Subdivision Final Plan Application

Read this information carefully. If you need help, please contact the Code Enforcement Officer (CEO) or a member of the Planning Board through the Town Office. 443-4342

These basic instructions are to get you started in the application process. Refer to "Article VI – Final Plan for Subdivision" of the Design Review Ordinance for specific instructions and requirements.

Meetings are the second Tuesday of each month. One (1) copy of application submission must be brought to the Town Office at least 12 days prior to Planning Board meeting in order to be placed on the agenda. Three (3) copies of submission should be provided at the meeting.

All Application fees are required at the time of application submission.

1 **Project Information**:

Project Name: _____

Address: _____

_____

Parcel Map: _____Lot: _____ Book: _____ Page: _____

Current Zoning: _____ Acreage_____

2 **Applicant Information:**

Name: _____

Address: _____

_____

Phone:( )_____ Alt Ph: ( )_____

Email: _____

3 **Interest in property:** (*e.g. owner, owner's agent, lessee, etc.*)

_____

(a) If Applicant is not the owner, please provide the following owner information <u>along with letter of authorization</u>:

Name: _____

Address: _____

_____

Phone:( )_____ Alt Ph: ( )_____

4 **Consultant List** *(Provide known project consultants and contact information)*

(a) _____
_____
_____

(b) _____
_____
_____

(c) _____
_____
_____

5**. Is the property part of a previous Subdivision**? ___ yes ___ no

If yes, please provide name and date of original Subdivision and any Amendments:
_____
_____
_____

6 Please also provide plans and documentation as outlined in attached checklist.

The undersigned (Applicant) applies for a permit to be issued by the Planning Board on the basis of the information provided herein. The Applicant certifies that all information provided, including that contained in attachments hereto, is true and correct to the best of the Applicants knowledge and belief.

Applicant: _____ Date: _____

Item Description	Provided	N/A	Waiver
Plan(s) to Include:			
1) Development Name, Plan Date, Applicant/Agent Data, Owner Data, Preparer Data, Map/Lot info			
2) Magnetic North arrow, Map scale, Legend, Signature block			
3) Field survey created and certified by licensed land surveyor with bearings and distances along existing boundary			
4) Boundaries and designations of zone districts and overlays			
5) Locations of names of existing and proposed streets, easement and ROWs			
6) Names and Map/Lot numbers of lots adjacent to Subdivision			
7) Contour lines shown in accordance with Article V-6.2.C.3			
8) Location of all property lines, existing buildings, watercourses, and other essential existing features			
9) Location of wetland areas			
10) Location of steep slopes (slopes > 25%)			
11) Flood hazard area as depicted on Flood Insurance Rate Map			
12) Net Residential Acreage calculation			
13) Location and size of existing sewer systems, water supply, culverts and drainage			
14) Location of all rivers, streams, and brooks within and adjacent to subdivision			
15) Proposed Lot lines, dimensions, and lot areas			
16) Building Envelope for each proposed lot within subdivision			
17) Location and design of proposed roadway including road grades and typical cross section.			
18) Location and size of proposed sewer systems, test pits, water supply, culverts and drainage			
19) Parcels of land proposed for public use			
20) Open space to be preserved			
21) Soil erosion and sedimentation control measures			
22) Stormwater management plan features			
23) Campbell Pond Watershed Boundary			
24) Design of Phosphorus controls when within Campbell Pond Watershed Boundary			
Complete Description of the requirements above can be found in Development Review Ordinance, Article VI			
All Designs must comply with requirements in Development Review Ordinance, Article IX and X.			

Item Description	Provided	N/A	Waiver
Supporting Data			
1) Application			
2) Notification in writing to all owners of abutting property			
3) Verification of right, title or interest in property			
4) Copy of deed and all covenants or restrictions on existing lot			
5) Copy of Final covenants or deed restrictions intended for the proposed lots			
6) Type of sewage disposal			
(a) For subsurface disposal system include test pit analysis			
(b) For Public sewer systems include letter from Sewer District indicating intent to serve subdivision			
7) Type of water supply			
(a) Public Water: Letter from Water District indicating adequate supply and pressure			
(b) Private Well: Written evidence of adequate ground water supply and quality by well driller or hydro geologist			
8) Method of solid waste disposal			
9) Wetland identified by Certified Soil or Wetland Scientist			
10) Driveway access and/or entrance permit			
11) Determination of other State and Fed permits required, Draft copies if available.			
12) Location Map: Article V.6.2.B			
13) Soil Survey Plan: Article V.6.2.C.21			
14) Flood insurance Rate Map showing location of Subdivision to determine if in flood area			
15) Hydrogeological assessment describing impacts on groundwater			
16) Erosion and Sediment Control Plan			
17) Storm Water Management Plan			
18) Phosphorus control design, maintenance plan, and restrictions when required.			
Complete Description of the requirements above can be found in Development Review Ordinance, Article VI			
All Designs must comply with requirements in Development Review Ordinance, Article IX and X.			