



Deering New Hampshire Planning Board Subdivision Application

Application Instructions

These instructions are intended as a brief synopsis of the filing requirements. Additional information, requirements and direction are contained within the Federal and NH law and administrative rules and applicable local Regulations and Ordinances.

The Applicant is responsible for becoming familiar with all relevant State and local Ordinances and Regulations and for submitting correct, complete information. Copies of all Ordinances and Regulations are available on-line or for review or purchase at the Town Hall. Applications shall comply with all applicable Ordinances and Regulations. In the case of conflicting requirements, the more stringent shall apply.

The Applicant is encouraged to meet with the Planner and applicable Boards during formulation of the plan for additional available information and guidance under existing Town Ordinances and Regulations. Although it is not required, applicants are encouraged to schedule a Preliminary Conceptual Consultation with the Planning Board.

Applications are submitted to the Planning Board and are considered filed at the time they are physically received at the Town Hall during regular business hours. However, until accepted by the Board as complete, proposals are subject to posted proposed changes in the Town's Ordinances and Regulations. Applications must be received thirty days prior to the meeting they are scheduled for.

A plan review, at the applicant's expense, is completed on each submitted application. If the application is substantially complete, a date, time and place for the plan submission meeting and public hearing is set and all necessary notifications by certified mail and public posting occur.

If Applicant is not the owner and/or if other agents (surveyor, attorney, engineer, etc.) will represent the proposal, a letter of authorization must be submitted at part of the application. If the ownership is other than individual (a corporation or trust, etc.) application shall indicate ownership interest and authorization letter.

At the meeting, applications are first reviewed by the Board for completeness under the terms of the Regulations. The Applicant or authorized representative must attend. If not present, the application will be denied without prejudice and must be re-filed. The Applicant may be requested to provide a presentation restricted to the issue of whether or not the application is complete. Once the Board acts to find an application complete for the purposes of beginning their review, the 65-day review period (subject to waiver and/or extension) commences.

Once the Board accepts the application, a public hearing is held. This will normally occur immediately after the acceptance. However, it may be continued due to time constraints. At the public hearing, the Applicant presents the application, the Board comments/questions, and the hearing is opened to abutters and other interested parties. All comments are directed to the Chair. All speakers shall identify themselves by name and address.

The Plan Submission Meeting and the Public Hearing will be continued by the Board as necessary. The Board may continue the meeting by stating the date/time/place of the continued meeting, and no additional noticing is required. Re-noticing, at the expense of the applicant, is required when substantive changes are made to the original proposal. Decisions may be rendered by the Board at the close of the public hearing or at a later date.

The Board will require further information as necessary and may also require independent review of submitted information, at the cost of the Applicant. Property under consideration must be made available for inspection during the review and construction phases.



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THE FOLLOWING IS INITIALLY REQUIRED AS PART OF APPLICATION

- Completed application form
- Completed Notification List (with mailing addresses verified within the five day requirement)
- Completed Checklist
- Authorization letter by owner for any applicant or agent(s) to present application
- Plan(s)
- Fees
- Written request for Waiver(s), if any
- All data sufficient to meet the requirements of the applicable Ordinances/Regulations

Fee Schedule

Subdivision

Application Fee	\$250
Per lot fee for newly created lots	\$100
Postage fee per abutter	\$5.00
Registry Fee	\$50.00 + actual cost of registration
Escrow Deposit	\$500.00 (submit a separate check for this amount)



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Planning Board Use

Date Application Received: _____ File No.: _____

Fees Received: _____

On Agenda for: _____

Accepted as Complete: _____ Subject to: _____

Site Walk scheduled for: _____

Final Action: _____ Subject to: _____

Subdivider notified of Decision on : _____

Subdivision Name: _____ Tax Map No.: _____ Lot No.: _____

Zoning District(s): _____

Address: _____

Applicant: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

(Only if Property Owner is different from Applicant)

Owner: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Agent: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Describe all existing uses & structures on property: _____

Describe all proposed uses, structures and modifications: _____

I/We have reviewed the Deering Master Plan, Ordinance and Subdivision Regulations: Yes: ___ No: ___

Agent (Print): _____ Signature: _____

Owner (Print): _____ Signature: _____

Town of Deering Subdivision Checklist

Name Of Subdivision: _____

	Submitted	Received
Items Required For Submission:		
1. Two copies of Formal Application	_____	_____
2. Owner’s signature(s) on application or letter of authorization	_____	_____
3. Abutters list (all lots within 200’ of subject parcel)	_____	_____
4. All required fees paid	_____	_____
5. Written approval or comments from Conservation Commission if any of the natural feature overlay districts apply	_____	_____
6. Federal Notice of Intent for storm water management	_____	_____
7. Two copies of current deed(s)	_____	_____
8. Copies of any proposed easement deeds, protective covenants or other legal documents.	_____	_____
9. Any deed restrictions and all deeds covering land to be used for public purposes, easements and right of ways over property to remain in private ownership, and rights of drainage across private property are submitted in a form satisfactory to the Planning Board.	_____	_____
10. Driveway permits	_____	_____
 General Plan Information:		
1. Ten copies of Subdivision Plan on sheets 22” x 34” with scale not exceeding 1” = 200’. When more than one sheet is necessary to show entire plan, include an index plan that shows the entire subdivision.	_____	_____
2. Ten copies of plan size 11x17 (scaled)	_____	_____
3. Title block, locate in lower right corner, contains at a minimum the following:	_____	_____
a. Drawing title	_____	_____
b. Name of Subdivision	_____	_____
c. Location of subdivision	_____	_____
d. Date of Plat	_____	_____
e. Sheet Number	_____	_____
f. Name of applicant	_____	_____
g. Name of owner(s) (if different from applicant)	_____	_____
h. Name of Subdivider (if different from owner & applicant)	_____	_____
i. Name, address, and telephone number of design firm	_____	_____
j. Tax map and lot number(s) of subject parcel(s)	_____	_____

