

**TOWN OF EXETER
PLANNING BOARD**

**Application
for:**

MINOR SUBDIVISION

and

LOT LINE ADJUSTMENT

JUNE 2003

SUBDIVISION AND/OR LOT LINE
ADJUSTMENT APPLICATION
CHECKLIST

A COMPLETED APPLICATION FOR LOT LINE ADJUSTMENT and/or SUBDIVISION MUST CONTAIN THE FOLLOWING:

1. Application for Hearing ()
2. Abutter's List Keyed to the Tax Map ()
(including the name and business address of every engineer, architect, land surveyor, or soil scientist whose professional seal appears on any plan submitted to the Board)
3. Checklist for Lot Line Adjustment/Minor Subdivision ()
4. Letter of Explanation ()
5. Written Request and justification for Waiver(s) from Site Plan Review and Subdivision Regulations" (if applicable) ()
6. Application to Connect and/or Discharge to Town of Exeter Sewer, Water or Storm Water Drainage System(s) (if applicable) ()
7. Request for Review by the Rockingham County Conservation District (RCCD) (if applicable) ()
8. Planning Board Fees ()
9. Seven (7) copies of Lot Line Adjustment/Minor Subdivision Plan ()
10. Fifteen (15) 11"x 17" copies of the final plan to be submitted **TEN DAYS PRIOR** to the public hearing date. ()

NOTES: All required submittals must be presented to the Planning Department Office for distribution to other Town departments. Any material submitted directly to other departments will not be considered.

TOWN OF EXETER
 LOT LINE ADJUSTMENT
 and/or SUBDIVISION
 APPLICATION

OFFICE USE ONLY

THIS IS AN APPLICATION FOR:

() SUBDIVISION () LOTS
 () MINOR SUBDIVISION
 (3 LOTS OR LESS) () LOTS
 () LOT LINE ADJUSTMENT

_____	APPLICATION
_____	DATE RECEIVED
_____	APPLICATION FEE
_____	PLAN REVIEW FEE
_____	ABUTTER FEE
_____	LEGAL NOTICE FEE
_____	INSPECTION FEE
_____	TOTAL FEES
_____	AMOUNT REFUNDED

1. **NAME OF LEGAL OWNER OF RECORD:** _____

ADDRESS: _____

_____ **TELEPHONE:** () _____

2. **NAME OF APPLICANT:** _____

ADDRESS: _____

_____ **TELEPHONE:** () _____

3. **RELATIONSHIP OF APPLICANT TO PROPERTY IF OTHER THAN OWNER:** _____

 (Written permission from Owner is required, please attach.)

4. **DESCRIPTION OF PROPERTY:**

ADDRESS: _____

TAX MAP: _____ **PARCEL #:** _____ **ZONING DISTRICT:** _____

AREA OF ENTIRE TRACT: _____ **PORTION BEING DEVELOPED:** _____

5. **EXPLANATION OF PROPOSAL:** _____

6. **ARE MUNICIPAL SERVICES AVAILABLE? (YES/NO)** _____
IF YES, WATER AND SEWER SUPERINTENDENT MUST GRANT WRITTEN APPROVAL FOR CONNECTION. IF NO, SEPTIC SYSTEM MUST COMPLY WITH W.S.P.C.C. REQUIREMENTS.

7. **LIST ALL MAPS, PLANS AND OTHER ACCOMPANYING MATERIAL SUBMITTED WITH THIS APPLICATION:**

<u>ITEM:</u>	<u>NUMBER OF COPIES</u>
A.	
B.	
C.	
D.	
E.	
F.	

8. **ANY DEED RESTRICTIONS AND COVENANTS THAT APPLY OR ARE CONTEMPLATED (YES/NO)** _____ IF YES, ATTACH COPY.

9. **NAME AND PROFESSION OF PERSON DESIGNING PLAN:**

NAME: _____
ADDRESS: _____
PROFESSION: _____ **TELEPHONE ()** _____

10. **LIST ALL IMPROVEMENTS AND UTILITIES TO BE INSTALLED:** _____

11. HAVE ANY SPECIAL EXCEPTIONS OR VARIANCES BEEN GRANTED BY THE ZONING BOARD OF ADJUSTMENT TO THIS PROPERTY PREVIOUSLY? (Please check with the Planning Department Office to verify) (YES/NO) _____ IF YES, LIST BELOW AND NOTE ON PLAN.

