

**Tamworth Planning Board
84 Main Street
Tamworth, NH 03886**

SUBDIVISION APPLICATION CHECKLIST

Applicant: _____ Date: _____

Name of Subdivision: _____

The following checklist is a combined checklist designed to encompass both a "Preliminary Layout" and a "final plat". References to Subdivision Regulation Section 6:01 and following refer to requirements for a Preliminary Layout. The parenthetic reference at the end of the item description to Section 7:01 and following are items to be included in a "final plat". The Planning Board recognizes that the general requirements for preliminary layout and final plats are similar, although the specific details may differ. Combining the requirements on the checklist is intended only as a simplification.

A subdivider shall file with the Board one copy, or more if required, of any preliminary layout plan (e.g. Regulation 6:01 and following.) Subdividers submitting a final subdivision plat shall submit five copies to the Planning Board for approval and subsequent recording at the Carroll County Registry of Deeds. One copy of the approved and endorsed final plat shall be retained by the Board, one copy shall be given to the subdivider.

The following checklist is intended as a general guideline only. Reference should be made to the Town of Tamworth Subdivision Regulations (revised through 08/27/03) for clarification as needed. All omissions should be marked as not applicable (N/A) or should be explained in a waiver request attached to the checklist.

	<u>Completed</u>	<u>Waiver</u>	<u>N/A</u>	<u>Item</u>
Reg 4:04 a.	_____	_____	_____	Fees
Reg 6:01 a.	_____	_____	_____	Name of the municipality (7:01)
b.	_____	_____	_____	Name of proposed subdivision (7:01)
c.	_____	_____	_____	Name and address of owner of record (7:01)
d.	_____	_____	_____	Name of subdivider (7:01)
e.	_____	_____	_____	Name of individual who prepared the plat (7:01)
f.	_____	_____	_____	Date (7:01)
g.	_____	_____	_____	North Point (7:01)

	<u>Completed</u>	<u>Waiver</u>	<u>N/A</u>	<u>Item</u>
	h. _____	_____	_____	Bar Scale (7.01)
Reg 6:02	a. _____	_____	_____	Names/addresses of abutters
	b. _____	_____	_____	Names of abutting subdivisions
	c. _____	_____	_____	Name of proposed abutting streets
	d. _____	_____	_____	Pertaining facts regarding abutting properties
Reg 6:03	a. _____	_____	_____	Vicinity Map (7.02)
Reg 6:04	a. _____	_____	_____	Location of the property lines (7:03(d)/7:04(a))
	b. _____	_____	_____	Property line distances (7:04(a))
	c. _____	_____	_____	Property line bearings (7:04(a))
	d. _____	_____	_____	Existing easements
	e. _____	_____	_____	Existing buildings
	f. _____	_____	_____	Water courses
	g. _____	_____	_____	Ponds
	h. _____	_____	_____	Standing water
	i. _____	_____	_____	Natural drainage ways
	j. _____	_____	_____	Rock outcrops
	k. _____	_____	_____	Wetlands
Reg 6:05	a. _____	_____	_____	Existing water mains
	b. _____	_____	_____	Existing sewers
	c. _____	_____	_____	Existing culverts (7:06)
	d. _____	_____	_____	Proposed drains (7:06)
	e. _____	_____	_____	Proposed water supply
	f. _____	_____	_____	Proposed sewage disposal
	g. _____	_____	_____	Surface drainage
Reg 6:06	a. _____	_____	_____	Location of streets (7:04)
	b. _____	_____	_____	Direction of streets (7:04)
	c. _____	_____	_____	Name of proposed streets
	d. _____	_____	_____	Width of proposed streets (7:04)
	e. _____	_____	_____	Proposed road grade (7:06 (b))
	f. _____	_____	_____	Proposed road profiles (7:06 (b))
	g. _____	_____	_____	5 foot contour intervals
	h. _____	_____	_____	Benchmark
Reg 6:07	a. _____	_____	_____	All entrances and exits
Reg 6:08	a. _____	_____	_____	Location of lots (7:04 (b))
	b. _____	_____	_____	Lot area (7:03 (e))

