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

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.

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.