



TOWN OF NORTHWOOD, NEW HAMPSHIRE

OFFICE OF THE PLANNING BOARD

818 First New Hampshire Turnpike, Northwood NH 03261

(603)942-5586 Extension 2005 Facsimile: (603)942-9107

Minor Subdivision Application Form

Date: _____

Case # _____

Type of Application: Please circle one:

Location: Tax Map #: _____ Lot #: _____

Street Address: _____

Total Acreage of Lot: _____ # of Existing Lots: _____ # of Proposed Lots: _____

Overlay District(s) present on Lot: _____

Project Description:

Property Owner(s): _____

Applicant(s): _____

Applicant Daytime Phone #: _____

E-mail address: _____

Authorized Representative:

Firm: _____ Name: _____

Daytime Phone #: _____ E-mail address: _____

Certification/Authorization:

I (We) hereby authorize the above listed representative to serve as my(our) agent and to appear and present said application before the Northwood Planning Board. I hereby certify that all information presented as a part of this application is correct, to the best of my knowledge.

Signature of Applicant: _____ Date: _____

Signature of Applicant: _____ Date: _____

When Owner and Applicant are different:

I (We) hereby give permission for _____, Applicant(s), to undertake this application before the Northwood Planning Board.

Signature of Property Owner: _____ Date: _____

Signature of Property Owner: _____ Date: _____

ALL APPLICATIONS TO THE LAND USE DEPARTMENT ARE
BY APPOINTMENT ONLY

Please call 942-5586 x 2004 to set up a day/time for dropping off plans & application.

Town of Northwood Planning Board
Application Procedure Information

1. Refer to the Northwood Development Ordinance, Site Plan Review Regulations or Subdivision Regulations for your particular proposal. These regulations are available at the Town Hall for a fee of \$10.00 or at www.northwoodnh.org, at the Planning Board's link to "Documents and Forms."
2. Completed Site Plan Review and Subdivision Applications and all fees must be filed to the attention of the Planning Board Staff at the Town Hall during regular business hours. Deadline for complete applications is **10 am on the first of each month**. Whenever the first falls on a weekend or holiday, the next business day shall apply.
3. Applicants may consult with either the Town Planner or Board Administrator prior to submitting an application. Hours for the Planning Board staff are Mondays from 9:00-4:00. The Town Planner is available for appointments at other times during the week; please call to schedule. All questions on the application or the site plan process should be directed to either the town planner or board administrator.
4. All projects must comply with the Northwood Development Ordinance. Some projects may also require relief from the Zoning Board of Adjustment.
5. The application includes a checklist of required information for planning board review. Please check off the documentation that has been provided or those items for which a waiver is requested. All waiver requests must be provided in writing at the time the application is submitted. The checklists are summaries of the requirements; **the regulations must also be consulted for more detail and information required.**
6. Applications containing sufficient information for review will be placed on the agenda for the planning board's regular meeting on the **fourth Thursday of the month**. The planning board staff will send written notification by certified mail of the date, time and place of the meeting to abutters listed by the applicant. Public notice will be provided to the local newspaper and posted in at least two public places.
7. The application will be reviewed by the Town Planner, Board Administrator, Code Enforcement Officer, Fire Department and other appropriate town staff as part of the Technical Review Process. The results of their reviews will be provided to the planning board at its work session held on the **second Thursday of the month**. The applicant is encouraged to attend; however, input is limited to clarification of materials. Comments from this meeting will be provided to the applicant so any missing information may be provided or any issues addressed for the regular meeting.
8. At the regular meeting, the Planning Board will first make a determination on whether the application is complete. If complete, the Board accepts it and opens the public hearing. The board will then either approve or disapprove the application within sixty-five (65) days of acceptance of the application.
9. The applicant shall receive a Notice of Decision from the Planning Board which states the approval or disapproval of the application with any conditions specified.
10. Once approved, five 22" by 34" paper copies are filed with the town. Mylars must be provided for approved subdivisions to be recorded at the Rockingham County Registry of Deeds.
11. Be aware that there may be other requirements or approvals required from other entities (building permit, fire code, driveway permit, etc.) after the planning board process is completed.

