

**TOWN OF EXETER  
PLANNING BOARD**

**Application  
for:**

**SUBDIVISION**

**JUNE 2003**

Date: June 2003

Memo To: Applicants for Subdivision

From: Planning Department

Re: Guidelines for Processing Applications

The goal of the Planning Board is to process applications as quickly and efficiently as possible. To this end, we have designed an application procedure which is simple and easy to follow (see attached). If some of the information being requested seems irrelevant, please check with the Planning Department office, it may be that your particular proposal does not warrant such information.

It is strongly recommended that prior to submitting an application you discuss your proposal informally with the Town Planner. The Town Planner will review your proposal for conformance with the applicable Town regulations and advise you as to the procedures for obtaining Planning Board approval. Please contact the Planning Department office at (603)778-0591 to schedule an appointment.

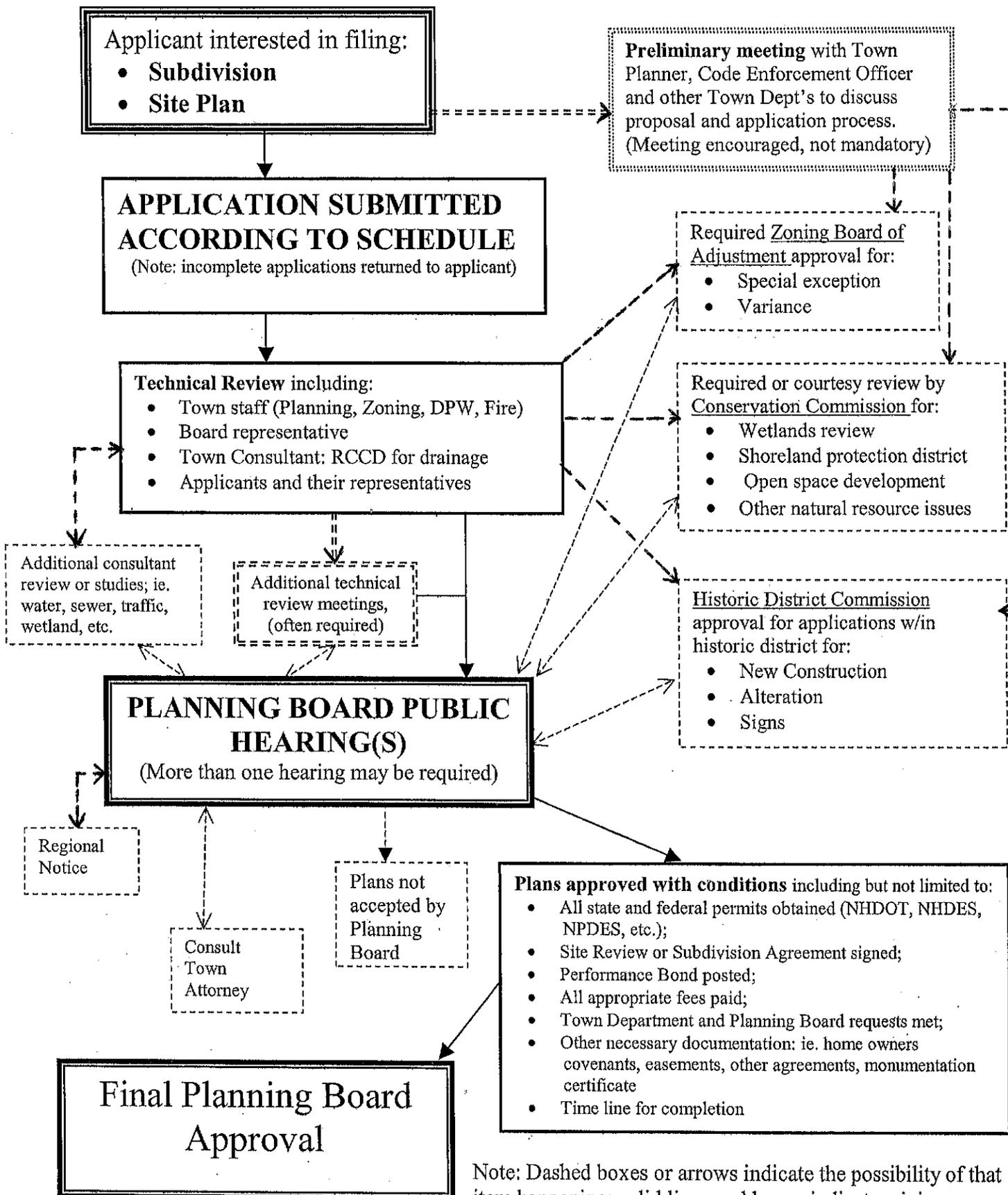
The key to receiving a prompt decision from the Planning Board is to adhere closely to the Board's procedures. A chart outlining the "Planning Board Review Process" is attached for your information. Please be aware that a technical review of your proposal by the Technical Review Committee (TRC) must precede Planning Board consideration. The Town Planner will only schedule you for a public hearing after your application has gone through technical review and any required changes have been incorporated. A checklist is attached to this application to assist you in preparing your plans.

Copies of the applicable "Site Review and Subdivision Regulations" are available for your review or purchase at the Planning Department office on the second floor to the Town Office Building located at 10 Front Street. It is strongly recommended that you become familiar with these regulations, as they are the basis for review and approval.

# PLANNING BOARD REVIEW PROCESS

TOWN OF EXETER

June 2003



Note: Dashed boxes or arrows indicate the possibility of that item happening; solid lines and boxes indicate minimum process.

