

CASE # \_\_\_\_\_

**PLYMOUTH PLANNING BOARD**

**APPLICATION FOR A  
MINOR SUBDIVISION OR MAJOR SUBDIVISION**

The undersigned Applicant hereby submits to the Plymouth Planning Board a completed application for a proposed  **minor subdivision** or  **major subdivision**

entitled " \_\_\_\_\_ " located at the following address \_\_\_\_\_ with tax map and parcel numbers \_\_\_\_-\_\_\_\_-\_\_\_\_. The total acreage involved in the subdivision is \_\_\_\_\_, being subdivided in the following manner:

\_\_\_\_\_  
\_\_\_\_\_

For the following reason

\_\_\_\_\_.

The Applicant certifies that all the submission requirements listed in the Subdivision Regulations of the Town of Plymouth have been complied with, unless specifically modified by the Board, and understands that the Board's Subdivision Regulations guide the procedures and conditions for approval. This application must be filed with the Community Planner at least 21 days prior to a regularly scheduled meeting and that once the Board accepts the completed application, the Board has 90 days to approve or disapprove the application, subject to extension or waiver.

I hereby designate \_\_\_\_\_ as the representative(s) to whom all communication with the Owner may be addressed and the person to whom legal process may be served in connection with any proceeding arising out of the agreement herein.

\_\_\_\_\_  
date of application

\_\_\_\_\_  
signature of Owner

Owner

Applicant/Representative

name: \_\_\_\_\_

\_\_\_\_\_

address: \_\_\_\_\_

\_\_\_\_\_

telephone: \_\_\_\_\_

\_\_\_\_\_

e-mail: \_\_\_\_\_

\_\_\_\_\_

## SUBMISSION REQUIREMENTS

A completed application must contain the following items:

- Completed application form
- Completed checklist (attached) of required exhibits and data.
- Written waiver requests.
- Four (4) full-size paper copies of the plat (sheet size: 24"x36" maximum)
- Fifteen (15) 11"x17" reductions of the plat
- List of abutter names and addresses obtained from Town records not more than five days prior to filing the application; the names and addresses of any holders of conservation, preservation or agricultural preservation restrictions; the names and addresses of professionals who have stamped the plans. **These names must also be submitted on 2 sets of mailing labels.**
- One (1) reproducible mylar copy of the plat shall be submitted **subsequent** to approval.
- Fees as set by the Board of Selectmen:

<i>Application:</i> (\$100/lot)	\$ _____
<i>Notification:</i> (from notification list)	\$ _____
<i>Advertising:</i>	\$ 75.00
<i>Recording processing:</i> (\$9 per sheet)	\$ _____

***NOTE: Copies of updated deeds confirming the adjustment must be recorded at the County and provided to the Town***

<b><i>Total fees due to TOWN of PLYMOUTH</i></b>	<b>\$ _____</b>
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**Recording fees: BUSINESS OR BANK CHECK PAYABLE TO GRAFTON COUNTY**

### REGISTRY OF DEEDS:

\$26/sheet of drawing/submit at time of mylar submittal	\$ _____
\$25/plan for L CHIP Recording Surcharge	\$ _____

Fees are subject to adjustment to reflect documents actually recorded, prior to recording.

Application received on: \_\_\_\_\_ by: \_\_\_\_\_

Fees received on: \_\_\_\_\_ by: \_\_\_\_\_ amount: \_\_\_\_\_

## NOTIFICATION LIST

1. Include the applicant.
2. Include the representative (if different than applicant).
3. Include the owner (if different than applicant).
4. Include all abutters, as indicated on Town records no more than 5 days prior to application date.
5. Include any holders of conservation, preservation or agricultural preservation restrictions.
6. Include all professionals who have stamped the plans.
7. List the owner of more than one parcel only once.
8. **Copy names and addresses onto two sets of mailing labels and submit the labels with the application.**

NAME	ADDRESS	TAX MAP #
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applicant

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representative (if different than the applicant)

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owner (if different than the applicant)

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Professionals who have stamped the plans

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Holders of conservation, preservation or agricultural preservation restrictions

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Direct Abutters

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\_\_\_\_\_ Check here if list is continued on back or separate page.

