

**Appendix D:
Checklists**

Applicant Name/Application Number _____

Date of Application _____

Major/Minor Subdivision Checklist

This checklist can be used for either a major or minor subdivision. For a minor subdivision, the items in bold may be waived by the Planning Board due to lack of relevancy. The Planning Board, however, reserves the right to require that all items be met if, in its judgment, the data are necessary in order to make an informed decision.

Does this Development Have a Regional Impact? **Yes** **No**

Submitted		Waived	
Yes	No	Yes	No
_____	_____	_____	_____
1. Name of subdivision; name and address of subdivider.			
_____	_____	_____	_____
2. Name, license number and seal of surveyor, north arrow, scale, and date of plan.			
_____	_____	_____	_____
3. Name, license number and seal of other professionals or other persons.			
_____	_____	_____	_____
4. Signature block for Planning Board endorsement.			
_____	_____	_____	_____
5. Locus plan, showing zoning designations.			
_____	_____	_____	_____
6. Names and addresses of all abutters and all holders of conservation, preservation, or agricultural preservation easements (on the plat or on separate sheet).			
_____	_____	_____	_____
7. Boundary survey and location of permanent markers.			
_____	_____	_____	_____
8. Names of abutting subdivisions, streets, driveways, easements, building lines, parks/public spaces, notation of use of abutting land, and similar facts regarding abutting properties.			
_____	_____	_____	_____
9. Location of property lines, lot areas in square feet and acres; lots numbered according to Town tax map system.			
_____	_____	_____	_____
10. Location and amount of frontage on public right-of-way.			
_____	_____	_____	_____
11. Location of building setback lines.			

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Submitted			Waived	
Yes	No		Yes	No
___	___	12. Existing and/or proposed buildings, other structures.	___	___
___	___	13. Location of any existing or proposed easements, land to be dedicated to public use.	___	___
___	___	14. Existing and proposed water mains, culverts, drains, sewers; proposed connections or alternative means of providing water supply and sewage disposal.	___	___
___	___	15. Existing and proposed streets, with names, classification, width of travel surface and rights-of-way.	___	___
___	___	16. Final road profiles, centerline stationing, cross sections.	___	___
___	___	17. Location and width of existing and proposed driveways.	___	___
___	___	18. Location of all surface water, wetlands, rock ledges, stone walls, open space to be preserved, and any other man-made or natural features.	___	___
___	___	19. Existing and proposed topographic contours.	___	___
___	___	20. Soil and wetland delineation (Appendix A).	___	___
___	___	21. Location of perc tests, test results, outline of 4,000 square-foot septic area, applicable septic setback lines.	___	___
___	___	22. Location of existing and proposed wells, with 75-foot radius on property.	___	___
___	___	23. Base flood elevations.	___	___
		Other:		
___	___	24. Plans for stormwater management and erosion control.	___	___
___	___	25. Copy of state subdivision approval for septic system.	___	___
___	___	26. Alteration of Terrain Permit.	___	___
___	___	27. Town or NHDOT Driveway Permit	___	___
___	___	28. Copy of any deed restrictions.	___	___
___	___	29. Any additional reports or studies.	___	___

Applicant Name/Application Number _____ Date of Application _____
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Lot Line Adjustment Checklist

The items on this page are considered to be the minimum requirements for a lot line adjustment or technical subdivision, where no new lots are being created. The Planning Board reserves the right, however, to request additional information if, in its judgment, the data are necessary in order to make an informed decision.

Submitted			Waived	
Yes	No		Yes	No
___	___	1. Name of subdivision; name and address of subdivider.	___	___
___	___	2. Name, license number and seal of surveyor, north arrow, scale, and date of plan.	___	___
___	___	3. Name, license number and seal of other professionals or other persons.	___	___
___	___	4. Signature block for Planning Board endorsement.	___	___
___	___	5. Locus plan, showing zoning designations.	___	___
___	___	6. Location of property lines, lot areas in square feet and acres; lots numbered according to Town tax map system.	___	___
___	___	7. Location and amount of frontage on public right-of-way.	___	___
___	___	8. Location of building setback lines.	___	___
___	___	9. Existing and/or proposed buildings, other structures.	___	___