



Subdivision Application Checklist

A subdivision application and plan shall contain the following information to be considered complete. The Planning Board will determine in the case of each application if any information required on this checklist is not applicable.

Forms and Documentation:

<input type="checkbox"/> Application including Letter of Intent describing proposal / payment of fees <input type="checkbox"/> List of abutters and addresses /tax map numbers <input type="checkbox"/> Option holder's name and address if applicable <input type="checkbox"/> Intent to Excavate Form if applicable <input type="checkbox"/> Volume to be excavated <input type="checkbox"/> Volume to be exported off site <input type="checkbox"/> Intent to Cut (tree inventory) if applicable <input type="checkbox"/> Stormwater Management Plan and Analysis <input type="checkbox"/> Erosion and Sediment Control Plan <input type="checkbox"/> Copy of Property deed	<input type="checkbox"/> Soil Study and Lot size calculations by Soil Scientist <input type="checkbox"/> Landscaping and Buffer Plan if applicable <input type="checkbox"/> Certification of Monumentation <input type="checkbox"/> Construction Cost Estimate for Surety <input type="checkbox"/> Performance guarantee if applicable <input type="checkbox"/> Trails Map if applicable <input type="checkbox"/> Sewage disposal plan(s) <input type="checkbox"/> Copy of any easements on subject property
---	---

Eight (8) 22"x34" minimum plan sets as well as Ten (10) 11"x17" plan sets and one (1) electronic copy to include;

<input type="checkbox"/> Current Owner's Name <input type="checkbox"/> Surveyor's Name, address and stamp <input type="checkbox"/> Engineer's name, address and stamp <input type="checkbox"/> Abutters' names, Tax Map and Lot numbers buildings, wells and septic locations <input type="checkbox"/> North Arrow <input type="checkbox"/> Title Block and Planning Board endorsement block. <input type="checkbox"/> Scale (not less than 1" = 100') <input type="checkbox"/> Date of plan preparation or revision <input type="checkbox"/> Location (Locus) Map <input type="checkbox"/> Tax Map & Lot Number <input type="checkbox"/> Zoning District: <input type="checkbox"/> Industrial / Commercial <input type="checkbox"/> Wetland Conservation District <input type="checkbox"/> Residential / Agricultural <input type="checkbox"/> Resource Protection District <input type="checkbox"/> Wetland Conservation District <input type="checkbox"/> Aquifer Protection District <input type="checkbox"/> Location and dimensions of property lines (including entire parent parcel) <input type="checkbox"/> Area of proposed lots including original parcel <input type="checkbox"/> Names of proposed streets / roads <input type="checkbox"/> List of all required Federal State and other approvals with approval number and date. <input type="checkbox"/> Any variances granted must be detailed on the plan,	<input type="checkbox"/> Make, width, class and location of existing and proposed roads within 200 feet of the proposal <input type="checkbox"/> Location of Easements and Rights-of-Way; copy of easement documents <input type="checkbox"/> Location of existing structures and their setbacks to lot lines and resource buffers <input type="checkbox"/> Fire Protection measures and location of nearest fire pond <input type="checkbox"/> Septic Reserve Area <input type="checkbox"/> Test pit locations and report (RCCD) <input type="checkbox"/> Location of existing and proposed utilities <input type="checkbox"/> Location of wetlands, water courses, and surface water <input type="checkbox"/> Location of ledges and other natural features <input type="checkbox"/> Road cross-sections <input type="checkbox"/> Topography (2 ft. intervals), existing and proposed <input type="checkbox"/> Soil / Wetland Scientist name, address and stamp <input type="checkbox"/> Sequence of Construction <input type="checkbox"/> Flood Hazard and Shoreland protection districts must be detailed on plan. <input type="checkbox"/> Error of Closure note must be detailed on plan <input type="checkbox"/> Geometry of all access ways needs to be detailed on the plan; driveway reserves areas need to be detailed
---	--

<p>_____ Existing and proposed impervious area. (Square feet and percentage of overall lot)</p> <p>_____ Open spaces landscaping and proposed tree retention must be detailed</p> <p>_____ Any proposed public use of land and associated deed restrictions must be detailed</p> <p>_____ Proposed new lots shall be lettered on the plan</p> <p>_____ Waivers granted shall be detailed on the plan.</p>	
---	--

The following items may be required by the Planning Board before final approval is granted:

<p>_____ Kensington Conservation Commission Review</p> <p>_____ Traffic Impact Analysis</p> <p>_____ Environmental impact study</p> <p>_____ NH DES Wetlands Bureau Dredge & Fill Permit</p> <p>_____ NHDOT or Kensington Driveway Access Permit</p>	<p>_____ NHDES Subsurface Bureau Subdivision Approval</p> <p>_____ NHDES Alteration of Terrain Permit</p> <p>_____ Road Performance and Maintenance study</p> <p>_____ Town Engineer and Planner reviews</p> <p>_____ Miscellaneous engineering or resource studies</p> <p>_____ Performance bonding</p>
--	--