



**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 per Subdivision Regulation Section 4.04. Checks, abutter labels and large plan sets to be submitted at Town Hall separately.**

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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.**

<b><u>Submittal Items</u></b>	Yes	No	N/A	Waiver	Comments
<b><u>1. Digital submittal of materials</u></b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b><u>2. Completed application -</u></b> <b><u>5-4 copies</u></b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

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Updated ~~February 2012~~ September 2015

	Yes	No	N/A	Waiver	Comments
<del>23.</del> Fees paid (1 escrow Check; 1 check all other fees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<del>34.</del> Abutters labels (3 copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<del>45.</del> Letter of authorization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<del>56.</del> Waiver request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<del>7.</del> Fee Acknowledgement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<del>8.</del> W-9 (for escrow)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

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

<del>69.</del> 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"/>	_____
<del>710.</del> 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"/>	_____

**All Plans are Required to Show**

<del>811.</del> <del>Five-Four</del> black or blue line paper prints (5.02)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<del>912.</del> Final plat and paper prints not smaller than 20”x30” (5.02)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<del>1013.</del> 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"/>	_____

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	Yes	No	N/A	Waiver	Comments
<p><b>1414.</b> Names of owners, abutting properties identified by Town of Allentown 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).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<p><b>1415.</b> Location of property lines and their approximate dimensions, existing easements (existing &amp; proposed), buildings (existing &amp; proposed), water courses, ponds or standing water, rock ledges and other essential features and soil types and characteristics (5.01.c, 5.02c &amp; 5.02e)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<p><b>1416.</b> Location &amp; 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 &amp; 5.02c)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<p><b>1417.</b> 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 &amp; 5.02i)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

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	Yes	No	N/A	Waiver	Comments
<b>1518.</b> 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"/>	_____
<b>1619.</b> 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"/>	_____
<b>1720.</b> Location and size of any bridges or culverts (5.01.h)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>1821.</b> Date and signature block for the Chairman, Allentown Planning Board (5.01.i)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>1922.</b> 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"/>	_____
<b>2023.</b> 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"/>	_____

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<p><b>2124.</b> 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<sup>th</sup> foot and bearings to nearest 10 seconds; primary horizontal &amp; vertical control points; topography at 2-foot intervals; tie to NH State Plane coordinate system (<del>1983-1988</del> datum) (5.02c)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<p><b>2225.</b> 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).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<p><b>2326.</b> 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 &amp; 5.02.d).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<p><b>2427.</b> Approved names of proposed streets; surface modification (5.02.f).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<p><b>2528.</b> Existing and proposed plans for telephone, electricity and gas utilities (5.02.h)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<p><b>2629.</b> Drainage study signed and stamped by a professional engineer. Minimum design is 20-year storm event (5.02j &amp; 5.02.j.1)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

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<b>2730.</b> Soil delineation, depth to seasonal water table, depth to bedrock, permeability and identification of poorly drained soils/ <u>wetlands</u> (5.02k)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>2831.</b> 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"/>	_____
<b>2932.</b> 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"/>	_____
<b>3033.</b> 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"/>	_____
<b>3134.</b> 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"/>	_____
<b>3235.</b> Town Police/Fire approvals for traffic control/fire access, etc. (5.06f)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>3336.</b> 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"/>	_____

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<u>37. Compliance with Stormwater Management Ordinance</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>38. Shape or Cad file To Town when new Infrastructure provided (7.04.a)</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>39. New electric utilities Proposed underground (5.02.h)</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>40. Erosion Control Measures (5.02.i.3)</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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**Major Subdivision Criteria**

<u>3441.</u> Environmental assessment (6.01.f)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>35.42.</u> Traffic Impact Study (6.01.b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>36.43.</u> Fiscal Impact Study (6.01.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>3744.</u> Community Facilities Impact Study (6.01.c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>3845.</u> Site Impact Study (6.01.d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>3946.</u> Drainage Report (5.02j <del>6.01.f</del> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>4047.</u> 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"/>	

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<b>4148.</b> 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"/>	_____

**Other Permits Required – As Needed**

<b>4249.</b> 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"/>	_____
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<b>4350.</b> 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"/>	_____
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<b>4451.</b> 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"/>	_____
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<b>4552.</b> 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"/>	_____
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	Yes	No	N/A	Waiver	Comments
<b>4653.</b> 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"/>	_____
<b>4754.</b> 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"/>	_____
<b><u>Performance Bond – As Needed</u></b>					
<b>4855.</b> Filed in accordance with Sections 4.04.b & 7.03.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b><u>General Design Standards</u></b>					
Subdivision design standards include – but are not limited to – the following items (it is the subdivider’s responsibility to familiarize him/herself with the Allenstown Subdivision Regulations and ensure compliance):					
<b>Storm Drainage</b>					
<b>4956.</b> 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"/>	_____
<b>Landscaping, Lighting, &amp; Signage</b>					
<b>5157.</b> Landscaping, lighting, and signage shown on plan (5.01.k)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Water Systems</b>					
<b>5258.</b> 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"/>	_____
<b><u>Lot Shape</u></b>					
<b>59.</b> Lot shape per 6.02(g)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

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

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Applicant

Date

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Applicant's Representative

Date

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