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2. Completed Site Plan Review and Subdivision Applications and all fees must be filed to the attention of the Planning Board Staff at the Town Hall during regular business hours. You must first schedule an appointment to meet with the Land Use Administrative Assistant to drop off any plans/applications/or updated documents & plans. The deadline for complete applications is 10 am on the **first business day of each month.** Whenever the first falls on a Friday or a weekend or holiday, the next business day shall apply.
3. Applicants may consult with the Land Use Specialist prior to submitting an application. Hours for the Planning Board are Mondays from 9:00-4:00. The Land Use Specialist is available for appointments at other times during the week; please call to schedule. All questions on the application or the process should be directed to the Land Use Specialist.
4. All projects must comply with the Northwood Development Ordinance. Some projects may also require relief from the Zoning Board of Adjustment.
5. The application includes a checklist of required information for planning board review. Please check off the documentation that has been provided or those items for which a waiver is requested. All waiver requests must be provided in writing at the time the application is submitted. The checklists are summaries of the requirements; **the regulations must also be consulted for more detail and information required.**
6. Applications containing sufficient information for review will be placed on the agenda for the planning board's regular meeting on the **fourth Thursday of the month.** The planning board staff will send written notification by certified mail of the date, time and place of the meeting to abutters listed by the applicant. Public notice will be provided as required by state statute.
7. The application may be reviewed by the Town Planner, Land Use Specialist, Code Enforcement Officer, Fire Department, Police Department, Highway Foreman and other appropriate town staff as part of the Technical Review Process on an as needed basis.
8. At the regular meeting, the Planning Board will first make a determination on whether the application is complete. If complete, the Board accepts it and opens the public hearing. The board will then either approve or disapprove the application within sixty-five (65) days of acceptance of the application unless a continuance is requested by the applicant.
9. The applicant shall receive a Notice of Decision from the Planning Board which states the approval or disapproval of the application with any conditions specified.
10. Once approved, three 22" by 34" paper copies are filed with the town. Mylars must be provided for approved subdivisions to be recorded at the Rockingham County Registry of Deeds.
11. Be aware that there may be other requirements or approvals required from other entities (building permit, fire code, driveway permit, etc.) after the Planning Board process is completed.

Town of Northwood
Minor Subdivision
Checklist for Completeness

Case #: _____

Review Date: _____

		Provided?		Waiver	Staff
		YES	NO	Request	Comments
2.04	<u>Application</u>				
	To follow process specified in sections 2.06 through 2.20 of Northwood Subdivision Regulations.				
	Applicant shall submit the following:				
2.04(A)(1)	Correctly completed application form signed by the owner				
2.04(A)(2) and 2.10(B)	Abutters list which includes: correct abutters, applicant and authorized representative dated within 5 days of submittal, signed by preparer; additional list on adhesive mailing labels.				
2.04(A)(2)	Additional Abutters List on adhesive mailing labels.				
2.04(A)(3)	Payment of fees for administration and public notice per current Fee Schedule				
2.04(A)(4)	Ten (10) paper copies of plans complying with requirements of section 4.00.				
2.04(5)	Documentation that the following applications and correspondence have been submitted:				
2.04(5)(a)	Letters to appropriate town officials regarding town emergency services review, and connection to the municipal water supply system if applicable.				
2.04(5)(b)	Copies of applications for State permits including but not limited to subdivision, wetlands, septic, driveway, site specific, and underground storage tank.				
2.04(5).c	Copies of applications for Federal permits, including but not limited to "NPDES General Permit for Stormwater Discharges from Construction Activities."				
2.11	For applications with Regional Impact, additional notice required				
3.00	<u>Design Standards</u>				
3.01	Lots shall be shaped in a manner that promotes clarity of ownership				
3.01	Oddly shaped lots not permitted				
3.01.C	Lots shall contain contiguous areas of developable land such that the driveway, building water supply and sewage disposal, and other improvements can be constructed without filling of wetlands or other such adverse impacts which could be eliminated by different subdivision design.				
3.01(D)	Site lot lines shall be generally at right angles or radial to street lines.				
3.01(E)	No portion of a lot shall be less than 100-ft in width.				

