



# Town of Alton

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Planning Department PO Box 659 1 Monument Sq. Alton NH 03809  
Phone 603-875-2162 Fax 603-875-2163 TDD 603-875-0111

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## **FINAL MINOR SUBDIVISION APPLICATION INFORMATION**

Whenever any subdivision of land is proposed, no land within that proposed subdivision shall be sold, transferred, leased, altered, or cleared; no road construction or building development shall be started; no permit for the erection of buildings shall be issued; and, no subdivision plat shall be filed with the Belknap County Registry of Deeds until all required Land Use permits and approvals shall have been issued.

### FINAL APPLICATION FOR MAJOR AND MINOR SUBDIVISIONS; LOT LINE ADJUSTMENT APPLICATIONS:

1. A completed Final Application for Major or Minor Subdivisions, or Lot Line Adjustments shall be filed with the Planning Board 21 days prior to the regular scheduled meeting for Planning Board review. A completed Final Application shall consist of all data required in SECTION VII, C., of these regulations unless one or more submission requirements are waived by the Planning Board before acceptance of the application as complete.
2. At the next meeting no more than 30 days from the date of delivery for which notice can be posted, the Board shall determine whether the application is complete. If the application is incomplete, the Board shall identify the missing items and notify the applicant.
3. Acceptance of a completed application shall only occur at a meeting of the Planning Board after due notification has been given according to SECTION IV, D. Acceptance of a completed application shall be by affirmative vote of a majority of the Board.
4. See also Section VII for Application Submittal Requirements.

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

NS/  
5/8/17



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## Final Minor Subdivision APPLICATION FORM

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

Property Address: \_\_\_\_\_

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): \_\_\_\_\_



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This plan represents an amended plan: YES \_\_\_\_\_ NO \_\_\_\_\_

Date of Conceptual Consultation, if any: \_\_\_\_\_

Date of Design Review, if any: \_\_\_\_\_

I/We have read the Subdivision Regulations, and the Town of Alton Zoning Ordinance, and agree to be bound by them and all applicable State, Federal, and Local Laws and regulations. I/We understand that no land within the proposed subdivision shall be sold, transferred, leased, altered, or cleared; no road construction or building development shall be started; no permit for the erection of buildings shall be issued; and, no subdivision plat shall be filed with the Belknap County Registry of Deeds until all required Land Use permits and approvals shall have been issued. I/We understand that failure to comply with the applicable regulations, ordinances, and laws may result in revocation of or denial of approvals or permits by the Town.

I/WE certify compliance with the regulations which require that all existing easements and rights of way are to be shown on the plans and where appropriate all persons holding interests in those easements and rights of way, whether abutters or not, are to be given notification of the application. I/WE certify that the existing easements and rights of way shown on the plan have been examined and that the lots, uses and improvements proposed in the plans do not violate any term, condition or covenant of the easements or rights of way.

I/WE certify compliance with the regulations which require that all private restrictions, covenants and declarations have been identified and listed on the plans. I/WE certify that the private restrictions, covenants and declarations have been examined and that the lots, uses and improvements proposed in the plans do not violate any term, condition or covenant of the private restrictions, covenants and declarations.

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

I/We understand that the Alton Planning Department must have on file a completed application with all required submissions as outlined in the Subdivision Regulations at least 21 days prior to the regularly scheduled meeting at which it is intended for submission.

### Authorization to enter subject property

I/We hereby authorize members of the Alton Planning Board, Conservation Commission, Planning Department and other pertinent Town departments, boards and agencies to enter my property for the purpose of evaluating this application including performing any appropriate inspections during the application phase, review phase, post-approval phase, construction phase and occupancy phase. This authorization applies specifically to those particular individuals legitimately involved in evaluating, reviewing or inspecting this specific application/project. It is understood that these individuals must use all reasonable care, courtesy, and diligence when entering the property.



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

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

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

Signature of Property Owner:

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

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

NS/  
5/9/17; 8/18/17 amended



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## Final Minor Subdivision APPLICATION APPLICATION FEE SCHEDULE

Received From: \_\_\_\_\_

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

Case # \_\_\_\_\_

Tax Map \_\_\_\_\_ Lot # \_\_\_\_\_

Application Fees for Planning Board - Final Minor Subdivision	\$ _____
Application - \$150 per lot, including existing lot	
Amended Subdivisions - \$50	\$ _____
Abutter Fee: \$10 per abutter X total number of notices (including owner/applicant/agent)	\$ _____
Notice of Decision Fee for Owner and Authorized Agent: \$2.00 each	\$ _____
Newspaper Notification Fee: \$90.00	\$ _____
Fee for notifying NHDES Dam Bureau if subdivision is within 500 feet of a body of water: \$2.00	\$ _____
Admin. Fee for Legal Review if required \$350.00	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

