

Checklist for Major Subdivision Site Plan Review Regulations

Per Section V of "Antrim Subdivision & Site Plan Review Regulations"

Applicant: _____

Item	Para.	Requirement	Satisfied	Waived	Comments
1	A.2	A written statement of purpose describing the subdivision.			
2	C	A Major Subdivision shall include all subdivisions which create more than two new lots in addition to an existing lot from which the subdivision is made or involves the construction of a road or other improvements. The Board may require additional information as deemed necessary in certain situations and is not limited to only the subdivision requirements listed under C.1.			
3	C.1	Information required for all Major Subdivision follows:			
4	C.1.a	Eight (8) copies of a plan or plat drawn at a scale no greater than 1 inch = 100 feet. A scale of 1" = 50' may be required if all details cannot be shown clearly at a greater scale. All plans shall be 22 x 34 inches. Oversized drawings will not be accepted.			
5	C.1.a(1)	Name & addresses of the person or firm preparing the plan			
6	C.1.a(2)	A vicinity sketch showing the location of the site in relation to the surrounding public street system.			
7	C.1.a(3)	North arrow, scale, date of original drawing and revision block.			
8	C.1.a(4)	Current zoning classification (including overlaying districts, tax map and lot number) of the property and location of any district boundaries if located within the site including the fifty (50) foot intrusion into a less restrictive district.			
9	C.1.a(5)	Property boundary lines, distances and bearings of such plotted to scale.			
10	C.1.a(6)	Names of all current abutting property owners with deed book and page #'s			
11	C.1.a(7)	Names, location and classification of all abutting streets			
12	C.1.a(8)	Lot number, area of the parcel (in square feet and acres) and street frontage. The Major lot retains the primary lot number. Subdivided lots are numbered -1, -2, etc.			
13	C.1.a(9)	Location of all buffers and setbacks by use of dashed lines			

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14	C.1.a(10)	The location and size of all existing buildings and driveways.			
15	C.1.a(11)	Location of wetlands and one hundred year flood elevation line if applicable (or a note if not) (source of 100-year flood line - i.e.. FEMA community/panel #) The Planning Board reserves the right to have these areas delineated by a Wetland Scientist or a Soil Scientist.			
16	C.1.a(12)	Location of waterbodies, streams, rock ledges, cemeteries, drainage ditches and bridges if applicable or a note if there are none. The Planning Board reserves the right to have these areas delineated by a Wetland Scientist.			
17	C.1.a(13)	Location of all easements of record as of the date of the preparation of the plan if applicable or a note if there are none			
18	C.1.a(14)	All existing utilities			
19	C.1.a(16)	Location and type of all proposed and existing monuments.			
20	C.1.a(17)	Location of all soil test pits, test borings, percolation test pits, and 4000 sq. ft. septic area on each proposed lot (for lots less than 5 acres and for lots within Shoreland Protection) unless otherwise required by the Planning Board			
21	C.1.a(18)	The existing grades, drainage systems and topographical contours at intervals not exceeding five (5) feet, with spot elevations where the grade is less than two (2) percent. Also all low points and high points and other areas needing spot elevations shall be shown using dashed lines. Contour lines are to be field run or photogrammetric and not interpolations of USGS maps. The source of the data shall be shown .			
22	C.1.a(19)	Ground Control (See Section IX,P)			
23	C.1.a(20)	Location and width of all proposed streets, sidewalks and other public ways and their grades, profiles and rights-of-ways. Location of handicap ramps for all sidewalks. Engineering specifications for paved areas, bridges and other culverts as required. (See Section IX, E, F, G, H, I, & J)			

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24	C.1.a(21)	A circulation map of the interior of the lot showing provision for both auto and pedestrian circulation. An access plan showing means of access to the site and any proposed changes to existing public streets including any traffic control devices necessary in conjunction with the proposed site development plan.			
25	C.1.a(22)	Location and design of all other proposed improvements for:			
26	C.1.a(22)(a)	Water supply showing location and size of water mains, fire hydrants and valves			
27	C.1.a(22)(b)	Location of the existing effluent disposal area(s).			
28	C.1.a(22)(c)	The location, size, grade and invert elevation of sanitary and/or storm sewers.			
29	C.1.a(22)(d)	Electric power supply with location of utility poles or underground conduits. If the utility company(s) require an easement to provide service, no final approval shall be granted by the Planning Board until such easements are secured.			
30	C.1.a(23)	Provisions for control of erosion and sedimentation both permanent and temporary (during construction) (See Section IX, K)			
31	C.1.a(24)	A stormwater drain plan (See Section IX, L)			
32	C.1.a(25)	A plan for the disposal of waste generated on the site during development (See Section IX, M)			
33	C.1.a(26)	Construction drawings including but not limited to roads, walks, steps, curbing and drainage structures prepared by a Professional Engineer.			
34	C.1.a(27)	The location of any common lands and/or dedication of land for public or common ownership if applicable or a note if there are none. (See Section IX, C)			
35	C.1.a(28)	The location of easement, deed restrictions, dedications, and covenants if applicable or a note if there are none with the following additional requirements:			
36	C.1.a(28)(a)	Where the topography is such as to make difficult the inclusion of any facilities mentioned above within the public ways so laid out, the submitted layout shall show the boundaries of proposed permanent easements over or under private property. Easements shall not be less than fifteen (15) feet in width and shall have satisfactory access to existing or proposed public ways or as determined by the Board.			

