

MAJOR FINAL SUBDIVISION APPLICATION INFORMATION

Alton Planning Board
P.O. Box 659
Alton, NH 03809

Tel. (603) 875-2162
Fax (603) 875-2163

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.

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 final plan set, one (1) mylar 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 Belknap County Registry of Deeds:
 - \$26.00 per mylar sheet to be recorded.
 - \$25.00 per plat for LCHIP fee.
 - \$12.00 for the first page and \$4.00 for each additional page for deed(s) or other documentation to be recordedAnd one made payable to the Town of Alton:
 - \$8.00 for postage and handling to mail the mylar. For multiple page plan sets additional postage may be required.

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

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

**MAJOR FINAL SUBDIVISION
APPLICATION FORM
ALTON PLANNING BOARD
ALTON, NH**

DATE REC'D _____ CASE # _____

OWNER(S) OF RECORD: _____

MAILING ADDRESS: _____
e-mail address _____
PHONE: _____

LOCATION OF DEVELOPMENT: _____

TAX MAP _____ LOT _____ ZONING OF PARCEL _____

SITE IN ACRES _____ SQUARE FEET _____

NUMBER OF LOTS, INCLUDING REMAINDER: _____

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

WATER: MUNICIPAL _____ OR WELL _____

AGENT OF THE OWNER OR CONTACT PERSON:
NAME _____

ADDRESS _____ PHONE _____
e-mail address _____

WAIVERS REQUESTED: YES _____ NO _____ INCLUDE WRITTEN REQUESTS

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

THIS PLAN REPRESENTS AN AMENDED PLAN: YES _____ NO _____

DATE OF CONCEPTUAL CONSULTATION, IF ONE: _____

DATE OF DESIGN REVIEW, IF ONE: _____

I/WE CONSENT TO ALLOW THE ALTON PLANNING BOARD OR ITS REPRESENTATIVE TO MAKE ON SITE INSPECTION(S) OF MY/OUR PROPERTY AS DEEMED NECESSARY FOR THE EVALUATION OF MY/OUR SUBDIVISION APPLICATION.

I/WE UNDERSTAND ALL INFORMATION REQUIRED BY REGULATION MUST BE SUPPLIED, OR A WRITTEN WAIVER REQUEST MUST ACCOMPANY THE APPLICATION. NONCOMPLIANCE IS GROUNDS FOR DENIAL (RSA 676:4).

SIGNATURES OF APPLICANTS:

_____ DATE _____

_____ DATE _____

SIGNATURE OF AGENT:

_____ DATE _____

**ALTON PLANNING BOARD
APPLICATION FEE SCHEDULE**

Received From: _____ Date: _____

Case #: _____ Tax Map/Lot # _____

Application Fees for Subdivision

Minor Subdivisions: \$150 per lot, including existing lot \$ _____

Major Subdivisions: \$500 base fee + \$150 per lot including existing lot \$ _____

Amended Subdivisions: \$50 \$ _____

Abutter Fee: \$6 per abutter x total # of abutter notices _____ \$ _____

Notice of Decision: \$1.00 per person to receive notice by mail. (Including owner) \$ _____

Fee for notifying NHDES Dam Bureau if subdivision is within 500 feet of a body of water: \$2.00 \$ _____

Newspaper Notification Fee: \$75.00 \$ _____

Admin. Fee for Legal Review if required: \$350.00 \$ _____

Total \$

The following fees are to be submitted after approval:

Recording Fee: 22" X 34" = \$26 per page for mylars \$ _____

Make check payable to Belknap County Registry of Deeds

**All documents recorded require additional \$25.00 LCHIP fee made payable to the Belknap County Registry of Deeds \$ _____

Total \$

Postage for mailing items to the Registry: \$8
(Make check payable to Town of Alton, NH) \$ _____

For multiple page plan sets, additional postage may be required.

PLEASE NOTE: Application fees are non-refundable unless approved by the Planning Board

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 FINAL APPLICATION CHECKLIST | | | |
|--|---|-----------------|---------------|
| Number | Item and description | Provided | Waiver |
| 9.C.1. | An application form completed and signed by the landowner(s) or authorized agent. | | |
| 9.C.2. | A completed and signed Final Major Subdivision Checklist of Application Requirements; | | |
| 9.C.3. | Written authorization from the landowner(s) of record for any agent(s) to represent and sign for the landowner(s). | | |
| 9.C.4. | An abutter's list. (See regulations) | | |
| 9.C.5. | Payment of the application fees, | | |
| 9.C.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.C.7. | Plans and Maps - General | | |
| | 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. The name and address of the surveyor, civil engineer and any other professionals shall be provided on the plat. | | |
| | 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.C.8. | Required maps shall include the following; | | |
| | a. Final Survey Plat (Plat to be recorded if approved): | | |
| | 1) Be drawn in permanent black ink on permanent, reproducible material on the size and type of material specified by the Belknap County Registry of Deeds. | | |
| | 2) 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, referenced to a public street intersection or USGS bench mark. A minimum of two (2) bench marks shall be provided. the Final Survey plat shall be prepared, signed and sealed by a NH Registered surveyor. | | |
| | 3) 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. | | |
| | Where a portion of the applicant's property is not included in the subdivision application, the applicant shall provide sufficient information to demonstrate that the remaining portion of the property not subdivided complies with the minimum requirements of the zone district to be a conforming lot. | | |
| | 4) 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 <u>ALL</u> the symbols used on the plat if not labeled on the plat | | |
| | (e) a site location map which shall show the proposed subdivision in relation to major roads in the vicinity of the subdivision. | | |
| | 5) 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. | | |
| | 6) Show or note building setback lines as required by the Zoning Ordinance and identify the Zone District(s) | | |
| | 7) 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. | | |
| | 8) 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. | | |

