



TOWN OF ALLENSTOWN PLANNING BOARD Subdivision Application Checklist

This document is adopted as part of the Allenstown Subdivision Regulations and in the event there is any conflict between this checklist and items listed in the Subdivision Regulations the more inclusive requirement shall apply. Completing this Checklist does not eliminate the need for the applicant and/or their agent to review the Subdivision Regulations prior to submittal. **Please note that all items are to be submitted digitally at allenstownnh.gov per Subdivision Regulation Section 4.04. Checks and large plan sets to be submitted at Town Hall separately.**

Project Name/#: _____ Tax Map & Lot No. _____

Address Project: _____ Lot Size(s) BEFORE Subdivision: _____

Zoning District: _____ # of lots BEFORE Subdivision: _____

of lots AFTER Subdivision: _____

Property Owner: _____ Designer: _____

Description of Proposed Project: _____

SUBMISSION REQUIREMENTS (Section IV.A)

PER SUBDIVISION REGULATION SECTION 4.04 ALL ITEMS TO BE SUBMITTED IN DIGITAL FORM.

<u>Submittal Items</u>	Yes	No	N/A	Waiver	Comments
1. Digital submittal of materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Completed application - 4 copies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	N/A	Waiver	Comments
3. Fees paid (1 escrow Check; 1 check all other fees) <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		_____
4. Letter of authorization <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Waiver request <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Fee Acknowledgement <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. W-9 (for escrow) <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

At least one of the following must be checked as a “yes” for the application to be considered a MINOR subdivision

8. Creates 3 lots or less with no potential for further subdivision, requires no new roads, utilities or other municipal improvements (3.0) <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Lot Line adjustment which does not create an additional building lot – i.e. there is not an increase in the number of lots following approval (3.0) <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