**Town of Northwood
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		Provided?		Waiver	Staff
		YES	NO	Request	Comments
3.01(F)	To the maximum extent possible, all new lots shall be rectangular in nature.				
3.03	<u>Driveways and Access Points</u>				
3.03(A)(1)	A permit is required from the NH DOT for any private driveway entering the right-of-way of a Class I, II, or III highway.				
3.03(A)(2)	A permit is required from the road agent or selectmen's designee for any private driveway entering the right-of-way of a town road.				
3.03(A)(3)	Driveways shall be located at least 100-ft. from street intersections and major driveway entrances.				
3.03(A)(4)	Unless required otherwise, driveways shall be located no closer than 20-ft to side lot lines.				
3.03(B)(1)	No more than two principal residences may share common drive; shared portion to follow the shared lot line to maximum extent possible.				
3.03(B)(2)	Liability release form for shared driveway be provided and language placed on recorded mylar.				
3.03(B)(3)	For shared driveways, language to be provided with assigned responsibility for maintenance on recorded mylar.				
3.03(B)(4)	For shared driveways, driveway easement showing distances, bearings, width and rights of access shown on recorded mylar.				
3.03.C(1)	Driveway entrances onto town roads with speed limits of 30 mph or less shall have an all season safe sight distance of 250-ft in each direction.				
3.03.C(2)	Driveway entrances onto town roads with speed limits greater than 30 mph shall have an all season safe sight distance of 300-ft in each direction.				
3.03.C(3)	The applicant shall show a proposed location for a driveway for each lot and provide the sight distance in each direction for each lot.				
3.06	Proper and complete survey monumentation shall be installed on the properties involved prior to final approval of the application.				
3.07	All developments shall make adequate provision for a water supply of potable water for domestic consumption.				
3.07(A)	Connection to the municipal precinct water supply system shall be required at the precinct's direction.				
3.07(B)	In areas outside of the municipal water supply service area, provisions shall be made for on-site water supply or connection to a community water supply system.				

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3.07(B)	The well location and its protective radius, if required by the State, shall be indicated on the plat. The entire well radius shall be located within the property boundaries of the lot which the well serves, unless an easement is provided.				
3.08	All subdivisions shall demonstrate and provide adequate area for sanitary on-site sewage disposal. The sewage disposal location and its protective radius, if required by the State, shall be indicated on the plat.				
3.09	Utilities shall generally be located within the road right-of-way, and underground throughout the development.				
3.10	Landscaping requirements for subdivision approval are limited to establishment or re-establishment of suitable vegetative ground cover to ensure site stability, and to provide street trees where needed.				
3.11	There shall be adequate provisions for emergency service access to all lots.				
3.11(B)	At a minimum, there shall be a source of water for firefighting within 1 mile, along a Class V or better road, of each lot or building site proposed.				
4.00	<u>Plat Standards</u>				
4.01	Plat sheet shall measure and meet the standard criteria required by the Rockingham County Registry of Deeds such as 11" by 17", 22" by 34", 24" by 36".				
4.02	Applicant shall provide three or more paper copies of each plat sheet. Copies of plat sheets to be recorded shall be printed on mylar, or other material as specified by the Rockingham County Registry of Deeds.				
4.03	<u>Basic Information:</u>				
4.03(A)	Title Block to include:				
4.03(A)(1)	Title of the sheet				
4.03(A)(2)	Owner's Name				
4.03(A)(3)	Applicant's name, if other than owner				
4.03(A)(4)	Tax map and parcel number				
4.03(A)(5)	Name and address of the person or company which prepared the sheet				
4.03(B)	Scale of the plan in text and graphic form				
4.03(C)	North Arrow				