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/Subdivision plan requirements ( )
- 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 County Conservation District (RCCD) (if applicable) ( )
- 8. Planning Board Fees ( )
- 9. Seven (7) copies of Lot Line Adjustment/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  
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 ACCOMPANING 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 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.**

# SUBDIVISION PLAN REQUIREMENTS

## 7.4. Existing Site Conditions Plan

Submission of this plan will not be applicable in all cases. The applicability of such a plan will be considered by the TRC during its review process as outlined in Section 6.5 Technical Review Committee (TRC) of these regulations. The purpose of this plan is to provide general information on the site, its existing conditions, and to provide the base data from which the site plan or subdivision will be designed. The plan shall show the following:

| APPLICANT                | TRC                      | REQUIRED EXHIBITS  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 7.4.1. Names, addresses, and telephone numbers of the owner, applicant, and person(s) or firm(s) preparing the plan.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.4.2. Location of the site under consideration, together with the current names and addresses of owners of record, of abutting properties and their existing land use.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.4.3. Title, date, north arrow, scale, and Planning Board Case Number.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.4.4. Tax map reference for the site under consideration, together with those of abutting properties.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.4.5. Zoning (including overlay) district references.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.4.6. A vicinity sketch or aerial photo showing the location of the land/site in relation to the surrounding public street system and other pertinent location features within a distance of 2,000-feet, or larger area if deemed necessary by the Town Planner.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.4.7. Natural features including watercourses and water bodies, tree lines, significant trees (16-inches diameter (caliber) or greater measured 12-inches above ground), and other significant vegetative cover, topographic features, and any other environmental features that are important to the site design process.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.4.8. Man-made features such as, but not limited to, existing roads, structures, and stone walls. The plan shall also indicate which features are to be retained and which are to be removed or altered.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.4.9. 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"/> | 7.4.10. A High Intensity Soil Survey (HISS) of the entire site, or appropriate portion thereof. Such soil surveys shall be prepared 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"/> | 7.4.11. State and Federally designated wetlands, setback information, total wetlands proposed to be filled, other pertinent  |

|                          |                          |  |
|--------------------------|--------------------------|--|
|                          |                          | information, total wetlands proposed to be filled, other pertinent information and the following wetlands note: "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"/> | 7.4.12. Surveyed 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"/> | 7.4.13. The lines of existing abutting streets and driveway locations within 200-feet of the site.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.4.14. The location, elevation, and layout of existing catch basins and other surface drainage features.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.4.15. The shape, size, height, location, and use of all existing structures on the site and approximate location of structures within 200-feet of the site.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.4.16. The size and location of all existing public and private utilities, including off-site utilities to which connection is planned.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.4.17. The location of all existing easements, rights-of-way, and other encumbrances.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.4.18. All floodplain information, including the 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"/> | 7.4.19. All other features which would fully explain the existing conditions of the site.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.4.20. Name of the site plan or subdivision.  |

### 7.5. Subdivision Layout Plan (Pertains to Subdivisions Only)

The purpose of this plan is to illustrate the layout of the subdivision lots, rights-of-way, easements, and other uses of land within the subdivision. It shall be prepared on reproducible mylar and be suitable for filing with the Rockingham County Registry of Deeds. The plan shall depict the following:

| APPLICANT                | TRC                      | REQUIRED EXHIBITS   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 7.5.1. Names, addresses, and telephone numbers of: the owner, applicant, and person(s) or firm(s) preparing the plan (including engineer, architect, or land surveyor).   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.5.2. Name of the subdivision.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.5.3. Location of the land/site together with the names and address of all owners of record of abutting properties.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.5.4. Title, date, north arrow, scale, and Planning Board Case Number.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.5.5. Tax map reference for land/site under consideration with those of abutting properties.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.5.6. Zoning (including overlay) district references.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.5.7. The location and dimensions of all boundary lines of the property to be expressed in feet and decimals of a foot.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.5.8. The location and width of all existing and proposed streets, street rights-of-way, sidewalks, easements, alleys, and other public ways.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.5.9. The locations, dimensions, and areas of all proposed lots.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.5.10. 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"/> | 7.5.11. High Intensity Soil Survey (HISS) information for the site, including the total area of wetlands proposed to be filled.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.5.12. State and Federally designated wetlands, setback information, total wetlands proposed to be filled, other pertinent information and the following wetlands note: "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"/> | 7.5.13. 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"/> | 7.5.14. Sufficient data acceptable to the Board to determine the location, bearing, and length of all lines; sufficient data to be able to reproduce such lines upon the ground; and the location of all  |

|                          |                          |  |
|--------------------------|--------------------------|--|
|                          |                          | proposed monuments.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.5.15. 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"/> | 7.5.16. A notation shall be included which explains the intended purpose of the subdivision. Indication 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 or all of the tract.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.5.17. 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"/> | 7.5.18. The following notations shall also be shown:<br>Explanation of proposed drainage easements,<br>Explanation of proposed utility easement,<br>Explanation of proposed site easement,<br>Explanation of proposed reservations<br>Signature block for Board approval   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7.6.19 A note indicating that: "All water, sewer, road (including parking lot), and drainage work shall be constructed in accordance with Section 9.5 Grading, Drainage, and Erosion & Sediment Control and the Standard Specifications for Construction of Public Utilities in Exeter, New Hampshire". See Section 9.14 Roadways, Access Points and Fire Lanes and Section 9.13 Parking Areas for exceptions. |

### **OTHER REQUIRED PLANS (SEE SECTION INDICATED)**

- 7.7 Construction plan
- 7.8 Utilities plan
- 7.9 Grading, drainage and erosion & sediment control plan
- 7.10 Landscape plan
- 7.11 Drainage Improvements and Storm Water Management Plan
- 7.12 Natural Resources Plan
- 7.13 Yield Plan