



### Town of Nottingham

P.O. Box 114, 139 Stage Road, Nottingham NH 03290 Office 603-734-4881, Fax 603-679-1013

Web: <http://www.nottingham-nh.gov> Email: [plan.zone@nottingham-nh.gov](mailto:plan.zone@nottingham-nh.gov)

## SUBDIVISION APPLICATION – PLANNING BOARD

**Subdivision Type:** Conventional \_\_\_ Open Space \_\_\_ LLA \_\_\_

**Concurrent- Subdivision / Site Plan Review:** Y/N? \_\_\_

**Amendment to Approval:** Y/N? \_\_\_

Total Acreage:	Current Use Acreage:	# of Proposed Lots:
Project Address:		
Zoning District(s):		
Overlay District(s):	Map(s):	Lot (s):
Project Narrative: ( <i>Please attach a separate sheet with the project description of pre- and post-conditions</i> )		

**DOCUMENTS TO SUBMIT:** (All documents shall be provided in Adobe PDF format as well)

**Y-N/A**

- Project Narrative
- Form A “Abutters List” (filed no earlier than 5 days within submittal of this application with 3 labels per address on address labels - same size as Avery 5160/8160)
- Form B “Authorization to Enter Upon Subject Property”
- Form C “Owner’s Authorization for Representation”
- Form D “Request For Waiver(s)”
- Form E “Certification of Monument Installation”
- Form F “Application Checklist”
- Two (2) sets of 24”x36” plans
- Ten (10) sets of 11”x17” plans

**Note: Applicant must submit fee at time of submission – see “Application Fee Schedule” form**

**Note: All documents shall be provided in Adobe PDF format as well**

**INTERNAL USE ONLY:**

Case#:	Project Name:	Date Received:
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## SUBDIVISION APPLICATION – Continued

The property owner shall designate an agent for the project. This person (the applicant) shall attend pre-application conferences and public hearings, will receive the agenda, recommendations, and case reports, and will communicate all case information to other parties as required.

**All contacts for this project will be made through the *Applicant* listed below.**

<b>Owner 1:</b>		
Company:		
Phone:	Fax:	E-mail:
Address:		

*Owner 1 Signature*

*Date*

<b>Owner 2:</b>		
Company:		
Phone:	Fax:	E-mail:
Address:		

*Owner 2 Signature*

*Date*

<b>Owner 3:</b>		
Company:		
Phone:	Fax:	E-mail:
Address:		

*Owner 3 Signature*

*Date*

<b>Applicant (if different from owner):</b>		
Company:		
Phone:	Fax:	E-mail:
Address:		

<b>Developer:</b>		
Company:		
Phone:	Fax:	E-mail:
Address:		

<b>Surveyor/Engineer:</b>		
Company:		
Phone:	Fax:	E-mail:
Address:		

## ABUTTERS LIST

\* APPLICANT MUST PRINT THREE (3) ADDRESS LABELS PER ABUTTER INCLUDING THE APPLICANT, OWNER, AND PROFESSIONAL(S)\*

**1. OWNER 1 INFORMATION:**

Printed Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

**2. APPLICANT INFORMATION:**

Printed Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

**3. PROFESSIONAL(S) INFORMATION:**

Printed Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Abutter Information					
	Map:	Lot:	Sub lot:	Name:	Address:
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					

I, \_\_\_\_\_, the undersigned, certify that to the best of my knowledge, the above is an accurate and complete abutters list and that the information was obtained from the Nottingham Assessing Office no more than five (5) days prior to the date of this application.

\_\_\_\_\_

Applicant's Signature

Date

*Please attach a separate sheet with additional abutters, if necessary*



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**AUTHORIZATION TO ENTER UPON SUBJECT PROPERTY**

The property owner(s), by the filing of this application, hereby give permission for the members of the Nottingham Planning Board and such agents or employees of the Town as the Nottingham Planning Board may authorize, to enter upon the property which is the subject of this application at any reasonable time for the purpose of such examinations, surveys, tests and/or inspections as may be appropriate to enable this application to be processed.

