

# TOWN OF NEW DURHAM

## Conditional Use Permit CHECKLIST<sup>1</sup>

Completed applications must be delivered to the Town Planning Office 21 days prior to a meeting. Any revisions to the plan must be delivered to the Town Planning Office 10 days prior to a continued meeting.	Town Center/ Mixed Use Article V	Steep Slope Article XIII	Stormwater Management Article XIV & Stormwater Regs	Water Quality Protection Article VI	Open Space Article VII
<b>GENERAL INFORMATION</b>					
Application #:					
Name of Applicant:					
Name of Proposed Subdivision:					
Location/Address:					
Map:        Lot:					
Date Received by Town:					
<b>MATERIALS TO SUBMIT</b>					
*Subdivision Application Form					
*Vicinity Map (size 11 x 17) 8 copies					
*Existing Conditions & Layout Plan: 5 (size 24 x 36), 8 reduced plans (size 11 x 17)					
* Proposed Layout Plan: 5 (size 24 x 36), 8 reduced plans (size 11 x 17)					
Town, State & Federal Approvals					
Studies & Documents					
*Application fees					
*Written waiver requests for all applicable requirements not shown					
*Abutters List					
*3 sets of mailing labels for applicant, all abutters, and all professionals working on project					
<b>VICINITY MAP: Including the following features within 1000 feet at a minimum scale of 1"=400':</b>					

<sup>1</sup>NOTE: This checklist is not intended to supersede or replace the Subdivision Regulations of New Durham, NH, but is to serve as a guide to the Planning Board and applicant in determining whether a subdivision application is complete.

\* Items that are starred must be submitted for the Planning Board to place the application on its agenda, unless the item is not applicable or a written waiver request is submitted.

\*\* Not all items apply to all applications\*\*

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*Existing lots adjacent to the proposed subdivision					
*Boundaries and designations of zoning districts					
*Outline of the proposed subdivision					
*Wetlands					
<b>PLAN FORMAT (for all plans)</b>					
*Information Blocks with					
Title of Plan					
Owner's name and address					
Agent's Name if any					
Date plan was prepared					
Revision dates and description or notes					
Scale of plan					
Name, address & seal of preparer of plan					
Tax Map & Lot Number and Deed reference					
*North Arrow					
*Bar Scale					
*Location plan at a minimum scale of 1"=2000'					
*Block for Board signature					
<b>EXISTING CONDITIONS-GENERAL</b>					
*Surveyed property lines of the parcel showing existing bearings, distances, and location of existing permanent markers					
*Zoning & Special district boundaries					
*Septic disposal facilities					
*Water supply					
*Existing structures					

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*Buildings, wells & leach fields within 100' of any proposed leach field					
*Location and number of existing utilities, including poles					
*Name, width, class & location of existing streets					
*Driveways					
*Owner name and address for all abutters					
*Tax Map and Lot numbers of all abutting lots					
*Location of existing wells, septic tanks, and leach fields within 100' of applicant property					
*Location of any Cemetery and its Access way					
<b>EXISTING CONDITIONS-NATURAL FEATURES</b>					
*Existing contours at 2' intervals					
*Surface drainage features					
*Ledge outcroppings					
*Significant tree stands					
*Significant and boundary line trees					
*Stonewalls					
*Historic, traditional or significant structures or architectural elements					
*FEMA floodplain boundary					
*Public or private conservation or protected areas					
*Significant wildlife and fishery habitats					
*Water bodies & waterways					
*Wetlands					
*Vernal Pools					

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*Seasonal or Intermittent Streams					
*Other natural resource features					
*Steep Slopes					
Slopes > 30%					
Slopes 25 -29.99%					
Slopes 15-24.99%					
Slopes of 10% or more within 125 feet of protected water resource					
*Trails					
Snowmobile					
ATV					
Hiking					
Horseback					
Other recreational trails					
*For resources on this list that are not present, add a note stating that fact					
<b>PROPOSED LAYOUT</b>					
*Surveyed proposed new property lines of the parcel showing bearings, distances, and location of new permanent markers					
*Soil mapping types & boundaries					
*Area of proposed lots in square feet and acres					
New lots numbered using tax map numbering system					
*Calculations for proper acreage for all lots based on slopes, soils, and all other Zoning Requirements					
*New Road locations and names					
*Cross sections & engineered profiles of all proposed streets & driveways					

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*Building Envelopes on each lot					
*Driveway locations on each lot					
*Municipal and non-municipal utilities					
*Location of test pits, and test pit logs					
*Proposed 75' well radius for each lot					
*4000 sq. ft. septic area for each proposed lot					
*Public use or common ownership areas					
*Drainage improvements					
*Erosion & Sediment Control plan					
*Proper frontage on Class V road					
*State & Town Shore Front Protection Zones and					
*Riparian Buffer Setbacks					
Standard Buffer and Setback Distances (per Table 1, section B)					
Naturally Vegetated Buffer Strip					
Building and Structure Setbacks					
Septic System Setbacks					
Impermeable Surface Setbacks					
Additional Buffer and Setback Distance due to Steep Slopes (per Table 2, section B)					
Description of sedimentation and erosion control/use of BMPs in the riparian buffer zone (section G.2)					
Buffer denotation monuments on parcel boundary					
Naturally vegetated buffer boundary tags on plat					
<b>TOWN, STATE &amp; FEDERAL APPROVALS</b>					

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*Conditional Use Permit Request					
*ZBA actions					
Dredge & Fill (RSA 482-A)					
Significant Alteration of Terrain (RSA 485-A:17)					
Army Corp of Engineers					
State driveway permit, if applicable					
Local driveway permit					
DES Subdivision approval (RSA 485-A:29)					
<b>DOCUMENTS &amp; STUDIES</b>					
Traffic Impact analysis					
Environmental and natural resource impact statement					
Easements					
Restrictive covenants					
Performance Guarantee					
Letter of credit					
Declaration of Condominium					
<b>STAGED OR PHASED DEVELOPMENT</b>					
Will subdivision be built out in stages or phases? Yes no					
If yes, description of phases					
If yes, proposed measures of substantial progress					