

**ANTRIM PLANNING BOARD**  
P. O. Box 517  
Antrim, New Hampshire 03440  
Phone: 603-588-6785 FAX: 603-588-2969



**APPLICATION FORM AND CHECKLIST FOR  
SUBDIVISION, LOT LINE ADJUSTMENT OR TECHNICAL SUBDIVISION**

File # \_\_\_\_\_ Date Received \_\_\_\_\_ By \_\_\_\_\_

**APPLICATION PROCEDURE**

1. This form and all required information must be filed with the Land Use Office at least 21 days prior to the date at which it will be submitted to the Planning Board. Unless otherwise noticed, the Planning Board meets on the first and third Thursday of every month.
2. Eight (8) copies of the application must be submitted. Applications longer than 10 pages shall be submitted in binders with dividers. The complete application shall be submitted on physical media (CD or flash drive or by email)) in Portable Document Format (\*.pdf).
3. All projects must comply with the Town's Zoning Ordinance and any other applicable regulations before being considered by the Planning Board. Any necessary approvals from the Board of Adjustment must be received prior to application to the Planning Board.
4. Included herein is the checklist of plat requirements that are a part of a completed application. Please check off the documentation that has been submitted, or items for which you are requesting waivers. All requests for waivers must include the justification for the waiver and must be submitted in writing at the time of application filing.
5. Within 30 days after filing, or the next meeting for which notice can be given, the application will be placed on the Planning Board agenda for the next regularly-scheduled Board meeting. At this meeting the Board will first vote to accept the application as complete. Following a vote of completeness, the Board will move into public hearing on the merits of the proposal and will approve or disapprove of the application within 65 days of the vote to accept as complete.
6. Public notice for all meetings/hearings is prepared and sent by the Land Use Office. The applicant is responsible for all fees associated with the filing and notification.
7. Following an approval, four (4) paper copies of the plat shall be submitted to the Land Use Office, as well as the mylar for recording in the Hillsborough County Register of Deeds.
8. Within five (5) business days of the vote to approve or disapprove, the applicant will receive a written Notice of Decision. In the event of disapproval, the Notice will include the reasons for the decision and state what corrective action needs to be taken by the applicant.

**Type of Application:**☐

Subdivision (# of Lots: \_\_\_\_\_)

☐

Lot Line Adjustment

☐

Technical Subdivision

1. Name & address of owner(s) of record: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

2. Name & address of applicant (if other than owner): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

3. Location of the site: \_\_\_\_\_

4. Zoning District(s): \_\_\_\_\_ Tax Map #: \_\_\_\_\_ Lot #(s): \_\_\_\_\_

5. Name & address of surveyor or other professionals whose name and seal appear on the plan, if applicable: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

6. Purpose of the application: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**The following items must be submitted with the application:**

7. Attach a separate sheet listing the Town of Antrim tax map, lot number, name & mailing address of all abutters, including those across from a street, brook, or stream. Names should be those of current owners as recorded in the tax records no more than five (5) days prior to the submission of this application.
8. The appropriate checklist for the particular application. All items are to be provided upon filing of the application. A waiver request in writing must be submitted for items not provided.
9. Payment of all applicable fees.

**The following affidavits must be signed and dated:**

10. The applicant and/or owner or agent certifies that this application is correctly completed with all required attachments and requirements and that any additional costs for engineering or professional services incurred by the Planning Board or the Town of Antrim in the final review process of this application shall be borne by the applicant and/or owner.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

11. I hereby authorize the Antrim Planning Board and/or its agent to access my land for the purpose of reviewing this application and other inspections deemed necessary by the Board or its agents to insure conformance with all Town of Antrim Ordinances and Regulations.

Signed (Owner): \_\_\_\_\_ Date: \_\_\_\_\_

12. I hereby authorize \_\_\_\_\_ to act as my agent and represent me before the Antrim Planning Board.

Signed (Owner): \_\_\_\_\_ Date: \_\_\_\_\_

### APPLICATION FEES

- |   |                                  |                       |
|---|----------------------------------|-----------------------|
| 1. Application Filing Fee   | =                                | \$150.00              |
| 2. Preliminary Conceptual Consultation  | =                                | No Fee                |
| 3. Design Review  | =                                | Abutter Notifications |
| 4. Subdivision/Lot Line Adjustments/Technical Subdivisions:   |                                  |                       |
|   | \$25.00 per lot x _____ lots     | = \$ _____            |
| 5. Notification of Abutters, licensed professional(s) whose name and seal appear on the plan, and any holder of conservation easements: |                                  |                       |
|   | \$10.00 per notification x _____ | = \$ _____            |

**Total Application Filing Fees:** \$ \_\_\_\_\_

6. Hillsborough County Register of Deeds:

- a. Plan Recording (based on size of plat) – Payable to the Town of Antrim. \*Plus a \$2 surcharge by the Registry for each plan filed.
- |                 |            |
|-----------------|------------|
| 8 ½ x 11 = \$ 9 |            |
| 11 X 17 = \$ 9  |            |
| 17 X 22 = \$ 14 |            |
| 22 X 34 = \$ 24 | = \$ _____ |
- b. Notice of Decision - Payable to the Town of Antrim. \$20.00
- c. Surcharge for Land and Community Heritage Investment Program – Payable to the Hillsborough County Treasurer = \$25.00

**Total Plan Filing Fees:** \$ \_\_\_\_\_

## SUBDIVISION APPLICATION CHECKLIST

### PER SECTION V, A & B OF THE TOWN OF ANTRIM SUBDIVISION AND SITE PLAN REVIEW REGULATIONS

Note that items on this checklist may not include the complete language of the submission requirements contained in the Regulations. For a Lot Line Adjustment or Technical Subdivision, the items checked are considered to be the minimums and the Board may request additional information if deemed necessary to make an informed decision. For all other subdivisions, the entire checklist applies unless waivers are requested; the Board may also request additional information if deemed necessary.