I/We hereby waive and release any claim or right I/we may now or hereafter possess against any of the above individuals as a result of any examinations, surveys, tests, and/or inspections conducted on my/our property in connection with this application. This authorization expires in one year from date of signature.

**Property Owner 1**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Property Owner 2**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Property Owner 3**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Property Owner 4**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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**OWNER’S AUTHORIZATION FOR REPRESENTATION**

I, the undersigned owner(s) of the property listed above, hereby verify that I have authorized: \_\_\_\_\_ to represent me/us and apply for the required approval(s) from the Planning Board in the Town of Nottingham, New Hampshire for the following:

**Property Address:** \_\_\_\_\_

**Property Map/Lot:** \_\_\_\_\_

Name of Owner 1		
Address		
Signature		Date

Name of Owner 2		
Address		
Signature		Date

Name of Owner 3		
Address		
Signature		Date

Name of Owner 4		
Address		
Signature		Date



### REQUEST FOR WAIVER(S)

If there is more than one waiver requested, each waiver request is to be individually listed and described, as each waiver is considered individually by the Town of Nottingham Planning Board. A petition for waiver shall be submitted in writing by the applicant with the application for review. The request shall fully state the grounds for which the waiver is requested and all facts supporting this request with reference to the applicable Nottingham Subdivision Regulations article, section and paragraph. **Each waiver granted shall be listed on the approved subdivision plan which is to be recorded at the Rockingham County Registry of Deeds.**

<i>OWNER</i>		
Tax Map:	Lot:	Sub-Lot:
Property Address:		
Zoning District(s):		
Name of Owner 1:		
Address of Owner 1:		
<i>APPLICANT</i>		
Name (if different from owner):		
Phone Number:	Email:	

I, \_\_\_\_\_, request the following waiver(s) to the Town of Nottingham Subdivision Regulations for the above application:

REQUEST FOR WAIVER(S)			
Article	Section	Title/Heading	Reason for Waiver

Applicant Signature

Date

*Please attach a separate sheet with additional waiver requests, if necessary*



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**CERTIFICATE OF MONUMENT INSTALLATION**

Property Owner 1: \_\_\_\_\_  
\_\_\_\_\_

Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_

Property Address: \_\_\_\_\_

Surveyor Name: \_\_\_\_\_

Company: \_\_\_\_\_

Number of Granite Bounds: \_\_\_\_\_

Iron Stakes/Pins/Rods: \_\_\_\_\_

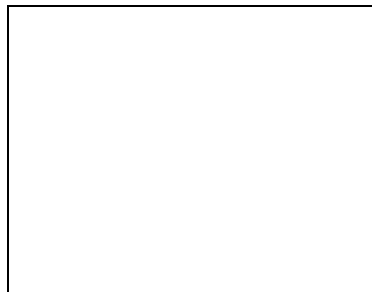
Drill Hole w/ Aluminum surveyor's disk: \_\_\_\_\_

“ I hereby certify that the monumentation required on the above referenced subdivision plat has been accurately installed under my supervision and said monumentation complies with the Nottingham Subdivision Regulations.”

Name of Surveyor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Seal of Surveyor:



## APPLICATION CHECKLIST

This checklist is intended to assist applicants in preparing a complete application for subdivision as required by the Nottingham Subdivision Regulations and must be submitted along with all application documents. Applicant shall be responsible for all requirements specified in the Nottingham Subdivision Regulations even if said requirements are omitted from this checklist.

Applicant shall be responsible for providing all the information listed in the column below entitled "Subdivision". Applicant should place an "x" in each box to indicate that this information has been provided. If an item is considered not applicable, the "N/A" box should be marked. Only certain checklist items are required for lot line adjustments, as noted by the applicable check boxes below.