Town of Deering Subdivision Checklist

	Submitted	Received
4. Revision block	_____	_____
5. Planning Board approval block on each sheet that will get recorded (locate above title block)	_____	_____
6. Certification block (for engineer or surveyor)	_____	_____
7. North arrow, and scale	_____	_____
8. Locus map of vicinity of the site, at a scale between 1"=2000' and 1" = 3000', detailing public street system in the vicinity of the site. Locate in upper right corner of plat	_____	_____
9. Plan Notes should include but are not limited to:	_____	_____
a. Total area of subdivision	_____	_____
b. Purpose of plan	_____	_____
c. Name and address of owner(s)	_____	_____
d. Name and address of applicant if different from owner	_____	_____
e. Name and address of sub-divider if different from owner	_____	_____
f. If applicable, Zoning variances/special exceptions with conditions. List date of ZBA approval and any stipulations or conditions.	_____	_____
g. Zoning district, including all applicable overlay zones	_____	_____
h. Indicated use of lots	_____	_____
i. If applicable, list of Planning Board waivers	_____	_____
j. Proposed public improvements: highway or other major public improvements planned by public authorities for future construction on or near the site; approximate date when town road(s) that abut property are scheduled for reclamation and or repair based on town ten year plan.	_____	_____
k. Distance to closest fire water source (pond/dry hydrant/cistern) and distance from closest fire station	_____	_____
l. Error of closure of the boundary line of the subdivision (must be 1:10,000 or better)	_____	_____
10. Seal of a New Hampshire licensed land surveyor.	_____	_____
11. Name of existing and proposed roads within and bordering subdivision, including classifications of existing roads (i.e. Class V) travel surface width and roadway right of way widths	_____	_____
12. All reference plans (with recording # if any)	_____	_____
13. The location, type, width, and length of all existing easements and encumbrances such as but not limited to: drainage, utility, fire pond/cistern	_____	_____
14. All created lots conform with current zoning including, but not limited to:	_____	_____
a. 2 acre upland (exclusive of any steep slopes)	_____	_____
b. 200 feet road frontage	_____	_____

Town of Deering Subdivision Checklist

	Submitted	Received
c. 25 foot easement from center of road	_____	_____
d. If no 25 foot easement, include quick claim deed to town	_____	_____
e. All lots on water bodies have a minimum 150 foot shoreline	_____	_____
15. Show total area of each proposed lot (in acres & square feet) along with acreage of all contiguous upland, wetland and steep slope area(s)	_____	_____
16. If lot(s) contain(s) any steep slope area (over 25%) show (shade or indicate) on plat.	_____	_____
17. Location of special features, natural and manmade, affecting the subdivision or giving it character: bodies of water, streams and water courses (with names where appropriate) swamps and marshes wetlands, wooded areas (tree line), houses, barns, shacks, and any other significant features	_____	_____
18. Topographic Map based on datum plane established by United States Geodetic Survey or at elevations approved by the Planning Board, at contour interval of 2 feet where the slope is 15% or less, and a contour interval of 5 feet where the slope of the land is greater than 15%	_____	_____
19. Soil Survey, to SSSNNE NH /VT standards	_____	_____
20. Wetlands delineated by a certified wetland scientist, with Certified Wetland Scientist stamp on plat.	_____	_____
21. Surveyed property lines including angles and bearings, distances (expressed in feet to the nearest one hundredth of a foot.), and location of all proposed and existing monuments.	_____	_____
22. The location, elevation, and layout of catch basins and other surface drainage control features.	_____	_____
23. The location of the proposed and existing wells with protective radius shown for each lot. The protective well radius shall not extend into the Town's roadway ROW	_____	_____
24. Location of the test pit(s), percolation pit(s) with test/perk results.	_____	_____
25. 4000 sq. ft.. septic area on each proposed lot	_____	_____
26. All flood plain information, including contours of the one hundred (100) year flood elevation, based upon the most recent Flood Insurance Rate Map, by (FEMA).	_____	_____
27. All building setbacks (development envelope) drawn around all property lines	_____	_____
28. Existing and proposed driveways	_____	_____
29. Preliminary design of bridges and or culverts	_____	_____
30. The lines of existing abutting streets and driveway locations within two hundred(200) feet of the site.	_____	_____
31. The shape, size, and height of existing structures within two hundred (200) feet of the site.	_____	_____

Town of Deering Subdivision Checklist

Submitted Received

Other Information:

- | | | |
|--|-------|-------|
| 1. State Department of Environmental Services Subdivision Approval, Wetland Board of Approval and/or Site Specific Approval | _____ | _____ |
| 2. Any other State and/or Federal permits, as applicable | _____ | _____ |
| 3. Plan review by Planning Board's planner or designated reviewer | _____ | _____ |
| 4. Any additional reports or studies deemed necessary by the Board to make an informed decision, including but not limited to: traffic, school, fiscal and environmental impact analysis. The Board reserves the right to request such information after an application has been accepted as complete, as well as before acceptance as complete. | _____ | _____ |

Items needed for approval:

- | | | |
|---|-------|-------|
| 1. Mylar copy of plan for submission to Hillsborough County registry of Deeds | _____ | _____ |
| 2. A letter from the surveyor certifying that all the monuments have been set properly in accordance with the approved plan | _____ | _____ |
| 3. For all lots five acres or under, copy of state subdivision approval | _____ | _____ |
| 4. Copy of deed for proposed subdivision | _____ | _____ |
| 5. Copies of any documents and forms needing approval | _____ | _____ |