	<u>Completed</u>	<u>Waiver</u>	<u>N/A</u>	<u>Item</u>
	c. _____	_____	_____	Lot dimensions
Reg 6:09	a. _____	_____	_____	Location of perc test
	b. _____	_____	_____	Date of perc test
	c. _____	_____	_____	Perc test results
	d. _____	_____	_____	Location of soil test pit
	e. _____	_____	_____	Soil test pit results
Reg 6:10	a. _____	_____	_____	Bridge design (7:06(c))
	b. _____	_____	_____	Culvert design required (7:06 (c))
Reg 6:11	a. _____	_____	_____	Proposed right-of-way (metes and bounds)
Reg 6:12	a. _____	_____	_____	Erosion control features
	b. _____	_____	_____	Sediment control features
Reg 6:13	a. _____	_____	_____	Temporary stakes or other markers
	b. _____	_____	_____	Lot numbering
Reg 6:14	a. _____	_____	_____	Location of land dedicated to public use and conditions of such dedications
	b. _____	_____	_____	Location of land dedicated to community use and conditions of such use.
	c. _____	_____	_____	Copy of deed restrictions and/or restrictive covenants

REQUIREMENTS FOR FINAL PLAT ONLY

Reg 7:01	a. _____	_____	_____	Registration number and seal for surveyor
Reg 7:03	a. _____	_____	_____	Street right-of-way lines
	b. _____	_____	_____	Pedestrian ways
	c. _____	_____	_____	Building setback lines
	d. _____	_____	_____	Lot lines
	e. _____	_____	_____	Lot sizes in square feet or acres
Reg 7:04	a. _____	_____	_____	Dimensions to 1/100 th foot
	_____	_____	_____	Bearings to nearest ½ minute
	_____	_____	_____	Error of closure 1:5000
	b. _____	_____	_____	Location of all monuments
	_____	_____	_____	Note whether monument found set or to be set
Reg 7:05	a. _____	_____	_____	Location of permanent monuments
<u>OTHER</u>				
Wetlands				
Ordinance	_____	_____	_____	Septic setback from Hydric A soils

	_____	_____	_____	Septic setback from Hydric B soils
Reg 5:05	_____	_____	_____	Minimum lot size based on soils/slopes
FEMA				
Ordinance	_____	_____	_____	Delineation of flood hazard areas

ROAD DESIGN PLAN REQUIREMENTS

Reg 5:14	a.	_____	_____	_____	Title
	b.	_____	_____	_____	Name of subdivision
	c.	_____	_____	_____	Name of street
	d.	_____	_____	_____	Name of owner
	e.	_____	_____	_____	Date
	f.	_____	_____	_____	Scale
	g.	_____	_____	_____	Name of engineer
	h.	_____	_____	_____	Seal of engineer
	i.	_____	_____	_____	Right-of-way lines
	j.	_____	_____	_____	Bound locations
	k.	_____	_____	_____	Slope easements
	l.	_____	_____	_____	Drainage easements
	m.	_____	_____	_____	Tangent lengths
	n.	_____	_____	_____	Tangent bearings
	o.	_____	_____	_____	Curve data
	p.	_____	_____	_____	Stationing
	q.	_____	_____	_____	Edges of pavement lines
	r.	_____	_____	_____	Typical cross section
	s.	_____	_____	_____	Existing grade at each half station
	t.	_____	_____	_____	Proposed grade at each half station
	u.	_____	_____	_____	Length of vertical curves
	v.	_____	_____	_____	Vertical curve profile data
	w.	_____	_____	_____	Sight distance on horizontal curves
	x.	_____	_____	_____	Sight distance on vertical curves
	y.	_____	_____	_____	Design speed
	z.	_____	_____	_____	Type of terrain considered to control design (level, rolling, or mountainous)
	aa.	_____	_____	_____	Average daily traffic
	bb.	_____	_____	_____	Design year
	cc.	_____	_____	_____	Drainage structure location
	dd.	_____	_____	_____	Bench marks not more than 500 feet apart
	ee.	_____	_____	_____	Utility location

- ff. _____ _____ _____ Material specifications
- gg. _____ _____ _____ Engineer's estimate of construction cost
(attach to plan)
- hh. _____ _____ _____ Certification that all road and utility materials
meet the standards specified in these regulations
- ii. _____ _____ _____ Notarized letter fixing legal responsibility for
construction and maintenance of private road
(attach to plan)

Owner/Agent