



Town of New Boston

PLANNING BOARD
 PO BOX 250 • 7 MEETINGHOUSE HILL ROAD • NEW BOSTON, NH 03070

File No: _____

Application Checklist and Waiver Request for Preliminary Subdivision Review

General Information

1. **Checklist:** The applicant shall complete this checklist as part of every 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 surveyor. 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. **Digital Filing:** The final submission shall include digital files per subdivision regulation IV-F 3.
4. **Filing:** Applications and checklists shall be filed with the Planning Office not less than **15 days** before the regularly scheduled meeting at which it is intended for submission.
5. **Waivers:** For any item checked "Waiver Requested", the applicant must attach a separate letter indicating the reason (s) for seeking a waiver request.
6. **Completeness –per Subdivision Regulations IV-F:** Items required for a preliminary application are:

- Completed Application Form
- Names and mailing addresses of all abutters
- Fees
- Four paper print copies of final plat
- Eight 11"x 17" copies of final plat
- Three paper print copies of preliminary profile (if applicable)
- Three copies of Certified Erosion and Sediment Control Plan
- Two paper print copies of soils map

Contents to be submitted for Preliminary Subdivision Review

		<u>Ref#</u>	<u>Item Submitted</u>	<u>Waiver Requested</u>	<u>N/A</u>	<u>Planning Board</u>
1.	Site Survey Map	VI	_____	_____	_____	_____
2.	Site Locus Map:	VI-B	_____	_____	_____	_____
	Site Location		_____	_____	_____	_____
	Main Traffic Arteries		_____	_____	_____	_____
	North Arrow		_____	_____	_____	_____
3.	Name of Subdivision	VI-A	_____	_____	_____	_____
4.	Name, Address & Deed Reference of:	VI-A	_____	_____	_____	_____
	Owner and/or Subdivider		_____	_____	_____	_____
	Abutters		_____	_____	_____	_____
	Holders of Conservation, Preservation or Agricultural Preservation Restrictions		_____	_____	_____	_____
5.	Names and Addresses of all Licensed Professionals whose seal appears on the plan	VI-A	_____	_____	_____	_____



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6.	Scale:	VI-B	_____	_____	_____
	Graphic		_____	_____	_____
	Written		_____	_____	_____
7.	North Point	VI-B	_____	_____	_____
8.	Date of Plan Preparation & Revisions	VI-B	_____	_____	_____
9.	Parcel Boundary		_____	_____	_____
10.	Existing & Proposed Property Lines w/ approx. Dimensions	VI-D	_____	_____	_____
11.	Area of Site:		_____	_____	_____
	Total Parcel		_____	_____	_____
	Proposed Lots		_____	_____	_____
12.	Existing Easements	VI-D	_____	_____	_____
13.	Deed Restrictions		_____	_____	_____
14.	Subdivisions & Buildings		_____	_____	_____
	100' away	VI-C	_____	_____	_____
15.	Roads & Drives 200' away	VI-C	_____	_____	_____
16.	Existing Buildings	VI-D	_____	_____	_____
17.	Parks or Public Open Spaces (Acreage noted)	VI-C	_____	_____	_____
18.	Natural Features, e.g. Rock Ledges	VI-D	_____	_____	_____
19.	Acreage Breakdown/Lots, re: Wetlands Conservation and Stream Corridor District	VI-D	_____	_____	_____
20.	Setback Distances, re: Wetlands Conservation and Stream Corridor District	VI-D	_____	_____	_____
21.	Setback Lines	VI-D	_____	_____	_____
22.	200' Squares	VI-D	_____	_____	_____
23.	Zoning District (s)	VI-D	_____	_____	_____
24.	Topographic Contours @ 5' intervals	VI-D	_____	_____	_____
25.	Watercourses, Ponds, Wetlands, etc.	VI-D	_____	_____	_____
26.	Existing & Proposed Water Mains & Other Private & Public Utilities	VI-D	_____	_____	_____
27.	Sanitary Sewers and/or Septic Systems	VI-D	_____	_____	_____



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28.	Location of Percolation Test Pits	V-W VI-E	_____	_____	_____	_____
29.	Location of Groundwater & Soil Tests Pits	V-W	_____	_____	_____	_____
30.	Test Pit Information Log	VI-E	_____	_____	_____	_____
31.	Streets Bounding, Approaching or within 400':	VI-F	_____	_____	_____	_____
	Location		_____	_____	_____	_____
	Street Lines		_____	_____	_____	_____
	Right-of-Way Lines		_____	_____	_____	_____
	Name		_____	_____	_____	_____
	Width		_____	_____	_____	_____
	Admin. Classification, e.g. Class V		_____	_____	_____	_____
32.	Profiles of Proposed Streets:	VI-F	_____	_____	_____	_____
	Elevations @ 50' intervals		_____	_____	_____	_____
	Typical Cross Sections		_____	_____	_____	_____
33.	Proposed Easements	VI-G	_____	_____	_____	_____
34.	Land to be Dedicated to Public Use	VI-H	_____	_____	_____	_____
35.	Information re: Certified Soil Erosion and Sediment Control Plan	V-V/VI-J	_____	_____	_____	_____
36.	Soil Information per Wetlands Conservation District	V-U/VI-N VI-O	_____	_____	_____	_____
37.	Preliminary Bridge and/or Culvert Design	VI-I	_____	_____	_____	_____
38.	Master Sketch of Future Subdivisions	VI-K/IV-E	_____	_____	_____	_____
39.	Watershed Outline & Drainage Computations		_____	_____	_____	_____
40.	Cost Estimates (new road)		_____	_____	_____	_____
41.	Drainage Systems	V-R	_____	_____	_____	_____
42.	Standard Planning Board Notes		_____	_____	_____	_____
43.	Other State/Federal/Municipal Approvals, if applicable	VI-M	_____	_____	_____	_____

Items may not be applicable to all applications – see Subdivision Regulations for details

For any item checked “Waiver Requested”, the applicant must attach a separate letter indicating the reason (s) for seeking a waiver request.

5/22/07