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| | 9) 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. | | |
| | 10) Show all jurisdictional Wetlands as defined by the Zoning Ordinance and the 25 foot Wetland Buffers required by the Zoning Ordinance. | | |
| | 11) 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. | | |
| | 12) This map shall identify any portion of the subdivision located within the Aquifer Protection Overlay District. | | |
| | 13) This map shall identify any portion of the subdivision located within the Shoreland Protection Overlay District including the 50 foot shoreland setback. | | |
| | 14) Show all areas with slopes in excess of 25%. | | |
| | 15) Show all zoning district boundary lines and identify the zone district(s). | | |
| | 16) Show location of driveway access to each lot. | | |
| | 17) 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. | | |
| | 18) 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. | | |
| | 19) Show subdivisions, lot lines existing buildings, and intersecting streets and driveways within 200 feet of the parcel to be subdivided. | | |
| | 20) A note shall be added to the plat stating the total acreage of each Current Use Category for each lot in current use, as applicable. If part or all of one or more lots is in current use, then the property owner shall submit an updated current use application for those lots to the town Assessor prior to the plat being signed. An updated current use application does not need to be recorded again and there is not cost for an updated current use application. the Town Assessor shall verify receipt of this updated current use application prior to the plat being signed | | |
| | 21) identify the following information as notes on the plat: (See Regulations) | | |
| | 22) The survey map shall include the following title blocks: | | |
| | a. NAME OF SUBDIVISION | | |
| | Name(s) and address(es) of Landowner(s) | | |
| | Name, address and seal of Surveyor | | |
| | Name , address and seal of Civil Engineer | | |
| | Date of Preparation and date(s) of any revision(s) including description of revision(s) | | |
| | Planning Board Approval Date _____ | | |
| | Signature of Planning Board Chair: | | |
| | _____ | | |
| | Alton Planning Board Chair Date | | |
| | b. Topographic Map: (See Regulations) | | |

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|----------------|---|--|--|
| | 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.C.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. | | |
| | a. Design (See Regulations) | | |
| | b. Contents (See Regulations) | | |
| 9.C.10. | Stormwater Management Plan (See Regulations) | | |
| 9.C.11. | Soils Report | | |
| | In addition to the Soils Map, the applicant shall submit a Soils Report prepared by a Certified Soils Scientist which provides an analysis of the suitability of the soils for the proposed development. | | |
| 9.C.12. | Road and Driveway Profiles, Cross Sections and Details | | |
| | 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. Cross-sections shall be provided of all proposed streets at fifty (50) foot stations and at all catch basins, bridges, or culverts. Road cross-sections shall include the proposed roadway, sidewalks and ditches. Driveway cross-sections shall be provided at 20 foot intervals from the street travelway to the building site. 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. | | |
| | c. Construction details of all roadway, curbing and sidewalk improvements shall be shown. | | |
| 9.C.13. | Driveway Sight Distance Analysis | | |
| | Provide a sight distance analysis for each proposed driveway location. | | |
| 9.C.14. | Regional Impact Analysis - The applicant shall provide an analysis of the potential for regional impact of his subdivision proposal on neighboring municipalities, because of factors such as, but not limited to, the following: | | |
| | a. Relative size or number of dwelling units compared with existing stock; | | |
| | b. Proximity to the borders of a neighboring community; | | |
| | c. Transportation networks; | | |
| | d. Anticipated emissions such as light, noise, smoke, odors, or particulates; | | |
| | e. Proximity to aquifers or surface waters that transcend municipal boundaries; and | | |
| | f. Shared facilities such as schools and solid waste disposal facilities. | | |

