

**Jefferson, NH – Office of the Planning Board
Subdivision Application Review Checklist**

A complete subdivision application must be filed with the Planning Board at least fifteen (15) days prior to a Planning Board meeting and will include the following:

1. _____ A completed and signed application form
 2. _____ Four (4) copies of 22" x 34" plats
 3. _____ Ten (10) copies of 11" x 17" reduced size plat
 4. _____ Payment to town for fees and charges
 5. _____ Payment to Register of Deeds for filing and for additional LCHIP surcharge
 6. _____ Copy of most recent deed and associated covenants or restrictions
 7. _____ One (1) 22" x 34" mylar copy of plat to be filed
 8. _____ A proposal, in writing, for the financial and physical maintenance of all subdivision roads
 9. _____ A complete list of abutters (as defined in Section 2.1 of the Subdivision Procedures and Regulations)
 10. _____ NH Department of Environmental approval of septic systems for lots under five (5) acres
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The 22" x 34" subdivision plat(s) shall include information as follows:

1. _____ Name of Subdivision
2. _____ Name and address of the subdivider(s)
3. _____ Name and address of surveyor or professional engineer registered in NH
4. _____ Seal and signature of surveyor or professional engineer
5. _____ Date of survey
6. _____ Tax map page and parcel number; deed reference
7. _____ Blank rectangular space (2-1/2" by 5") left in upper right hand corner of plat for Coos County Registry of Deeds
8. _____ Scale of subdivision plan with bar scale (1" = 50' desirable)
9. _____ Chart showing number of lots in subdivision, acreage for each lot and total acreage of subdivision
10. _____ Acreage of individual lots and lot numbers noted on respective lots
11. _____ Proposed driveway location(s)
12. _____ Metes and bounds of the area to be subdivided and of the individual lots
13. _____ Orientation of the subdivision plat with north arrow
14. _____ Small scale location map to same orientation (for accurate field location)
15. _____ Location of all existing and/or proposed permanent monuments
16. _____ Topography of the subdivision in five (5') contours of elevation (at the Planning Board's discretion)
17. _____ Easements and right-of-ways, located and dimensioned
18. _____ Water courses, seasonal or year round

19. _____ Any land within the jurisdiction of the Comprehensive Shoreline Protection Act
 20. _____ Wetlands
 21. _____ Major vegetation boundaries
 22. _____ Other natural features
 23. _____ Existing springs, wells, and water lines
 24. _____ Names of abutters indicated on subdivision boundaries where their properties abut, plus names of owners within 200'
 25. _____ Soils information from the USDA Soil Conservation Service on plat overlay (may be on separate print)
 26. _____ Notation on plat with regard to existence, location, and extent of hydric soils
 27. _____ Existing septic systems
 28. _____ Location of test pits for proposed septic systems with percolation data as required by the NH Department of Environmental Services for lots less than 5 acres
 29. _____ Structures on the subdivision to remain, to be relocated, or to be removed
 30. _____ Structures within 200' of the subdivision boundaries
 31. _____ Location of public utilities (to be installed underground unless otherwise approved by the Planning Board)
 32. _____ Zoning, if any
 33. _____ Existing and proposed streets (names, location, and details to meet standards for street design as outlined in the Subdivision Procedures and Regulations)
 34. _____ Existing and proposed surface water drainage
 35. _____ Proposed public areas, if any, with acreage
 36. _____ Subdivision involves land designated as "Special Flood Hazard Area" by National Flood Insurance Program
 - a. _____ All necessary permits required have been received
 - b. _____ Base Flood Elevation Data included for proposals over 5 acres
 - c. _____ Sufficient evidence submitted (construction drawings, grading, and land treatment plans) to allow determination damage from flooding will be minimized.
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Please be aware that other issues may arise that are particular to any given subdivision proposal. The Planning Board recommends a consultation with the Board be scheduled before an application is submitted to avoid having a subdivider incur costs unnecessarily.