

Check List for Minor Subdivision, Lot Line Adjustment, or Annexation

Per Section V, Para. B of the "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	B.1	Lot Line Adjustment or Annexation --To qualify as a Lot Line Adjustment or Annexation, a proposal shall not constitute the creation of any new lot(s). These provisions shall be limited only to the exchange or transfer of land between existing adjacent lots. Such provisions shall not apply to any exchange which shall cause the creation of any substandard lot as per the Town of Antrim Zoning Ordinance, save those cases where a variance has been granted for such.			
3	B.2	Minor Subdivision --To qualify as a minor subdivision a proposal shall not constitute the creation of more than two new lots in addition to an existing lot from which the subdivision is made, or involve the construction of a road or other improvements. The Planning Board may require additional information as deemed necessary in certain situations and is not limited to only the submission requirements listed under B.3. Additionally, the Board may require a major subdivision plan be prepared should the proposal significantly impact the concerns herein contained.			
3	B.3	Information required for all Lot Line Adjustments, Annexations and Minor Subdivision follows:			
4	B.3.a	Eight (8) copies of a plan or plat drawn at a scale no greater than of 1 inch = 100 feet. A scale of 1 inch = 50 feet may be required if all details cannot be shown clearly at the greater scale. All plans shall be 22" x 34". Oversized drawings will not be accepted.			
5	B.3.a(1)	Name and address of the person or firm preparing the plan			
6	B.3.a(2)	A vicinity sketch showing the location of the site in relation to the surrounding public street system			
7	B.3.a(3)	North arrow, scale, date of original drawing and date of all subsequent changes			

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8	B.3.a(4)	Current zoning classification (including overlaying districts, tax map and lot number) of the property and the location of any district boundaries if located within the site including the fifty (50) foot intrusion into the less restrictive district			
9	B.3.a(5)	Property boundary lines, distances and bearings of such plotted to scale			
10	B.3.a(6)	Names of all current abutting property owners with deed book & page #'s			
11	B.3.a(7)	Names, location and classification of all abutting streets			
12	B.3.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	B.3.a(9)	Location of all buffers and setbacks by use of dashed lines			
14	B.3.a(10)	All existing buildings and driveways.			
15	B.3.a(11)	Location of wetlands and one hundred year flood elevation line (or a note if not applicable) (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. (See Section IX,Q)			
16	B.3.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	B.3.a(13)	Location of all easements on record as of the date of the preparation of the plan if applicable or a note if there are none			
18	B.3.a(14)	All existing utilities			
19	B.3.a(15)	Boundary lines, dimensions, setback lines and area of proposed lots (See Section IX, A)			
20	B.3.a(16)	Location and type of all proposed and existing monuments			
21	B.3.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)			

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22	B.3.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.			
23	B.3.a(19)	Ground control (See Section IX, P)			
24	B.3.a(22)	In the case of Annexations, a note indicating the property to which the lot will be annexed and that the lot from which the parcel is taken will remain a legal lot. (Added 10/15/92)			
25	B.3.a(23)	A cover sheet showing the entire project whenever it cannot be shown at the required scale on a single plan of 22" x 34"			
26	B.3.a(24)	Seal and signature of a duly licensed land surveyor in the State of New Hampshire attesting that:			
27	B.3.a(24)(a)	All bounds are set			
28	B.3.a(24)(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.			
29	B.3.a(24)(c)	The data set forth on this plan is based upon an actual field survey of the premises shown			
30	B.3.a(25)	Blocks for the endorsement by the owner and the Chairman and Secretary of the Planning Board			
31	B.3.a(26)	Legend showing symbols, hatching and linetypes shown on the plan.			
32	B.3.a(27)	Existing soils delineation based on the "Soils Survey of Hillsborough County, New Hampshire, Western Part" and a legend which explains the map symbols.			
33	B.3.a(28)	If a variance was granted by the Antrim Zoning Board of Adjustment, a note on the plan stating what the variance was for and the date of the variance			
34	B.3.a(29)	Written request for Waiver's, if any			

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35	B.3.a(30)	The location of the proposed and existing wells with protective radius shown for each lot.			
36	B.3.a(31)	Approval of the Antrim Planning Board for a Special Use Permit to disturb the 25' wetland buffer.			
37	B.3.b	Additional information			
38	B.3.b(1)	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.			
39	B.3.b(2)	Written approval from the Antrim Sewer and Water Department if such approval is required by the Planning Board.			
40	B.3.b(3)	Approval by the NHDES Subsurface Systems Bureau for the subdivision.			
41	B.3.b(4)	Approval of the New Hampshire Department of Transportation or the Antrim Road Agent for siting driveways & curb cuts with adequate lines of sight.			
42	B.3.b(5)	Site Specific Permit as specified by the NHDES Water Division.			
43	B.4.	Final Plan Submission			
44	B.4.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:			
45	B.4.a(2)	The plan shall show all items required in the preliminary layout.			
46	B.4.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.			
47	B.4.a(6)	The plan shall have a note which reads "Subject to conditions as noted in the Decision of approval granted (date)."			
48	B.4.a(7)	One Mylar and four dark line copies must be submitted.			
49	B.4.a(8)	The seal and signature of a licensed land surveyor in the State of New Hampshire attesting that:			
50	B.4.a(8)(a)	All bounds are set			
51	B.4.b	Additional approvals - copies of all State and town approvals and permits as follows:			

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52	B.4.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.			
53	B.4.b(6)	Approval of the Antrim Planning Board for a Special Use Permit to disturb the 25' wetland buffer.			
54	B.4.c	No changes shall be made after the final plan has been approved without resubmission to the Planning Board for approval of such changes.			
55	B.4.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			
56	B.4.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.			