Plan Map: (See Regulations)		
9.B.9.	Erosion and Sedimentation Control Plan		
	The Erosion and Sedimentation Control Plan shall contain sufficient information to describe the nature and purpose of the proposed development, pertinent conditions of the site and the adjacent areas, and the concept for both temporary and long-term proposed erosion and sedimentation controls proposed for the subdivision.		
9.B.10.	Stormwater Management Plan		

	<b>The Stormwater Management Plan shall contain sufficient information to describe the nature and purpose of the proposed development, pertinent conditions of the site and the adjacent areas, and proposed best management practices for the permanent management and treatment of stormwater proposed for the subdivision. The Concept For an Operation and Maintenance Plan (O&amp;M Plan) for the permanent stormwater managemnet system shall be submitted.</b>		
<b>9.B.11.</b>	<b>Soils Report</b>		
	<b>In addition to the Soils Map, the applicant shall submit a Soils Report prepared by a Certified Soils Scientist which provides and analysis of the suitability of the soils for the proposed development.</b>		
<b>9.B.12.</b>	<b>Road and Driveway Profiles &amp; Typical Cross Sections</b>		
	<b>a. Centerline profiles showing existing and proposed elevations along the centerlines and proposed grades shall be provided for all proposed streets and for each proposed driveway from the street to the building site. Profiles shall be drawn at a scale of one (1) inch equals fifty (50) feet horizontal scale and one (1) inch equals five (5) feet vertical scale.</b>		
	<b>b. Typical road and driveway cross-sections shall be provided. Road cross-sections shall include the proposed roadway, sidewalks, and ditches. Cross-sections shall be drawn to a convenient scale of not more than one (1) inch equals ten (10) feet with both horizontal and vertical scales being the same.</b>		
<b>9.B.13.</b>	<b>Driveway Sight Distance Analysis - A sight distance analysis for each proposed driveway location shall be provided.</b>		
<b>9.B.14.</b>	<b>Regional Impact Analysis</b>		
	<b>a. Relative size or number of dwelling units compared with existing stock;</b>		
	<b>b. Proximity to the borders of a neighboring community;</b>		
	<b>c. Transportation networks;</b>		
	<b>d. Anticipated emissions such as light, noise, smoke, odors, or particulates;</b>		
	<b>e. Proximity to aquifers or surface waters that transcend municipal boundaries;</b>		
	<b>f. Shared facilities such as schools and solid waste disposal facilities.</b>		
<b>9.B.15.</b>	<b>Future Development</b>		
	<b>Whether the layout submitted covers only a part of the applicant's entire holding, a non-binding sketch or narrative proposal of the prospective future road system of the portion not submitted for subdivision shall be furnished and the road system of the submitted part will be considered in the light of connections with the road system of the part not submitted.</b>		
<b>9.B.16.</b>	<b>Project Narrative:</b>		



	a. Describe Scale-Numbers of acres, dwelling units, bedrooms, projected increase on auto trips per day and overall positive and negative impacts on the community.		
	b. Describe Timing - Estimated time to construct, phasing, and description of further subdivision potential.		
	c. Describe Significant Features - List of environmental features (wetlands, water bodies, rock outcroppings, wildlife habitat, etc.) and manmade features (stone walls, structures, trails, historic features, b burial grounds, etc.). Description of efforts to preserve and maintain significant features.		
<b>9.B.17.</b>	<b>Additional Information as requested by the Planning Board.</b>		
	a. A traffic study done by a qualified professional that analyzes the traffic impact on roads, bridges and intersections.		
	b. A fiscal impact study done by a qualified professional that analyzes the fiscal impact of the subdivisionproposal on Town services.		
	c. An environmental impact study done by a qualified professional that analyzes the environmental impact of the subdivision proposal.		