\_\_\_\_\_ **Total number of names on this list (including applicant, owner &**

**representative)** x \$5.00 each = \$ \_\_\_\_\_ (see page 2)

**CHECKLIST FOR FINAL PLAT  
FOR  
MINOR/MAJOR SUBDIVISION APPROVAL**

Refer to Article IV, Section A, Part 14 (Final Plat Requirements)

The Final Plat for all major subdivision, minor subdivision or lot line adjustment shall show or be accompanied by the following:

- a. The Final Plat shall be drawn at a scale of 100 feet to the inch, or at greater detail as directed by the Board.
- b. Said plat shall be prepared in compliance with all applicable statutory requirements, including Grafton County Register of Deeds standards, and shall be prepared on sheets of 11x17, 17x22 or 22x34 inches measured from the cutting edges. If one sheet is not of sufficient size to contain the entire area of the site and environs, the plat shall be divided into sections to be shown on separate sheets of equal size with references on each sheet to the adjoining sheets.
- c. All dimensions shall be shown to hundredths of a foot and bearings to at least the nearest thirty seconds. The error of closure shall not exceed 1:5000 or as otherwise allowed by the Board. The Board may determine that a different survey standard may be warranted by a particular subdivision.
- d. Date; name and location of subdivision; name and address of owner; scale; north arrow; and the total acreage of land to be subdivided.
- e. A key (or location) map showing the relation of the proposed subdivision to existing streets or roads, and other adjacent subdivisions.
- f. Property lines of the entire parcel, rights-of-way lines of proposed or existing streets and easements, and lot lines with accurate dimensions, bearings, or deflection angles, and radii, arc and central angles of all curves. Acreage or square footage of each lot shall be shown. Lots shall be consecutively numbered.
- g. Location of proposed driveways.
- h. Location of proposed well and 75' radius protection area; location of 4,000 square foot area for proposed septic system, if public water and sewer service is not available.
- i. Location and description of all monuments.

- j. The names of abutting property owners and the location of property divisions that intersect with the land proposed for subdivision.
- k. All existing structures on the property to be subdivided and wells and septic systems on abutting properties within 200 feet of proposed wells and septic systems.
- l. Significant natural features such as woods, wetlands, streams, ponds, ledges, mines, scenic views, parks, public open spaces, etc.
- m. Soil type units as identified by soil series described by National Cooperative Soil Survey Standards.
- n. Flood hazard areas as indicated on National Flood Insurance maps available in the Town Office.
- o. Topographic contours at 5-foot intervals. The Board may modify the topographic detail, depending on the proposed subdivision plan and parcel.
- p. Year-round water courses.
- q. The purpose and acreage of any easement or land reserved, or dedicated to public use shall be designated, and the proposed use of sites other than residential shall be noted.
- r. Final locations of all proposed improvements including roads, drainage, erosion and sediment control structures, wells or water lines, septic systems, utilities, etc.
- s. Final cross-sections, profiles and grades of streets. (Cross-sections at 50 foot intervals plotted at 1"=10' horizontal and vertical unless otherwise approved by the Town Engineer.) Profiles plotted with the same horizontal scale as the plans and a horizontal to vertical scale ratio of 5 to 1 respectively. All data shall be based on a field survey.
- t. Plans and profiles, approved by the Town Engineer, of storm drains, culverts, catch basins, headwalls, and other drainage structures, including the identification of any potential runoff problems and methods to reduce any negative effects, as well as any other utility systems.
- u. If the subdivider is considering offering to the Town land included in streets, highways, parks or other public open spaces that will not specifically be reserved by the subdivider, such offers shall be clearly indicated.
- v. An engineer's estimates of the costs of proposed improvements, such as roads, water, sewer lines or septic system utilities, drainage systems, etc.

- w. At least one bench mark shall be established on each section or submission of a subdivision. Said bench mark should be plainly marked in the field and stationed on the final plat with its elevation. Ties to U.S.G.S. or other bench marks may be required, as appropriate.
- x. Certification of an engineer or surveyor licensed in the State of New Hampshire as to accuracy of plat details, street and drainage plans.
- y. Appropriate space on the plat for approval certification of approval by the Planning Board Chair and three other members, identifying the date of approval.
- z. A duplicate copy of all data submitted to the State Water Supply and Pollution Control Division for septic system subdivision approval (where needed) and a copy of their approval and any attached stipulations.
- aa. Final state approvals when appropriate from the Department of Transportation, the Wetlands Board, and any other State or Federal agency.
- bb. Indicate any and all declarations of covenants and restrictions as imposed by the developer with reference to their book and page recording number at the Grafton County Registry of Deeds. One copy of any declarations of covenants and restrictions must be provided to the Board.
- cc. Any other information or documentation which may be required by the Board.