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37	C.1.a(28)(b)	Any existing or proposed easements shall be shown by a fine dashed line and clearly labeled and identified on the plan. If the easement is being dedicated on the plan, it shall be properly set out in the owner's certification of dedication. If an easement shown on the plan is already on record, its recorded reference must be shown.			
38	C.1.a(28)(c)	The accurate outline of all property that is offered for dedication for public use must be designated, with the purpose indicated thereon, and of all property that may be reserved by deed restrictions or protective covenant in the deed for the common use of the property owners in the subdivision. Tracts offered for dedication other than for streets or easements should be designated by letter or number.			
39	C.1.a(29)	A cover sheet showing the entire project wherever it cannot be shown at the required scale on a single plan of 22" x 34".			
40	C.1.a(30)	Seal and signature of a licensed land surveyor in the State of New Hampshire attesting that:			
41	C.1.a(30)(a)	All bonds are set			
42	C.1.a(30)(b)	A note stating that the survey close(s) within one (1) foot/fifteen thousand (15,000) feet for lots within the Village Business District, Residential District, Lakefront Residential District, and Highway Business District and one (1) foot/seven thousand five hundred (7,5000) feet in the Rural and Rural Conservation District.			
43	C.1.a(30)(c)	The date set forth on this plan is based upon an actual field survey of the premises shown.			
44	C.1.a(31)	Blocks for the endorsement by the owner and the Chairman and Secretary of the Planning Board			
45	C.1.a(32)	Legend showing symbols, hatching and line types shown on the plan			
46	C.1.a(33)	Existing soils delineation based on the "Soils Survey of Hillsborough County, New Hampshire, Western Part" and a legend which explains the map symbols or site specific soil mapping when required by the Planning Board			
47	C.1.a(34)	Board of Adjustment, a note on the plan stating what the variance was for and the date of the variance			
48	C.1.a(35)	The location of the proposed and existing wells with protective radius shown for each lot.			

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49	C.1.b	Additional information			
50	C.1.b(1)	The phasing of project construction, if staged.			
51	C.1.b(2)	Copies of deed restrictions or protective covenants for each definitely restricted section shall be submitted to the Board and boundaries of such shall be accurately presented on the submitted plan if applicable or a note if there are none.			
52	C.1.b(3)	Written approval from the Antrim Sewer and Water Department if such approval is required by the Planning Board.			
53	C.1.b(4)	Approval by the NHDES Subsurface Systems Bureau for the subdivision.			
54	C.1.b(5)	Recommendation of the Fire Safety Officer if requested.			
55	C.1.b(6)	Approval of the New Hampshire Department of Transportation or the Antrim Road Agent for any required driveway permits or curb cuts.			
56	C.1.b(7)	Site Specific Permit as specified by the NHDES Water Division.			
57	C.1.b(8) *	The applicant may be required to submit the following:			
58	C.1.b(8)(a)*	Community Facilities Impact Study (See Section IX, N)			
59	C.1.b(8)(b)*	Soil erosion and Sediment Control Plan (See Section IX, K, 2)			
60	C.1.b(8)(c)*	Site Specific Soil Survey (See Section IX, O)			
61	*	Should the Planning Board determine some or all of the information described in Section V.C.C.1.b(8) above is to be required, the applicant shall be notified in writing within ten (10) days after the public hearing described in Section IV (3) above of the necessity to submitting the information deemed a requirement by the Planning Board.			
62	C.2	Final Plan Submission			
63	C.2.a	A request for final approval of a plat or plan shall be accompanied by a final plan of such proposal legibly and clearly drawn as follows:			
64	C.2.a(2)	The plan shall show all items required in the preliminary layout.			
65	C.2.a(5)	The plan shall have a revision block giving the date and nature of all revisions since the date of the original plan submitted.			
66	C.2.a(6)	The plan shall have a note which reads "Subject to conditions as noted in the Decision of approval granted (date)."			
67	C.2.a(7)	One Mylar and four dark line copies must be submitted.			
68	C.2.a(8)	The seal and signature of a licensed land surveyor in the State of New Hampshire attesting that:			

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69	C.2.a(8)(a)	All bounds are set			
70	C.2.b	Additional approvals - copies of all State and town approvals and permits as follows:			
71	C.2.b(2)	Approval of the (NHDES Wetlands Bureau) for relocation, filling, dredging or rechanneling of any natural or manmade drainage area, river, stream, pond, wet area, etc.			
72	C.2.c	No changes shall be made after the final plan has been approved without resubmission to the Planning Board for approval of such changes.			
73	C.2.d	Prior to the final approval, the Planning Board shall have received, reviewed and accepted any consultant's report required by the Board with respect to the Subdivision plan including Town Counsel review of covenants, easements and security documents			
74	C.2.e	Prior to the signature of the plan and its release for recording, a bond shall be posted or escrow account established covering the estimated cost of all on site and off site road(s), drainage, utilities parking, landscaping, erosion and sediment control improvements, setting of bounds, and any other improvements which are subject to those provisions in the General Regulations and Requirements (Section IX) governing the manner of installation or construction and the cost of the Town's inspection during the construction process.			