All Plans are Required to Show

10. Four black or blue line paper prints (5.02) <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Final plat and paper prints not smaller than 20”x30” (5.02) <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Proposed subdivision name; name and address of owner of record; applicant and engineer or surveyor; date; north arrow and written graphic scale (5.01.a) <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	N/A	Waiver	Comments
13. Names of owners, abutting properties identified by Town of Allenstown tax map page and lot number, area in acres and square feet of each abutting property, names of abutting subdivisions, streets, grantees of easements, purpose of easements, setbacks, alleys, parks and public open spaces (5.01.b).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
14. Location of property lines and their approximate dimensions, existing easements (existing & proposed), buildings (existing & proposed), water courses, ponds or standing water, rock ledges and other essential features and soil types and characteristics (5.01.c, 5.02c & 5.02e)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
15. Location & size of existing and proposed water, sewerage and drainage facilities; location of any percolation test pits and results, typical designs for any systems, as appropriate (5.01d & 5.02c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
16. Location, name and widths of existing and proposed streets and highways with grades, profiles and elevations. Shall include cross sections at 50' intervals; if abutting a state highway, a copy of the driveway NHDOT driveway permit or application; elevations of sufficient points on the property (5.01e, 5.02c & 5.02l)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	N/A	Waiver	Comments
17. Proposed lots with dimensions, setback lines, proposed easements, square footage and acreage of proposed lots (5.01f, 5.02c & 5.02d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
18. Location of all parcels of land proposed to be dedicated to public use and the conditions of such dedication, and a copy of such private deed restrictions are intended to cover part or all of the tract (5.01.g & 5.02c).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
19. Location and size of any bridges or culverts (5.01.h)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
20. Date and signature block for the Chairman, Allenstown Planning Board (5.01.i)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
21. Where the preliminary layout submitted covers only a part of the applicant's entire holding, a sketch of the prospective future street system of the un-submitted part shall be furnished and the street system of the submitted part will be considered in the light of adjustments and connections with the street system of the part not submitted. (5.01.j)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
22. Name and seal of engineer and of land surveyor licensed by the State of New Hampshire (5.02.b).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	N/A	Waiver	Comments
23. Lot lines shall be based upon a maximum error of closure of 1 in 10,000 certified by a surveyor licensed in NH; distances to nearest 100 th foot and bearings to nearest 10 seconds; primary horizontal & vertical control points; topography at 2-foot intervals; tie to NH State Plane coordinate system (1988 datum) (5.02c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
24. Station, Radii, Curve data and paving widths for proposed streets; lot and parcel dimensions, areas in square feet and acres, consecutive numbering of lots (5.02.d).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
25. Easements of at least 20 feet for stormwater and/or sanitary sewer pipes (existing, proposed or in the future); easements full width of channel of drainage ditches; written acknowledgement of the applicant's responsibility for maintenance of structures and an assumption of liability until such easement has been legally accepted by the Town (5.02e & 5.02.d).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
26. Approved names of proposed streets; surface modification (5.02.f).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
27. Existing and proposed plans for telephone, electricity and gas utilities (5.02.h)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
28. Drainage study signed and stamped by a professional engineer. Minimum design is 20-year storm event (5.02j & 5.02.j.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	N/A	Waiver	Comments
29. Soil delineation, depth to seasonal water table, depth to bedrock, permeability and identification of poorly drained soils/wetlands (5.02k)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
30. Statement regarding Adequate water and/or sewer capacity from each department (5.02m & 5.06e)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
31. Initials of applicant on all materials submitted to the board; conditions placed on the plan to be filed at MCRD (5.02n)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
32. Existing & proposed Boundary monuments; granite monuments for new streets at each change of direction; bounds at each corner of new lot or a change in direction (5.02g2 & 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
33. Plan note, signed by surveyor, stating that mounuments or bounds shown on plan have or will be set under his/her supervision prior to conveyance of any approved lots (5.02g.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
34. Town Police/Fire approvals for traffic control/fire access, etc. (5.06f)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
35. The following statement must be on the plan: The Subdivision Regulations of the Town of Allenstown are a part of this plat, and approval of this plat is contingent on completion of all the requirements of said Subdivision Regulations, excepting only any variances or modifications and subject to any conditions made in writing by the Board and attached hereto.” (5.02)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	N/A	Waiver	Comments
36. Compliance with Stormwater Management Ordinance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
37. Shape or Cad file To Town when new Infrastructure provided (7.04.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
38. New electric utilities Proposed underground (5.02.h)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
39. Erosion Control Measures (5.02.j.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Major Subdivision Criteria</u>					
40. Environmental assessment (6.01.f)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
41. Traffic Impact Study (6.01.b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
42. Fiscal Impact Study (6.01.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
43. Community Facilities Impact Study (6.01.c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
44. Site Impact Study (6.01.d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
45. Drainage Report (5.02j)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
46. Location, dimensions and area of all property proposed to be set aside for park or playground use, open space or other public or private reservations, with designation of the purpose thereof and any conditions (6.02.o)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	N/A	Waiver	Comments
47. Any other data, evidence, or test results required by the Board, including but not limited to that resulting from full or partial environmental and/or economic impact statements (6.1.f)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Other Permits Required – As Needed</u>					
48. Copy of NHDES Dredge and Fill permit application, as needed – approved permit will be needed as a condition of subdivision approval by Planning Board (RSA 485-A:17)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
49. Copy of NHDES State Subdivision permit application, as needed – approved permit will be needed as a condition of subdivision approval by Planning Board (5.06a & ENV-Wq 1000; Sub Regs 6.B.15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
50. Copy of NHDES Septic Design permit application, as needed – approved permit will be needed as a condition of subdivision approval by Planning Board (5.07 & ENV-Wq 1000)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
51. Copy of NHDES Terrain Alteration permit application, as needed – approved permit will be needed as a condition of subdivision approval by Planning Board (RSA 485-A:17)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	N/A	Waiver	Comments
52. Copy of NHDOT driveway permit application, as needed – approved permit will be needed as a condition of subdivision approval by Planning Board (5.06b & NHRSA 236:13)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
53. Copy of Town of Allenstown driveway permit application, as needed – approved permit will be needed as a condition of subdivision approval by Planning Board (5.06.d).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Performance Bond – As Needed</u>					
54. Filed in accordance with Sections 4.04.b & 7.03.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>General Design Standards</u>					
Subdivision design standards <u>include</u> – <u>but are not limited to</u> – the following items (it is the subdivider’s responsibility to familiarize him/herself with the Allenstown Subdivision Regulations and ensure compliance):					
Storm Drainage					
55. Culverts over 10’ diameter are marked as bridges on plans (5.01.h)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Landscaping, Lighting, & Signage					
56. Landscaping, lighting, and signage shown on plan (5.01.k)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Water Systems					
57. Connections or private systems to be shown on plan – 75’ wellhead protection radius per RSA 485-A:30-b	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lot Shape					
58. Lot shape per 6.02(g)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Updated October 2015

The undersigned acknowledge that they have reviewed and understand the Allentown Subdivision Regulations in their entirety prior to making application:

Applicant

Date

Applicant's Representative

Date

Failure to sign this application form is likely to result in the application being deemed incomplete by the Planning Board.