Item #	Lot Line or TS	Requirement	Satisfied	Waived	Comments
1	✓	A plan or plat drawn at a scale no greater than 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 inches.			
2	✓	A written statement of purpose of the subdivision as a note on the subdivision plan.			
3	✓	Name and address of the person(s) or firm(s) preparing the plan.			
4	✓	A vicinity sketch showing the location of the site in relation to the surrounding public street system.			
5	✓	North arrow, scale, date of original drawing and revision block.			
6	✓	Current zoning classification (including overlaying districts) and district requirements as a note on the plan.			
7	✓	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.			
8	✓	Property boundary lines, dimensions of proposed lots, distances and bearings of such plotted to scale.			
9	✓	Names of all current abutting property owners with deed book and page #'s.			
10	✓	Names, location and classification of all abutting streets.			
11	✓	Area of the parcel (in square feet and acres), and street frontage clearly delineated.			
12	✓	Location of all buffers and setbacks by use of dashed lines.			
13	✓	Location and size of all existing buildings and driveways.			
14	✓	Location of wetlands.			
15	✓	One-hundred-year flood elevation line (or a note if not applicable), including the source of 100-year flood line, i.e., FEMA community/panel #.			
16	✓	Location of waterbodies, streams, rock ledges, cemeteries, drainage ditches and bridges if applicable or a note if there are none.			

Item #	Lot Line or TS	Requirement	Satisfied	Waived	Comments
17	✓	Location of all existing and proposed easements, common lands and/or dedication of land, or a note if there are none.			
18	✓	All existing utilities.			
19	✓	Location and type of all proposed and existing monuments.			
20	✓	Location of all soil test pits, test borings, percolation test pits, and 4000 sq. ft. septic area on each proposed lot less than 5 acres and within Shoreland Protection.			
21	✓	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.			
22	✓	Ground control clearly indicated as such.			
23	✓	For 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.			
24	✓	A cover sheet showing the entire project whenever it cannot be shown at the required scale on a single plan of 22" x 34".			
25	✓	Seal and signature of a duly licensed land surveyor in the State of New Hampshire attesting that:			
26	✓	All bounds are set.			
27	✓	A note stating that the survey close(s) within one foot/fifteen thousand feet for lots within the Village Business District, Residential District, Lakefront Residential District, and Highway Business District and one foot/seven thousand five hundred feet in the Rural and Rural Conservation District.			
28	✓	The data set forth on this plan are based upon an actual field survey of the premises shown.			
29	✓	Blocks for the endorsement by the owner and the Chair and Secretary of the Planning Board.			
30	✓	Legend showing symbols, hatching and line types shown on the plan.			
31		Existing soils delineation based on the "Soils Survey of Hillsborough County, New Hampshire, Western Part" and a legend that explains the map symbols.			
32	✓	If a variance or special exception was granted, a note on the plan stating what it was for and the date and case number.			
33	✓	The location of the proposed and existing wells with protective radius shown for each lot.			
34		<b>For a major subdivision the following must also be included on the plat or plan:</b>			
35		Location and width of all proposed streets, sidewalks, handicap ramps, and other public ways and their grades, profiles and rights-of-ways.			

Item #	Lot Line or TS	Requirement	Satisfied	Waived	Comments
36		A circulation plan 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.			
37		Location and design of all other proposed improvements for:			
38		Water supply showing location and size of water mains, fire hydrants and valves.			
39		Location of the existing effluent disposal area(s).			
40		The location, size, grade and invert elevation of sanitary and/or storm sewers.			
41		Electric power supply with location of utility poles or underground conduits.			
42		Provisions for control of erosion and sedimentation both permanent and temporary.			
43		A storm water drainage plan.			
44		A plan for the disposal of waste generated on the site during development.			
45		Construction drawings including roads, walks, steps, curbing and drainage structures prepared by a Professional Engineer.			
46		<b>Other Information:</b>			
47		Approval of the Antrim Planning Board for a Special Use Permit to disturb the 25' wetland buffer, if applicable.			
48		Copies of deed restrictions or protective covenants for each restricted section and boundaries of such accurately presented on the submitted plan if applicable or a note if there are none.			
49		Written approval from the Antrim Sewer and Water Department if such approval is required by the Planning Board.			
50		Written Approval by the NHDES Subsurface Systems Bureau for the subdivision.			
51		Written Approval of the New Hampshire Department of Transportation or the Antrim Road Agent for siting driveways & curb cuts with adequate lines of sight.			
52		Site Specific Permit as specified by the NHDES Water Division.			
53		An estimate of the time required to complete the project, and the phasing of project construction, if staged.			
54		<b>For a major subdivision, and only required if requested by the Planning Board:</b>			
55		Community Facilities Impact Study.			
56		Soil Erosion and Sediment Control Plan.			
57		Site Specific Soil Survey.			