NOTICE: I CERTIFY THAT THIS APPLICATION AND THE ACCOMPANYING PLANS AND SUPPORTING INFORMATION HAVE BEEN PREPARED IN CONFORMANCE WITH ALL APPLICABLE TOWN REGULATIONS, INCLUDING BUT NOT LIMITED TO THE "SITE PLAN REVIEW AND SUBDIVISION REGULATION" AND THE ZONING ORDINANCE. FURTHERMORE, IN ACCORDANCE WITH THE REQUIREMENTS OF SECTION 13.2 OF THE "SITE PLAN REVIEW AND SUBDIVISION REGULATIONS", I AGREE TO PAY ALL COSTS ASSOCIATED WITH THE REVIEW OF THIS APPLICATION.

DATE _____ APPLICANT'S SIGNATURE _____

ACCORDING TO RSA 676.4.I (c), THE PLANNING BOARD MUST ACT TO EITHER APPROVE, CONDITIONALLY APPROVE, OR DENY AN APPLICATION WITHIN NINETY (90) DAYS OF ITS SUBMITTAL UNLESS THIS REQUIREMENT IS WAIVED BY THE APPLICANT.

I HEREBY MAKE SUCH A WAIVER AND ALLOW THE PLANNING BOARD TO EXCEED THIS NINETY (90) DAY PERIOD SHOULD CIRCUMSTANCES REQUIRE ADDITIONAL TIME.

DATE _____ APPLICANT'S SIGNATURE _____

ABUTTERS: PLEASE LIST ALL PERSONS WHOSE PROPERTY IS LOCATED IN NEW HAMPSHIRE AND ADJOINS OR IS DIRECTLY ACROSS THE STREET OR STREAM FROM THE LAND UNDER CONSIDERATION BY THE BOARD. THIS LIST SHALL BE COMPILED FROM THE EXETER TAX ASSESSOR'S RECORDS.

TAX MAP _____
NAME _____
ADDRESS _____

PLEASE ATTACH ADDITIONAL SHEETS, IF NEEDED.

CHECKLIST FOR LOT LINE ADJUSTMENT AND SUBDIVISION PLAN PREPARATION

The checklist on the following page has been prepared to assist you in the preparation of your subdivision plan. The checklist items listed correspond to the subdivision plan requirements set forth in Section 7 of the "Site Plan Review and Subdivision Regulations". Unless otherwise indicated, all section references within this checklist refer to these regulations. Each of the items listed on this checklist must be addressed prior to the technical review of subdivision plans by the Technical Review Committee (TRC). See Section 6.5 of the "Site Plan Review and Subdivision Regulations". This checklist **DOES NOT** include all of the detailed information required for subdivision and lot line adjustment plans and therefore should not be the sole basis for the preparation of these plans. For a complete listing of subdivision plan requirements, please refer to Section 7 of the "Site Plan Review and Subdivision Regulations". In addition to these required plan items, the Planning Board will review subdivision plans based upon the standards set forth in Sections 8 and 9 of the "Site Plan Review and Subdivision regulations". As the applicant, it is **YOUR RESPONSIBILITY** to familiarize yourself with these standards and to prepare your plans in conformance with them.

Please complete this checklist by marking each item listed in the column labeled "Applicant" with one of the following: "X" (information provided); "NA" (note applicable); "W" (waiver requested). For all checklist items marked "NA", a final determination regarding applicability will be made by the TRC. For all items marked "W", please refer to Section 11 of the "Site Plan Review and Subdivision Regulations" for the proper waiver request procedure. All waiver requests will be acted upon by the Planning Board at a public hearing. Please contact the Planning Department office if you have any questions concerning the proper completion of this checklist.

All of the required information for the plans listed in the checklist must be provided on separate sheets, unless otherwise approved by the TRC.

NOTE: AN INCOMPLETE CHECKLIST WILL BE GROUNDS FOR REJECTION OF YOUR APPLICATION.