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| 9.C.15. | Future Development | | |
| | Where 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. | | |
| 9.C.16. | Project Narrative: | | |
| | 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, burial grounds, etc.). Description of efforts to preserve and maintain significant features. | | |
| 9.C.17. | Subdivisions located within "Special Flood Hazard Areas" | | |
| | 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. The applicant of any proposed subdivision which includes land which has been designated as a "Special Flood Hazard Area" by the National Flood Insurance Program shall provide the following: | | |
| | a. The applicant shall submit all necessary permits from those governmental agencies from which approval is required by Federal or State law, including SECTION 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334. | | |
| | b. The applicant of any subdivision proposal greater than 50 lots or 5 acres, which ever is the lesser, shall submit base flood elevation data. | | |
| | c. The applicant shall submit sufficient evidence such as construction drawings, grading and land treatment plans in order for the Planning Board to determine that: | | |
| | 1) All such proposals are consistent with the need to minimize flood damage; | | |
| | 2) All public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage; and | | |
| | 3) Adequate drainage is provided so as to reduce exposure to flood hazards. | | |
| 9.C.18. | Legal Documents Required - Where applicable to a specific subdivision, the following legal documents shall be submitted with the final subdivision application and approved by Town Counsel prior to the Planning Board Chair signing the final plat and prior recording the final plat: | | |
| | a. <u>Agreement to Convey Lands to the Town:</u> the applicant shall submit an agreement to convey lands to the Town to be used for streets, open space and other public purposes, with transfer of title to such interests to be effective on such date as the Town accepts such land. | | |

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| | b. <u>Assumption of Liability:</u> the applicant shall provide the Planning Board a written acknowledgment of the assumption of liability for injuries and damages that may occur on any land to be dedicated for public use, until such land has been legally accepted by the Town of Alton. | | |
| | c. <u>Homeowners association Documents:</u> The applicant shall provide the Planning Board with the declaration of covenants and restrictions and bylaws creating a homeowner's association to maintain the roads and other public or private subdivision improvements even if the town may assume maintenance responsibility for some or all of those improvements at some future date. | | |
| | d. <u>Easements and rights-of-way over property to remain in private ownership:</u> The applicant shall provide the Planning Board with easements and rights-of-way over property to remain in private ownership. | | |
| | e. <u>Easements or other rights to drain onto or across other property:</u> The applicant shall provide the Planning Board with easements or other rights to drain onto or across other property whether public or private, including a street. If the storm water drainage system may create additional flow or change water flow over any adjacent property, which in the Planning Board's opinion would substantially interfere with the reasonable use of that property, then the applicant shall obtain an agreement to provide an easement therefore from the adjacent and/or nearby owner. The applicant shall submit a written undertaking to hold the town harmless from any claims for damage resulting there from. | | |
| | f. <u>Security:</u> The applicant shall provide the Planning Board with security as required by SECTION III, J. of these regulations. | | |
| | g. <u>Covenant Restricting Lot Sales:</u> a covenant restricting lot sales shall be provided to the Planning board if the applicant chooses this method for securing the subdivision. | | |
| | h. <u>Indemnification:</u> In event of damage to Town property or facilities, incurred by or from work performed by or for the applicant, the applicant shall indemnify, defend and hold harmless the Alton Highway Department for subsequent maintenance of pavement, shoulders, catch basins, culverts, storm sewers and any additional costs. | | |
| | i. <u>Easements for Water Supplies for Firefighting Purposes:</u> The applicant shall provide the Planning Board with a written easement for any water supplies for firefighting purposes the town agrees to maintain and an easement for the Fire Department to access those water supplies. the location of these easements shall be shown on the subdivision plat. | | |
| | j. <u>Condominium Documents:</u> the applicant shall provide the Planning Board with any and all condominium documents applicable to the project. | | |
| 9.C.19. | Agency or Permit Approvals - the following applicable permits shall be obtained and submitted prior to final approval, signing and recording the subdivision plat: | | |

| | | | |
|---------|---|--|--|
| | a. An access permit approval from the N.H. Department of Transportation if access is on a state road or access approval date from the Public Works Director if access is from a Town or private road. | | |
| | b. Approval of a Community Water Supply System from the N.H. Department of Environmental Services. | | |
| | c. Subdivision approval for On-Site sewage Disposal from the N.H. Department of Environmental Services. | | |
| | d. An Alteration of Terrain Permit from the N.H. Department of Environmental Services for land disturbance in excess of 100,000 square feet in area or for land disturbance in excess of 50,000 square feet in area when project borders a body of water; and | | |
| | e. A Dredge and Fill permit from the N.H. Department of Environmental Services Wetlands Board. | | |
| | f. Approval from the Alton Water Works if the Town is to provide water service to the subdivision; | | |
| | g. Approval of a Shore Land Permit from the N.H. Department of Environmental Services; | | |
| | h. EPA Phase II Stormwater permit approval. | | |
| 9.C.20. | Terms Under Five year Exemption Clause | | |
| | The applicant shall submit a proposal in writing to satisfy the following terms under the five-year exemption clause (RSA 674:39): | | |
| | a. Active and substantial development within the first 24 months; | | |
| | b. Substantial completion of the improvements. | | |
| 9.C.21. | Additional Information | | |
| | The Planning Board may require such additional information to be provided at the applicant's expense as it deems necessary in order to evaluate the subdivision in relation to the purposes and scope of these regulations. | | |
| | 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 subdivision proposal on Town services. | | |
| | c. An environmental impact study done by a qualified professional that analyzes the environmental impact of the subdivision proposal. | | |