Lyman Planning Board
65 Parker Hill Road - Lyman, NH 03585
603-838-5900

CHECKLIST FOR SUBDIVISION REVIEW

Date: _____ **Map & Lot:** _____

Name: _____ **Telephone:** _____

Address: _____

A COMPLETED APPLICATION SHALL INCLUDE THE FOLLOWING ITEMS AND MUST BE SUBMITTED AT LEAST 25 DAYS PRIOR TO THE SCHEDULED PLANNING BOARD HEARING.

A) A completed application form which includes the following:

_____ 1. The names and addresses of all abutters, taken from the town records not more than 5 days before the day of filing

_____ 2. Names and addresses of all persons whose name and seal appears on the plat

_____ 3. Names and addresses of all holders of conservation, preservation, or agricultural preservation restrictions

_____ 4. Payment to cover all filing and notification fees (see current Planning Board Fee schedule)

_____ 5. One Mylar and 5 paper copies of the plat, prepared according to the standards of the N.H. Land Surveyors Association and the County Registry of Deeds, as follows:

a. Plats shall be at any scale between 1 inch to100 feet and 1 inch to 500 feet

b. The outside dimensions of the Plat shall be 22 inches by 34 inches unless otherwise specified by the County Registry of Deeds

c. All plats shall have a minimum ½ inch margin on all sides

d. All title blocks should be located in the lower right hand corner and shall indicate:

(1) Type of survey

(2) Owner of record

(3) Title of plan

(4) Name of the town

(5) Tax map numbers and lot numbers

(6) Plan date and all revision dates

_____ 6. A letter of authorization from the owner(s) if the applicant is not the owner

_____ 7. A statement of whether the application is intended to qualify as Workforce Housing under RSA 674:58-61

B) The plat shall show the following information:

_____ 1. The proposed subdivision name or identifying title, name and address of the applicant and of the owner, if other than the applicant

_____ 2. North arrow, scale-written and graphic; date of the plan; name, license number and seal of the surveyor or other person whose name appears on the plan

_____ 3. Signature block for Planning Board endorsement

_____ 4. Locus plan showing the general location of the total tract within the town and zoning district(s)

_____ 5. Boundary survey including bearings, horizontal distances, and the location of permanent markers; curved boundary lines shall show radius, delta, and length

_____ 6. All property lines must show ownership information

_____ 7. A description of the bound must identify each boundary point

_____ 8. Location of all property lines and their dimensions; lot areas in square feet and in acres; lots numbered according to the town tax map numbering system

_____ 9. Location and amount of frontage on public rights of way

_____ 10. Location of building set back lines

_____ 11. Location of existing and proposed buildings and other structures

_____ 12. Location of all parcels of land proposed to be dedicated to public use (open space)

_____ 13. Non-buildable lots must be so labeled

_____ 14. Location and dimensions and description of any existing or proposed easements

_____ 15. Existing and proposed culverts and drains and surface drainage

_____ 16. Existing streets with names and classifications

_____ 17. Poposed streets with names, classifications and right-of-way widths

_____ 18. Sight distances for intersections (intersections must be at right angles for a minimum distance of 75 feet)

_____ 19. Final road profiles center line stationing and cross sections

_____ 20. Location and width of proposed driveways

_____ 21. Location of all utilities

_____ 22. Location of all proposed water sources

_____ 23. Existing and proposed topographic contours based on the USGS topographical data, with spot elevations where necessary in 10 foot increments

_____ 24. Recording of natural features

_____ 25. Flood Plain land and proposed surface water drainage

_____ 26. Soil and wetland delineation; soil conditions must be identified

_____ 27. Location of percolation tests and test results; certification of official witnessing the tests

_____ 28. Location of proposed and existing wells with a 75 foot well radius on its own lot

C) Other information:

_____ 1. Plan for storm water management and erosion control, if applicable

_____ 2. Copy of deed; any deed restrictions; and all deeds covering land to be used for public purposes, easements and rights of way over property to remain in private ownership, and rights of drainage across private property, submitted in a form satisfactory to the Planning Board

_____ 3. Any State and/or Federal permits (including driveway permits for State roads)

_____ 4. Any additional reports or studies deemed necessary by the Planning Board to make an informed decision, including but not limited to: traffic, school, fiscal and environmental impact analyses. The Board reserves the right to request such information after an application has been accepted as complete, as well as before acceptance

Should the Board determine that some or all of the above described 'C' information is required the applicant will be notified in writing within 10 days of the meeting at which the determination was made.

THE BOARD MUST CHECK TO SEE THAT THE FOLLOWING REQUIREMENTS ARE MET BY THE APPLICANT.

Applications must include the following information:

_____ 1. Receipts from certified mailing of notices to abutters and other required persons; is the abutters list correct?

_____ 2. Has there been a posting of the notice for the subdivision application's acceptance public meeting and public hearing?

_____ 3. Names and addresses of applicant(s) with phone numbers

_____ 4. Signatures of owner(s) and applicant(s)

_____ 5. Master Plan compliance (compatibility)

_____ 6. Has a preliminary review taken place?

_____ 7. Has there been a preliminary layout?

_____ 8. Have minimum frontage (250 ft) and minimum lot size (2.07 acres) been confirmed?

_____ 9. Is this property on a class V or better highway?

_____ 10. Right of way widths must be at least 50 feet

_____ 11. Grades of streets must be between 1% and 8 %

_____ 12. Driveways must be a maximum of 10% grade

_____ 13. "T" intersections must be at least 200 feet center to center distance

_____ 14. Curb radius must be a minimum of 25 feet

_____ 15. Curves will have a minimum of 100 foot radius

_____ 16. Dead end streets will not exceed 600 feet in length

_____ 17. IS A BOND REQUIRED FOR THIS SUBDIVISION?

_____ 18. Are there any outstanding taxes or liens on this property?