

TOWN OF SHELBURNE

SUBDIVISION APPLICATION

PLANNING BOARD USE ONLY	
1) Applicant's Name(s):	Plan Name:
	Plan File #:
Address:	Date Application Received:
	Date Application Accepted as Complete:
Phone:	Date(s) of Notification(s):
2) Owner of property: (include letter of authorization if not the applicant)	Design Review Phase
	Abutters
	Posting(s) / newspaper
3) Tax Map Lot # and street #	Submission of Completed Application:
	Abutters
4) Zoning districts located in: (check all applicable)	Posting / newspaper
<i>Forest District</i>	Public Hearing on Application
<i>River Valley District</i>	Abutters
<i>Route 2 District</i>	Posting / newspaper
<i>Industrial District</i>	BOARD ACTIONS on the APPLICATION:
<i>Flood Plain Overlay District</i>	Date Application Accepted as Complete:
	Date(s) of Meetings on Application:
5) Number of Lots (include original lot)	Date(s) of Site Visit(s):
6) Total Number of Acres:	Date of written notice of approval / disapproval:
7) Is any land identified as a "Special Flood Hazard Area"	Date plat was filed at Registry of Deeds:
8) Names of holders of any preservation, conservation or agricultural preservation restrictions on the property or abutting properties	Fees to be Paid - Date Received:
	Filing & Notification
	Bonds (if Required)
	Recording
	Consultant (if Required)
	Legal (if Required)

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9) **General location of the property:** (attach 3 copies of plat and the Mylar)

10) **Roads:**

Frontage on existing roads:

Frontage on and length of new roads:

11) **Description of proposed subdivision and use of property**

12) Attach a list of the names and addresses of all abutters as listed in the Town(s) records not more than five (5) days prior to the delivery date of the application. List must include abutters directly across roadways, streams and representatives of the land owner. The list shall also include the address of any professional whose seal will appear on the plat.

13) **Application & Service Fees:** Due when application is delivered to the Board:

a. Application fee: See FEE SCHEDULE

Number of Lots _____

Application Fee \$ _____

b. Service fees: See FEE SCHEDULE

Certified mailings - Abutters (item 12) and professionals \$ _____

Cost of newspaper ads \$ _____

Total of Application and Service Fees: \$ _____ Date Paid _____

OTHER COSTS - Costs for studies & legal reviews due when directed by Board, cost of upgrades to tax maps and filling fees due prior to plat being registered.

Applicants Signature: _____ **Date:** _____

Received by Administrative Asst.: _____ **Date:** _____

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SUBDIVISION APPLICATION CHECK LIST

(For use by the Applicant)

			N/A	WAIVER GRANTED	Date Delivered
1	Completed Application Information - required				
	Properly completed application forms				
	List of Abutters per Section V-I				
	Receipt of required application fees				
	1 Mylar and 3 copies of the plat that include the following information:				
	Plats shall be at a scale between 1"=20' and 1" = 100' on sheets 22" x 34" with 1/2" margins on all sides				
	A locus map				
	Zoning District boundary lines or designation				
	North Arrow				
	The scale - written and graphic				
	Statement of conformity with the regulations of the Town of Shelburne				
	Signing block for planning board approval (see appendix C for example)				
	Statement on private or class 6 roads if required (see appendix C for examples)				
	The title block shall be in the lower right corner and shall indicate the following				
	Name of the Subdivision				
	Plan Date and Revision Number				
	The signature and NH Seal of the Surveyor				
	The signature and NH Seal of the Engineer				
	The signature and NH Seal of the Soil Scientist				
	Name of the Town(s) in which it is located				
	Name of the applicant				
	The owner of record				
	The Plat shall include the following information:				
	The location of all septic system leach fields and drinking water supply wells within 200 ft of the proposed subdivision				

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SUBDIVISION APPLICATION CHECK LIST

(For use by the Applicant)

			N/A	WAIVER GRANTED	Date Delivered
Names of all abutters - subdivisions, streets, easements, building set back lines, parks, building outlines and other requested facts regarding abutting properties within 200 ft of the proposed subdivision.					
Location of all property lines, their dimensions, lot areas in acres. Lots numbered according to town tax map numbering system.					
Location and amount of frontage on the public rights-of-way					
Location of building setback lines for the proposed lots					
Location of parcels being proposed to be dedicated for public use					
Location and description of existing or proposed easements					
Existing and proposed streets and their rights-of-way per Appendix A					
Final street profiles per Appendix A					
Existing and proposed utilities rights-of-way					
Location and width of proposed driveways per Appendix A					
Stone walls, and proposed foliage lines.					
Delineation of slopes greater than 20 %, rock ledge or out crop, and water courses					
Soil and wet areas delineation per Appendix B					
Existing and proposed topographic contours - at contour interval specified by the Board					
Location of test pits and results. Outline of 4000 sq ft septic area & State subdivision approval number					
Location of existing or proposed wells with radius required by NHDES					
Base flood elevations based on FEMA for land in Special flood hazard areas					
Set back to meet Shoreland Protection requirements					
List of deed restrictions covering land to be used for public purposes. Planning Boards Attorney to review & approve					
Received notification that the applicant is responsible for conforming with all applicable Federal and State laws					

