

CHICHESTER



Subdivision Application

Approved April 3, 2008

2008 Official Copy

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(NOTE: Any number with in this document may be American standard or Roman numeral in format)

Section I

Review of the Subdivision Process

The application for a subdivision may be a two-step process.

Step I – Preliminary Conceptual Consultation

This shall be directed at review of the basic concept of the proposal and to provide suggestions that might be of assistance in resolving problems during final consideration.

Preliminary Conceptual Consultation

Consultation shall be non-binding to either the applicant or the Board, and may occur at times other than at formal meetings of the Board. Preliminary Conceptual Consultation shall be separate and apart from formal consideration and the time limits for action as stated within Chichester Subdivision Regulations Section III:5 shall not apply. The Board may communicate in writing to the applicant of any changes, if any, that may be required in the Preliminary Plan.

Requirements

A request to be included on the Public Meeting agenda must be filed with the Planning Board Secretary or its designee, no later than seven (7) days preceding the requested meeting.

Step II – Formal Application and Consideration

Requirements

A request to be included on the Public Hearing agenda must be filed with the Planning Board Secretary or its designee in accordance with the following time frame:

Design Review/Public Hearing – No later than the 10th day of the month preceding the requested meeting.

Your request to be included on the agenda shall be accompanied by the following:

1. Section II of this application with all blanks completed;
2. The final plat suitable for filing with the Merrimack County Registry of Deeds.
 - a. Such plat shall be produced in a manner consistent with those requirements as prescribed by RSA 478:1(a).

Step II – Formal Application and Consideration (Continued)

- b. Such plat may be brought to the Board for signature after final approval of the project.
3. Four (4) copies of the final plat.
4. One (1) reduced copy of the final plat (11" X 17" maximum).
5. A list of the names and addresses of all abutters as indicated in Town records not more than 5 days before the day of filing, Applicant, Owner of Record, and any professional whose name or stamp appears on the plat.
6. The application fee of \$100 for the first lot adjusted or created and \$50 for each additional lot adjusted or created.
7. A sum of money to reimburse the Town for the cost of notifying the applicant, owner of record, abutters and public notification of the application.
8. A sum of money sufficient to cover the cost of filing the Plat. These monies will be refunded if the subdivision is denied.

Design Review

Design Review shall not bind either the applicant or the Board, and shall occur only at a formal meeting of the Board and only when included on the agenda for that meeting. Design Review shall be separate and apart from formal consideration and the time limits for action as stated within Chichester Subdivision Regulations Section III:5 shall not apply. The Board shall communicate in writing to the applicant of any changes, if any, that shall be required in the Final Plat.

Acceptance

A completed application sufficient to invoke jurisdiction of the Board shall be accepted by the Board only at a Public Hearing and after notice to the applicant and abutters by certified mail and the general public by posting and publication of the date of the meeting.

Decision

The Board shall communicate in writing to the applicant its decision on the application and the date the Plat is filed with the Merrimack County Registry of Deeds, if the subdivision is approved.

Should the Board deny the application; the reasons will be given in writing to the applicant. The applicant may appeal the decision of the Planning Board by filing with the Board of Adjustment a notice of Appeal specifying the grounds thereof.

Section II

Application for Subdivision

Application is hereby made to the Chichester Planning Board for preliminary approval of a Subdivision entitled: _____

Located at: _____

And described as Map _____ Lot _____ Sub _____ of the Chichester Tax Maps.

Name of Person Submitting Application: _____

Address: _____ Telephone: _____

If the person submitting this application is not the owner of record, the applicant must submit with this application a letter of authorization from the owner to act on their behalf.

Subdivision Layout Checklist:

Provided	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	1. Proposed Subdivision Name
<input type="checkbox"/>	<input type="checkbox"/>	2. Proposed Lot Numbers
<input type="checkbox"/>	<input type="checkbox"/>	3. Lot Areas
<input type="checkbox"/>	<input type="checkbox"/>	4. Zoning District(s)
<input type="checkbox"/>	<input type="checkbox"/>	5. Scale (Not more than 100' to the 1")
<input type="checkbox"/>	<input type="checkbox"/>	6. Property Lines and Approximate Dimensions
<input type="checkbox"/>	<input type="checkbox"/>	7. Existing Easements
<input type="checkbox"/>	<input type="checkbox"/>	8. Existing Buildings
<input type="checkbox"/>	<input type="checkbox"/>	9. Water Courses
<input type="checkbox"/>	<input type="checkbox"/>	10. Ponds or Standing Water
<input type="checkbox"/>	<input type="checkbox"/>	11. Rock Ledges and Other Essential Features
<input type="checkbox"/>	<input type="checkbox"/>	12. Existing Water Mains, Sewers, & Culverts
<input type="checkbox"/>	<input type="checkbox"/>	13. Proposed Means of Providing Water Supply, Sewerage, and Surface Drainage
<input type="checkbox"/>	<input type="checkbox"/>	14. Owner of Record
<input type="checkbox"/>	<input type="checkbox"/>	15. Site Map Location
<input type="checkbox"/>	<input type="checkbox"/>	16. Location, Name, and Widths of Existing Streets with Grades and Profiles
<input type="checkbox"/>	<input type="checkbox"/>	17. Location, Name, and Widths of Proposed Streets with Grades and Profiles
<input type="checkbox"/>	<input type="checkbox"/>	18. Preliminary Design of any Bridges or Culverts

Preliminary Layout Checklist:

- | Provided | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Elevations of Sufficient Points to Indicate General Topography |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. Proposed Permanent Easements |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Proposed Parcels of Land to be Dedicated to Public Use |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. Sketch of Prospective Future Streets not Part of the Preliminary Layout |

Abutting Properties Layout Checklist:

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 23. Names of Owners of Record |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. Subdivision Names |
| <input type="checkbox"/> | <input type="checkbox"/> | 25. Roads and Easements within 200' |
| <input type="checkbox"/> | <input type="checkbox"/> | 26. Structures within 100' |
| <input type="checkbox"/> | <input type="checkbox"/> | 27. Parks, Open Spaces and Similar Facts Regarding any Abutting Property |
| <input type="checkbox"/> | <input type="checkbox"/> | 28. Existing Means of Water Supply, Sewerage, and Surface Drainage |

Application Checklist:

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 29. Three (3) Copies of the Application for Subdivision |
| <input type="checkbox"/> | <input type="checkbox"/> | 30. Four (4) Copies of the Proposed Subdivision Layout |
| <input type="checkbox"/> | <input type="checkbox"/> | 31. One (1) Reduced copy of the Proposed Subdivision Layout |
| <input type="checkbox"/> | <input type="checkbox"/> | 32. Mailing List of Abutters, Owner of Record, Applicant, Surveyor, Other Professionals |

Does the owner of record, own or have any interest in a partnership or corporation owning abutting property? YES NO

The undersigned declares to be the owner or authorized agent of the owner, of the land to be considered, and that the foregoing statements are true and correct; that the undersigned is conversant with and that this Application is submitted in accordance with the Zoning Ordinance and Subdivision Regulations of the Town of Chichester and any and all State and Federal regulations pertaining thereto.

Signature of Applicant

Date of Submission