NS/  
5/9/17  
RLM/  
Amended 5/19/26



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## ALTON FINAL MINOR SUBDIVISION APPLICATION CHECKLIST

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

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

### General Information

1. **Checklist:** The applicant shall complete this checklist as part of every Final Minor 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 licensed land surveyor in the State of New Hampshire. 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. **Filing:** Applications and checklists shall be filed with the Planning Department not less than 21 days before the regularly scheduled meeting at which it is intended for submission.
4. **Waivers:** For any item checked "Waiver Requested", the applicant shall attach a separate letter indicating the reason(s) for seeking a waiver request. See Section III, C. of the Subdivision Regulations.
5. An application for a Final Minor Subdivision shall include the following information, per Subdivision Regulations Section VII, E.:

<u>Item</u>	<u>Provided</u>	<u>Planning Board</u>
1. An application form completed and signed by the landowner(s) or authorized agent		
2. A completed application checklist		
3. Written authorization from the landowner(s) of record for any agent(s) to represent and sign for the landowner(s)		
4. An abutter's list to include: <ol style="list-style-type: none"> <li>a. Names and addresses of all abutters, taken from the Town records not more than five (5) days before the day of filing;</li> <li>b. The name and address of any professional(s) assisting with preparing the application and subdivision plans;</li> <li>c. Names and addresses of all holders of conservation, preservation or agricultural preservation restrictions; and,</li> <li>d. The landowner(s) and applicant(s) if different from the landowner(s)</li> </ol>		
5. Payment of the application fees, based on the current Planning Board fee schedule		
6. Any requests for waivers presented in writing shall cite the specific section of the regulations requested to be waived and shall include the rationale for the waiver(s) as provided in SECTION III, C. Waiver of Requirements.		



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Item	Provided	Planning Board
7. The applicant shall submit two (2) copies of the complete project plan set of full size plans (22" x 34") and ten (10) <b>legible</b> copies of the complete project plan set of reduced-scale plans (11" x 17").		
8. No. 10 business envelopes with abutters' mailing information already complete. <b>(DO NOT PUT RETURN ADDRESS)</b> <b>(1 extra envelope for each applicant/agent/etc. to receive a Notice of Decision)</b>		

## Contents to be submitted for a Final Minor Subdivision Application:

Regulation Number	Item and Description	Provided or N/A	Waiver Requested	Planning Board
VII, E.2.	g. Plans and Maps - General:			
	1) All design drawings shall be prepared by New Hampshire licensed professionals on separate plans on separate sheets			
	2) All 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 licensed land surveyor and professional engineer			
	(c) show date of preparation and any dates of revisions			
	(d) include the name of the Town and subdivision, name and address of applicant, licensed land surveyor, professional engineer and any other professionals			
VII, E.2.	h. Required plans shall include the following:			
	1) Copies of a Final Site Survey Plat as required by SECTION VII, D. 1.: two (2) paper copies of the full-scale plan sets (22" x 34") and ten (10) <b>legible</b> paper copies of the reduced-scale plan (11" x 17")			
VII, D.1.	(a) 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			
VII, D.1.	(b) 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 benchmark. A minimum of two (2) benchmarks shall be provided. The Final Survey plat shall be prepared, signed and sealed by a NH surveyor.			



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Regulation Number	Item and Description	Provided or N/A	Waiver Requested	Planning Board
VII, D.1.	(c) Show:			
	1) existing and proposed lot lines, with all bearings and distances			
	2) lot sizes in square feet and acres			
	3) consecutive numbering of lots			
	4) the location and type of all proposed and existing survey monuments			
	5) 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.			
VII, D.1.	(d) Show:			
	1) north point (identify whether true north or magnetic north was used)			
	2) written and graphic scale			
	3) tax map(s) and lot number(s) of property included in subdivision application			
	4) a legend that includes all the symbols used on the plat if not labeled on the plat			
	5) a general site location map which shall show the proposed subdivision boundary in relation to major roads or other features in the vicinity of the subdivision			
VII, D.1.	(e) Show:			
	1) existing and proposed public street right-of-way lines or center lines for private roads, dimensions arc lengths and radii			
	2) points of curvature and tangency of curved streets			
	3) names of existing and proposed streets and classification of street			
	4) width of adjacent street(s), pavement and right-of-way			
VII, D.1.	(f) Show or note building setback lines as required by the Zoning Ordinance and identify the Zone District(s) and zoning district boundary lines			
VII, D.1.	(g) 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 acres for each lot.			