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SUBDIVISION APPLICATION CHECK LIST (For use by the Applicant)

			N/A	WAIVER GRANTED	Date Delivered
2	OUTSIDE AGENCY OR BOARD APPROVALS				
	Shelburne Zoning Board of Adjustment				
	New Hampshire Dept. of Environmental Service Permits				
	Septic system approvals				
	Alteration of terrain permit				
	New Hampshire Wetlands dredge and fill permit #				
	Army Corp. of Engineers dredge and fill approval #				
	NH DOT and Town Curb Cut Permits				
	Report from the Town Fire Chief covering plan for firewater supply and emergency access				
	Report from the Conservation Commission				
	Report from the Police Chief				
	Regional Impact Review				

3	Additional Requirements (project specific)				
	Plan for stormwater management and erosion control				
	Environmental Impact Study				
	Public Services and Facilities Impact Study				
	Traffic Impact Study				
	Architectural design - elevations				
	Phasing Plan				
	Verification of the placement of Monuments				

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CONCEPTUAL AND DESIGN REVIEW CHECK LISTS (For Planning Board use)

1. Conceptual Consultation Phase - suggested information

	YES	NO	N/A	WAIVED	RECEIVED
USGS map showing proposed site					
Copy of Tax Map of Parcel(s)					
Copy of Subdivision Regulations					
Copy of Zoning Ordinance					
Copy of Master Plan					

2. Design Review Phase - required information

	YES	NO	N/A	WAIVED	RECEIVED
USGS map showing proposed site					
Copy of Tax Map of Parcel(s)					
List of Abutters per Section V-I					
Conceptual sketch showing the following					
Lot lines and measurements					
Existing streets, roads, driveways, utilities, right-of-ways, permanent water bodies and FEMA 100 yr flood areas within 200 ft of the property					
Letter of authorization if applicant is not the owner of the property					
Other information requested by the Board					

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PLAN NAME:						
		YES	NO	N/A	WAIVER GRANTED	RECEIVED / DATE
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	Properly completed application forms					
	List of Abutters per Section V-I					
	Receipt of required application fees					
	1 mylar and 3 copies of the plat that include the following information:					
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	A locus map					
	Zoning District boundary lines or designation					
	North Arrow					
	The scale - written and graphic					
	Statement of conformity with the regulations of the Town of Shelburne					
	Signing block for planning board approval (see appendix C for example)					
	Statement on private or class 6 roads if required (see appendix C for examples)					
	The title block shall be in the lower right corner and shall indicate the following					
	Name of the Subdivision					
	Plan Date and Revision Number					
	The signature and NH Seal of the Surveyor					
	The signature and NH Seal of the Engineer					
	The signature and NH Seal of the Soil Scientist					
	Name of the Town(s) in which it is located					
	Name of the applicant					
	The owner of record					

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The Plat shall include the following information:					
The location of all septic system leach fields and drinking water supply wells within 200 ft. of the proposed subdivision					
Names of all abutters - subdivisions, streets, easements, building set back lines, parks, building outlines and other requested facts regarding abutting properties within 200 ft. of the proposed subdivision.					
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Location of parcels being proposed to be dedicated for public use					
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Existing and proposed streets and their rights-of-way per Appendix A					
Final street profiles per Appendix A					
Existing and proposed utilities rights-of-way					
Location and width of proposed driveways per Appendix A					
Stone walls, and proposed foliage lines.					
Delineation of slopes greater than 20 %, rock ledge or out crop, and water courses					
Soil and wet areas delineation per Appendix B					
Existing and proposed topographic contours - at contour interval specified by the Board					
Location of test pits and results. Outline of 4000 sq. ft. septic area & State subdivision approval number					
Location of existing or proposed wells with radius required by NHDES					
Base flood elevations based on FEMA for land in Special flood hazard areas					
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PLAN NAME:					
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List of deed restrictions covering land to be used for public purposes. Planning Boards Attorney to review & approve					
Notified applicant that they are responsible for conforming with all applicable Federal and State laws					

2	OUTSIDE AGENCY OR BOARD APPROVALS	YES	NO	N/A	WAIVER GRANTED	RECEIVED / DATE
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	New Hampshire Dept. of Environmental Service Permits					
	Septic system approvals					
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	Architectural design - elevations				
	Phasing Plan				
	Verification of the placement of Monuments				