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4.03(D)	Each sheet shall indicate the date of original preparation, and the date and nature of each revision.				
4.04	NH Licensed Land Surveyor stamp & signature				
4.05	Plat sheet which requires any required engineering information shall be stamped and signed by a NH Licensed Professional Engineer.				
4.06	Approval Sheet to include:				
4.06(A)	Signature Block for Planning Board with a signature line and date space				
4.06(A)	Signature Block located near the lower right side of the plat whenever possible.				
4.06(B)	Supplemental plat sheets to include title and most recent date of revision.				
4.06.C	A locus map showing the location of the property within the municipality				
4.06(D)(1)	Indication of existing or proposed easements, covenants and deed restrictions.				
4.06(D)(2)	Indication of the zoning district, including applicable overly districts, if such districts exist.				
4.06(D)(3)	Area of each lot				
4.06(D)(4)	Length of road frontage for each lot.				
4.06(D)(5)	List of waivers and substitutions granted by the board.				
4.07	Match lines for multiple sheets				
4.08	Plat scale not less than 1" equals 100' or at greater detail				
4.09	Area of Coverage:				
4.09	The entire area and boundary of each lot shall be depicted except:				
4.09(A)	Each lot of 5 acres or less in area shall be shown in its entirety;				
4.09	Plans shall depict the entire area and boundary of each lot.				
4.10	<u>Site Information</u>				
4.10	The set of plans submitted shall provide the following information about the site:				
4.10(A)	Boundary survey of the existing boundaries, including:				
4.10(A)(1)	Distances, deflection angles, radii, arc lengths, control angles, monument locations, and other necessary survey data				
4.10(A)(2)	Names of all abutters, including map and parcel numbers				
4.10(A)(3)	Roads, rights of way, intersections and driveways within 50' of the lot				
4.10(A)(4)	Location and nature of easements, deed restrictions and covenants				

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4.10(A)(5)	Reference to deeds, earlier surveys, and other pertinent information as determined by the Licensed Land Surveyor.				
4.10(B)	Existing Conditions on the property, showing:				
4.10(B)(1)(b)	Contours at 2' intervals shall be required, except that lots which will remain 10 acres or more shall have 5' contour intervals, unless otherwise required by the planning board.				
4.10(B)(2)	Soil types and boundaries per the Rockingham County Soil Survey shall be indicated. Poorly and very poorly drained soils shall be clearly labeled as such.				
4.10(B)(3)	Existing Buildings, wells, septic systems, water lines, sewer lines, drainage facilities, utilities and other such improvements, in plan view, with description of uses and sizes, if applicable.				
4.10(B)(4)	Approximate location of buildings, wells and septic systems, in plan view, within 100' of the site.				
4.10(B)(5)	Surface waters, stone walls, and other significant natural and manmade resources.				
4.10(B)(6)	Overlay district boundaries that are located anywhere on the property				
4.10.C	Municipal, municipal precinct and zoning district boundaries, if any				
4.10(D)	Setback lines				
4.10(E)	Elevation of 100-Year Floodplain				
4.10(F)	Proposed Conditions on the property, showing:				
4.10(F)(1)	Boundary survey of the existing and proposed boundaries, showing all information provided for 4.10(A) plus distances, deflection angles, radii, arc lengths, control angles, monument locations, and other necessary survey data for proposed property boundaries.				
4.10(F)(2)	Proposed contours at 2' intervals in areas where changes are proposed.				
4.10(F)(3)	Buildings in plan view, with description of uses and sizes, if applicable.				
4.10(F)(4)	Proposed use(s), if other than single family residential.				
4.10(F)(5)	Plans for transportation, providing all information required to assess compliance with section 3.03 Driveway and Access Points.				
4.10(F)(7)	Plans for water supply, sewage disposal, utilities, and firefighting water supply, providing all information required to assess compliance with relevant sections is provided.				
4.10(F)(8)	Plans for landscaping, providing all information required to assess compliance with section 3.10.				
4.10(F)(10)	Each lot shall be numbered according to the town's tax map numbering system.				

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4.10(F)(11)	Location and results of a test pit and percolation test on each lot.				
4.10(F)(12)	Proposed easements, (driveways, utilities, etc.) should be shown in their entirety on the plan.				