

Moultonborough Subdivision Regulation Checklist

PLEASE INSURE YOU RETURN A COMPLETED
CHECK LIST COMPLETE WITH WAIVER LETTER IF
REQUIRED!

All proposed subdivision plans must be submitted to the Planning Board accompanied by a subdivision application form and checklist, available from the Land Use Department. All forms and checklist must be completed by the applicant and filed with the Land Use Office along with all required submittals, no later than 19 business days prior to a scheduled hearing. A complete application will not be accepted by the board unless it meets all the applicable requirements per the Subdivision Regulations. **This checklist is only a guide and does NOT list every requirement.** If all data is not available, please contact the Land Use Office to reschedule your hearing. All submission requirements become part of the final application according to regulation 4.4. Due to application specific conditions, the following checklist may be amended at the discretion of the Planning Board.

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Moultonborough
Subdivision Review Checklist

Project Name

<u>Tax Map</u>	<u>Lot #</u>	<u>Date</u>				
Sub.Div.Reg.			Waiver Requested= WR			
Section	Owner:		Y	N	N/A	WR
4.3.1	6 Copies of application & one PDF file					
4.3.1.1	Proposed Subdivision Name					
4.3.1.1	Name and address of Owner(s) of Record					
4.3.1.1	Name of Subdivision Surveyor and/or Engineer					
4.3.1.1	Date of Application					
4.3.1.1	North Arrow					
4.3.1.1	Scale of not more than 1 inch to 100 ft.					
4.3.1.1	Tax Map page and parcel number					
4.3.1.2	Names and mailing address of all abutters					
4.3.1.3	Easements, Alleys, Parks, and Public open spaces					
4.3.1.3	Abutting Subdivision Names					
4.3.1.3	Setbacks					
4.3.1.4	Location, bearings and dimensions of property lines					
4.3.1.4	Existing and Proposed Buildings					
4.3.1.4	Existing and Proposed Easements					
4.3.1.4	Water courses, Ponds, Wetlands and/or standing water					
4.3.1.4	Rock ledges					
4.3.1.4	Right(s) of Way					
4.3.1.4	Total area clearly divided // Usable and Non-usable areas					
4.3.1.5	Water mains, Sewer lines and/or Drains; existing or planned					
4.3.1.5	Electric utilities					
4.3.1.5	Location and results of Percolation test pits/holes					
4.3.1.5	Protective Well radius					
4.3.1.6	Existing and Proposed Streets; Names & widths					
4.3.1.6	Elevation points to indicate topography of streets					
4.3.1.6	Location and widths of Streets, Highways, & Pedestrian Ways, existing and Proposed					

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Section	Owner:	Y	N	N/A	WR
4.3.1.7	Boundries of proposed permanent easements over or under private property				
4.3.1.8	Area of proposed lots in Sq. Ft. (up to 5 acres, "5.01" acres for over)				
4.3.1.9	Deed restrictions (for Public Use Lands only)				
4.3.1.9	Location and description of land to be dedicated to Public Use				
4.3.1.10	Bridges and Culverts with location and sizes				
4.3.1.11	Soil & slope information, for on-site water and/or sewer				
4.3.1.11	2-ft contours for constructon areas, 5-ft for remainder of lot				
4.3.1.12	All dimensions to nearest 0.0X of ft. & bearings to minute				
4.3.1.12	Error of closure for blocks by streets shall be that of a third order survey or better				
4.3.4	Fees Paid				
	Off site geographic facts within 200' pertaining to application to include following				
4.3.1.13	Driveways				
4.3.1.13	Intersections				
4.3.1.13	Other conditions that may have impact on application				
4.3.1.13	Shorelines				
4.3.1.13	Structures				
4.3.1.13	Utility construction				
4.3.1.13	Water sources				
4.3.1.13	Wetlands				
	<i>Next sections</i>				
4.3.2	Name and address of ALL professionals w/seals on plans				
4.3.3	Written confirmation that Fire Dept. received copy of plat				
4.3.5	Future Street systems if part of larger parcel				
4.3.6	If portion of land to be publicly owned, provide Conditional Title acceptable to Town's legal counsel				
4.3.7	Statement confirming stakes in ground for road(s) centerlines				
4.3.8	Copy of Deed Restrictions				
4.3.8	Copy of Conservation Easements				
4.3.8	Copy of Condominium Declarations				

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Section	Owner:	Y	N	N/A	WR
4.3.8	Copy of Restrictive Covenants, etc				
4.3.9	Written authority from all owners for agent to represent				
4.5.2	Written request for any Waivers				
6.2.2	Fire Fighting protective devices available? (hydrants, ponds, ?)				
6.3	Is in FEMA Flood Zone?				
7.1.1	Width of blocks not < 300 ft. nor > 1,200 ft.				
<i>Road Design and Construction Ref. Table 1 and exhibits after 9.7</i>					
7.2.5	Minimum road width per table 1				
7.2.5	Minimum Grade 0.5%				
7.2.5	Maximum Grade per table 1				
7.2.5	Minimum shoulder width per table 1				
7.2.5	Minimum centerline radii on curves per table 1				
7.2.5.1	Minimum ROW 50 ft.				
7.2.5.2	Minimum angle of intersection, 60 degrees, (prefer 90°)				
7.2.5.4	Minimum tangent on reverse curves 100 ft.				
7.2.5.5	Minimum road crown of 1/4 inch per ft.				
7.2.5.6	Dead End / Cul-de-Sac minimum diameter 120 ft.				
7.2.5.9	No street jogs of under 125 ft.				
7.2.5.12	Adequate drainage provided for 24 hr. 50 year storm?				
<i>Next sections</i>					
7.3.2	NHDOT Driveway permit Rcv'd on Class I - III roads?				
7.3.3	Town Driveway permit Rcv't?				
7.3.4	Driveway dimensions shown				
7.3.4	Driveway Sight distances indicated				
7.3	Intersection Sight Distances conform to Table 1				
7.3.5	No more than 2 access points				
7.3.6	For frontage over 600 ft., internal service road created				
7.4.3	Minimum 18 inch diameter under roadway pipe				
7.4.3	No additional drainage onto abutting property				
<i>Subdivision with any Water Access</i>					
8.1.1	Meets minimum lot size per Zoning Art. III Table 1				

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