**CHECK LIST FOR MINOR SITE PLAN REVIEW,
MINOR SUBDIVISION AND LOT LINE ADJUSTMENT**

APPLICANT	TRC	REQUIRED EXHIBITS, SEE REGULATION 6.10.1.4
<input type="checkbox"/>	<input type="checkbox"/>	a) The name and address of the property owner, authorized agent, the person or firm preparing the plan, and the person or firm preparing any other data to be included in the plan.
<input type="checkbox"/>	<input type="checkbox"/>	b) Title of the site plan, subdivision or lot line adjustment, including Planning Board Case Number.
<input type="checkbox"/>	<input type="checkbox"/>	c) Scale, north arrow, and date prepared.
<input type="checkbox"/>	<input type="checkbox"/>	d) Location of the land/site under consideration together with the names and address of all owners of record of abutting properties and their existing use.
<input type="checkbox"/>	<input type="checkbox"/>	e) Tax map reference for the land/site under consideration, together with those of abutting properties.
<input type="checkbox"/>	<input type="checkbox"/>	f) Zoning (including overlay) district references.
<input type="checkbox"/>	<input type="checkbox"/>	g) A vicinity sketch showing the location of the land/site in relation to the surrounding public street system and other pertinent location features within a distance of 1,000-feet.
<input type="checkbox"/>	<input type="checkbox"/>	h) For minor site plan review only, a description of the existing site and proposed changes thereto, including, but not limited to, buildings and accessory structures, parking and loading areas, signage, lighting, landscaping, and the amount of land to be disturbed.
<input type="checkbox"/>	<input type="checkbox"/>	i) If deemed necessary by the Town Planner, natural features including watercourses and water bodies, tree lines, and other significant vegetative cover, topographic features and any other environmental features which are significant to the site plan review or subdivision design process.
<input type="checkbox"/>	<input type="checkbox"/>	j) If deemed necessary by the Town Planner, existing contours at intervals not to exceed 2-feet with spot elevations provided when the grade is less than 5%. All datum provided shall reference the latest applicable US Coast and Geodetic Survey datum and should be noted on the plan.
<input type="checkbox"/>	<input type="checkbox"/>	k) If deemed necessary by the Town Planner for proposed lots not served by municipal water and sewer utilities, a High Intensity Soil Survey (HISS) of the entire site, or portion thereof. Such soil surveys shall be prepared and stamped by a certified soil scientist in accordance with the standards established by the Rockingham County Conservation District. Any cover letters or explanatory data provided by the certified soil scientist shall also be submitted.
<input type="checkbox"/>	<input type="checkbox"/>	l) State and federal jurisdictional wetlands, including delineation of required setbacks.
<input type="checkbox"/>	<input type="checkbox"/>	m) A note as follows: "The landowner is responsible for complying with all applicable local, State, and Federal wetlands regulations, including any permitting and setback requirements required under these regulations."

<input type="checkbox"/>	<input type="checkbox"/>	n) Surveyed exterior property lines including angles and bearings, distances, monument locations, and size of the entire parcel. A professional land surveyor licensed in New Hampshire must attest to said plan.
<input type="checkbox"/>	<input type="checkbox"/>	o) For minor site plans only, plans are not required to be prepared by a professional engineer or licensed surveyor unless deemed essential by the Town Planner or the TRC.
<input type="checkbox"/>	<input type="checkbox"/>	p) For minor subdivisions and lot line adjustments only, the locations, dimensions, and areas of all existing and proposed lots.
<input type="checkbox"/>	<input type="checkbox"/>	q) The lines of existing abutting streets and driveways locations within 100-feet of the site.
<input type="checkbox"/>	<input type="checkbox"/>	r) The location, elevation, and layout of existing catch basins and other surface drainage features.
<input type="checkbox"/>	<input type="checkbox"/>	s) The footprint location of all existing structures on the site and approximate location of structures within 100-feet of the site.
<input type="checkbox"/>	<input type="checkbox"/>	t) The size and location of all existing public and private utilities.
<input type="checkbox"/>	<input type="checkbox"/>	u) The location of all existing and proposed easements and other encumbrances.
<input type="checkbox"/>	<input type="checkbox"/>	v) All floodplain information, including contours of the 100-year flood elevation, based upon the Flood Insurance Rate Map for Exeter, as prepared by the Federal Emergency Management Agency, dated May 17, 1982.
<input type="checkbox"/>	<input type="checkbox"/>	w) The location of all test pits and the 4,000-square-foot septic reserve areas for each newly created lot, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	x) The location and dimensions of all property proposed to be set aside for green space, parks, playgrounds, or other public or private reservations. The plan shall describe the purpose of the dedications or reservations, and the accompanying conditions thereof (if any).
<input type="checkbox"/>	<input type="checkbox"/>	y) A notation shall be included which explains the intended purpose of the subdivision. Include the identification and location of all parcels of land proposed to be dedicated to public use and the conditions of such dedications, and a copy of such private deed restriction as are intended to cover part of all of the tract.
<input type="checkbox"/>	<input type="checkbox"/>	z) Newly created lots shall be consecutively numbered or lettered in alphabetical order. Street address numbers shall be assigned in accordance with <u>Section 9.17 Streets</u> of these regulations.
<input type="checkbox"/>	<input type="checkbox"/>	<p>The following notations shall also be shown: Explanation of proposed drainage easements, if any Explanation of proposed utility easement, if any Explanation of proposed site easement, if any Explanation of proposed reservations, if any</p> <p>Signature block for Board approval as follows: Town of Exeter Planning Board</p> <p>_____ Date Chairman</p>