<b>Application Requirements</b>	<b>Subdivision</b>		<b>Office Use</b>	
	Provided	N/A	Provided	N/A
Check the Appropriate Box or Boxes Below: <input type="checkbox"/> Lot Line Adjustment <input type="checkbox"/> Conventional or Open Space See Sections I & II            See Sections I & II, III, IV, & V	Provided	N/A	Provided	N/A
<b>Section I.</b>				
<b>General Requirements</b>				
1. Completed application form				
2. Completed abutters list				
3. Payment of all required fees				
4. Two (2) sets of plans 24"x36" and ten (10) sets of plans 11"x 17" submitted with all required information in accordance with the regulations and this checklist				
5. Copies of any proposed easement deeds, protective covenants, or other legal documents				
6. Project narrative on a separate sheet				
7. Any requested waiver(s) submitted with reason in writing				
8. Technical reports and supporting documents (see Section IX & X of this checklist)				
9. Completed application checklist				
<b>Section II.</b>				
<b>General Plan Information</b>				
1. Size and presentation of sheet(s) per registry requirements and the subdivision regulations				
2. Title block information:				
a) Drawing title				
b) Name of subdivision				
c) Location of subdivision				
d) Tax map & lot numbers of subject parcel(s)				
e) Name & address of owner(s)				
f) Date of plan				
g) Scale of plan				
h) Sheet number				
i) Name, address, & telephone number of design firm				
j) Name & address of applicant				
3. Revision block with provision for amendment dates				
4. Planning Board approval block provided on each sheet to be recorded				
5. Certification block (for engineer or surveyor)				



Case#	Project Name	Date			
6.	Match lines (if any)				
7.	Zoning designation of subject parcel(s) including overlay districts				
8.	Minimum lot area, frontages & setback dimensions				
9.	List Federal Emergency Management Agency (FEMA) sheet(s) used to identify 100-year flood elevation, locate the elevation				
10.	Note the following: "If, during construction, it becomes apparent that deficiencies exist in the approved design drawings, the Contractor shall be required to correct the deficiencies to meet the requirements of the regulations at no expense to the Town."				
11.	Note the following: "Required erosion control measures shall be installed prior to any disturbance of the site's surface area and shall be maintained through the completion of all construction activities, If, during construction, it becomes apparent that additional erosion control measures are required to stop any erosion on the construction site due to actual site conditions, the Owner shall be required to install the necessary erosion protection at no expense to the Town."				
12.	Note identifying which plans are to be recorded and which are on file at the Town.				
13.	Note the following: "All materials and methods of construction shall conform to Town of Nottingham Subdivision Regulations and the latest edition of New Hampshire Department of Transportation's Standard Specifications for Road & Bridge Construction."				
14.	North arrow				
15.	Location & elevation(s) of 100-year flood zone per FEMA Flood Insurance Study				
16.	Plan and deed references				
17.	The following notes shall be provided:				
	a) Purpose of plan				
	b) Existing and proposed use				
	c) Water supply source (name of provider (company) if offsite)				
	d) Zoning variances/special exceptions with conditions				
	e) List of required permits and permit approval numbers				
	f) Vicinity sketch showing 1,000 feet surrounding the site				
	g) Plan index indicating all sheets				
18.	Boundary of entire property to be subdivided				
19.	Boundary monuments				
	a) Monuments found				
	b) Map number and lot number, name, addresses, and zoning of all abutting land owners				
	c) Monuments to be set				
20.	Existing streets:				
	a) Name labeled				
	b) Status noted or labeled				
	c) Right-of-way dimensioned				
	d) Pavement width dimensioned				
21.	Municipal boundaries (if any)				
22.	Existing easements (identified by type)				
	A. Drainage easement(s)				
	B. Slope easement(s)				
	C. Utility easement(s)				
	D. Temporary easement(s) (Such as temporary turnaround)				
	E. No-cut zone(s) along streams & wetlands (as may be requested by the Conservation Commission)				
	F. Vehicular & pedestrian access easement(s)				
	G. Visibility easement(s)				
	H. Fire pond/cistern(s)				
	I. Roadway widening easement(s)				

