

# FINAL MINOR 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 recorded

And 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.

## Minor Subdivision In-House 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. Copies of all state and local permits	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) (1 extra envelope for each 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		

**FINAL MINOR 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 MINOR SUBDIVISION FINAL APPLICATION CHECKLIST			
Number	Item and description	Provided	Waiver
9.D.2.a.	An application form completed and signed by the landowner(s) or authorized agent.		
9.D.2.b.	A completed Final Minor subdivision checklist of Application Requirements:		
9.D.2.c	Written authorization from the landowner(s) of record for any agent(s) to represent and sign for the landowner(s).		
9.D.2.d.	An abutter's list. (See regulations)		
9.D.2.e.	Payment of the application fees based on the current Planning Board fee schedule.		
9.D.2.f.	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) as provided in SECTION III, C.		
9.D.2.g.	Plans and Maps - General		
	1) All design drawings shall be prepared by New Hampshire licensed professionals on separate plans on separate sheets, rather than combining them onto one plan, in order that they are legible and clear.		
	2) All the required full scale maps shall:		
	(a) be drawn at a scale of not more than 100 feet per inch. For greater detail, the Planning Board at its discretion may require maps to be drawn at a scale of 50 feet per inch;		
	(b) be prepared, signed and sealed by a NH Registered surveyor and civil engineer;		
	(c) show date of preparation and any dates of revisions; and		
	(d) include the name of the Town and subdivision, name and address of applicant, registered surveyor, civil engineer and any other professionals.		
9.D.2.h.	Required maps shall include the following;		
	1) Copies of a Final Site Survey Plat as required by SECTION IX, C, 8, a.: five (5) paper copies of the full-scale plan sets (22" x 34") and then (10) paper copies of the reduced-scale plan (11" x 17").		
	2) Copies of a Topographic Map as required by SECTION IX, C., 8, b.: five (5) paper copies of the full-scale plan sets (22" x 34") and ten (10) paper copies of the reduced-scale plan (11" x 17").		

	3) Copies of a Soils Map as required by SECTION IX, C., 8, c.: five (5) paper copies of the full-scale plan sets (22" x 34") and ten (10) paper copies of the reduced-scale plan (11" x 17").		
	4) Copies of a Utilities Map as required by SECTION IX, C., 8, d.: five (5) paper copies of the full-scale plan sets (22"x 34") and ten (10) paper copies of the reduced-scale plan (11" x 17").		
9.D.2.i.	Soils report as required by SECTION IX, C., 11.		
9.D.2.j.	Driveway Profiles and Cross Sections		
	1) Centerline profiles showing existing and proposed elevations along the centerlines and proposed grades shall be provided 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.		
	2) 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.		
9.D.2.k.	Driveway Sight Distance Analysis - Provide a sight distance analysis for each proposed driveway location.		
9.D.2.l.	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.D.2.m.	Project Narrative:		
	1) Describe Scale - Numbers of acres, dwelling units, bedrooms, projected increase on auto trips per day and overall positive and negative impacts on the community.		
	2) Describe Timing - Estimated time to construct, phasing, and description of further subdivision potential.		
	3) 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.D.2.n.	Information on subdivision located within "Special Flood Hazard Areas" as required by SECTION IX, C., 17. if applicable."		
9.D.2.o.	Applicable Required Legal Documents as specified in SECTION IX, C., 18.		
9.D.2.p.	Applicable Agency or Permit approvals as provided in SECTION IX, C., 19.		
9.D.2.q.	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.		