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Regulation Number	Item and Description	Provided or N/A	Waiver Requested	Planning Board
	1) All jurisdictional wetland boundaries shall be as designated in the field by a N.H. Certified Wetland Scientist. The designated wetland boundaries shall be located for mapping purposes by a NH licensed land surveyor and shall be shown on the plat. Both a NH licensed land surveyor and a NH Certified Wetland Scientist shall stamp a plat which describes wetlands. The wetland boundaries shall be "flagged" in the field using plastic ribbon bearing descriptive text.			
VII, D.1.	(h) Show location of existing and proposed easements and areas affected by existing and proposed covenants, reservations and restrictions, benefiting or burdening the property			
VII, D.1.	(i) 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			
VII, D.1.	(j) Show all jurisdictional wetlands as defined by the Zoning Ordinance and the 25 foot Wetland Buffers required by the Zoning Ordinance			
VII, D.1.	(k) Show all areas designated as a "Special Flood Hazard Area". The one-hundred year base flood elevation data shall be denoted on the plat as required by the Town of Alton Floodplain Ordinance in accordance with the Federal Emergency Management Agency			
VII, D.1.	(l) This map shall identify any portion of the subdivision located within the Aquifer Protection Overlay District			
VII, D.1.	(m) This map shall identify any portion of the subdivision located within the Shoreland Protection Overlay District including the 50 foot shoreland setback			
VII, D.1.	(n) Show all areas with slopes in excess of 25%.			
VII, D.1.	(o) Show location of driveway access to each lot, existing and proposed			
VII, D.1.	(p) 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.			
VII, D.1.	(q) Show subdivisions, lot lines, existing buildings, and intersecting streets and driveways within 200 feet of the parcel to be subdivided			



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Regulation Number	Item and Description	Provided or N/A	Waiver Requested	Planning Board
VII, D.1.	(r) 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			
VII, D.1.	(s) identify the following information as notes on the plat: NHDES - Subdivision Approval Number for Wastewater Treatment & date of approval NHDES - Wetlands Permit: Dredge and Fill Permit Number & date of approval NHDES – Shore Land Permit Number & date of approval NHDES - Alteration of Terrain Permit Number & date of approval NHDES Community Water Supply System Permit Number & date of approval NH Department of Transportation Access Permit Number & date of approval; or Date of approval by the Alton Highway Department for road/ driveway access point(s) Date of approval by the Alton Water Works for Town water service EPA Phase II Stormwater Permit Number & date of approval			
VII, D.1.	(t) The survey map shall include the following title blocks:			
	NAME OF SUBDIVISION			
	Name(s) and address(es) of Landowner(s)			
	Name, address and seal of Licensed Land Surveyor			
	Name, address and seal of Professional 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			
VII, E.2.	h. 2) Copies of a Topographic Map as required by SECTION VII, D. 2.: two (2) paper copies of the full-scale plan sets (22" x 34") and ten (10) <b>legible</b> paper copies of the reduced-scale plan (11" x 17")			
	See Subdivision Regulations Section VII, D.2.			
VII, E.2.	h. 3) Copies of a Soils Map as required by SECTION VII, D. 3.: two (2) paper copies of the full-scale plan sets (22" x 34") and ten (10) <b>legible</b> paper copies of the reduced-scale plan (11" x 17")			



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Regulation Number	Item and Description	Provided or N/A	Waiver Requested	Planning Board
	See Subdivision Regulations Section VII, D. 3.			
VII, E.2.	h. 4) Copies of a Utilities Map as required by SECTION VII, D. 4.: two (2) paper copies of the full-scale plan sets (22" x 34") and ten (10) <b>legible</b> paper copies of the reduced-scale plan (11" x 17")			
	See Subdivision Regulations Section VII, D.4.			
VII, E.2.	i. Soils Report as required by Section VII, C.9.			
VII, E.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.			
VII, E.2.	k. Driveway Sight Distance Analysis			
VII, E.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.			
VII, E.2.	m. Project Narrative:			
	1) Describe Scale - Numbers of acres, dwelling units, bedrooms, projected increase in 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.			



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Regulation Number	Item and Description	Provided or N/A	Waiver Requested	Planning Board
VII, E.2.	n. Information on subdivisions located within "Special Flood Hazard Areas" as required by SECTION VII, D. 9., if applicable			
VII, E.2.	o. Applicable Required Legal Documents as specified in SECTION VII, C. 14			
VII, E.2.	p. Applicable Agency or Permit Approvals as provided in SECTION VII, C. 15			
VII, E.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			
	Standard Planning Board Notes			
III, H.	Regional Impact			
	Pursuant to RSA 36:56 and 36:57, as amended, upon receipt of an application for development, the Planning Board shall review it promptly and determine whether or not the development, if approved, could reasonably be construed as having the potential for regional impact. (See Definitions Section II.)			

NS/  
5/9/17