J. Walking trail easement(S)				
K. Other easement(s) Note type(s)				
23. Designation of each proposed lot (by map & lot numbers as provided by the assessor)				
24. Area of each lot (in acres & square feet):				
a) Existing lot(s)				
b) Contiguous upland(s)				
25. Wetland delineation (including Prime Wetlands):				
a) Limits of wetlands				
b) Wetland delineation criteria				
c) Wetland Scientist certification				
26. Owner(s) signature(s)				
27. All required setbacks				
28. Physical features				
a) Buildings				
b) Wells				
c) Septic systems				
d) Stone walls				
e) Paved drives				
f) Gravel drives				
29. Location & name (if any) of any streams or water bodies				
30. Location of existing overhead utility lines, poles, towers, etc.				
31. Two-foot contour interval topography shown over all subject parcels				
32. Map & lot numbers, name, addresses, and zoning of all abutting land owners				
<b>Section III.</b>				
<b>Proposed Site Conditions Plan</b>				
<b>(Use Sections I General Requirements &amp; Section II General Plan Information)</b>				
1. Surveyor's stamp and signature by Licensed Land Surveyor				
2. Proposed lot configuration defined by metes & bounds				
3. Proposed easements defined by metes & bounds. Check each type of proposed easement applicable to this application:				
a) Drainage easement(s)				
b) Slope easement(S)				
c) Utility easement(s)				
d) Temporary easement(s) (such as temporary turnaround)				
e) Roadway widening easement(s)				
f) Walking trail easement(s)				
g) Other easement(s) Note type(s)				
4. Area of each lot (in acres & square feet):				
a) Total upland(s)				
b) Contiguous upland(s)				
5) Proposed streets:				
a) Name(s) labeled				
b) Width of right-of-way dimensioned				
c) Pavement width dimensioned				
6. Source and datum of topographic information (USGS required)				
7. Show at least one benchmark per sheet (min.) and per 5 acres (min.) of total site area				
8. Soil Conservation Service (SCS) soil survey information				
9. Location, type, size & inverts of the following (as applicable):				
a) Existing water systems				

b) Existing drainage systems				
c) Existing utilities				
10. 4K affluent areas with 2 test pit locations shown with suitable leaching areas				
11. Location of all water wells with protective radii as required by the NH Department of Environmental Services (meeting Town and NHDES setback requirements)				
12. Existing tree lines				
13. Existing ledge outcroppings & other significant natural features				
14. Drainage, Erosion and Sediment Control Plan(s) containing all of the requirements specified in Article 16 of the Subdivision Regulations				
<b>Section IV.</b>				
<b>Construction Detail Drawings</b>				
Note: Construction details to conform with NHDOT Standards & Specifications for Roads & Bridges, Town of Nottingham Highway Department requirements, and Article 15 of the Subdivision Regulations				
1. Typical cross-section of roadway				
2. Typical driveway apron detail				
3. Curbing detail				
4. Guardrail detail				
5. Sidewalk detail				
6. Traffic signs and pavement markings				
7. Drainage structure(s)				
8. Outlet protection riprap apron				
9. Level spreader				
10. Treatments swale				
11. Typical section at detention basin				
12. Typical pipe trench				
13. Fire protection details				
14. Erosion control details				
15. Construction Notes				
a) Construction sequence				
b) Erosion control notes				
c) Landscaping notes				
d) Water system construction notes				
e) Sewage system construction notes				
f) Existing & finish centerline grades				
g) Proposed pavement – Typical cross-section				
h) Right-of-way and easement limits				
i) Embankment slopes				
j) Utilities				
<b>Section V.</b>				
<b>Supporting Documentation If Required</b>				
1. Stormwater management report				
2. Traffic impact analysis				
3. Environmental impact assessment				
4. Hydrogeological study				
5. Fiscal impact. study provided				
6. Site Inventory and Conceptual Development Plan (from preliminary Open Space Subdivision review only)				
7. Calculation of permitted housing density (for Open Space Subdivisions only as required in the Nottingham Zoning Ordinance)				

**Note:** This checklist shall be completed and returned as part of the original application packet.