

TOWN OF NEW DURHAM
CONDITIONAL USE PERMIT CHECKLIST

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.	TownCenter/ Mixed Use Article V	Steep Slope Article XIII	Stormwater Management Article XIV & Stormwater Regulations	Water Quality Protection Article XV	Open Space Article VII	ADU'S Article VI Section L
GENERAL INFORMATION						
Application#						
Name of Applicant:						
Name of Proposed Subdivision:						
Location/Address:						
Map: Lot:						
Date Received by Town:						
MATERIALS TO SUBMIT						
*Subdivision Application Form - 8 Copies						
*Vicinity Map (size 11X17) 8 copies						
*Existing Conditions & Layout Plan: 7 (size 24X36), 10 reduced plans (size 11X17)						
*Proposed Layout Plan: 7 (size 24X36), 10 Reduced Plans (size 11X17)						
Town, State & Federal Approvals						
Studies & Documents						
*Application Fees						
*Written Waiver Requests for All Applicable Requirements Not Shown						
*Abutters List						
*Pre-Addressed, Postage Paid, Envelopes & Certified Mailers for All Abutters Including Applicant & All Professionals Working on the Project						
VICINITY MAP: Including the following features within 1000 feet at a minimum scale of 1"=400'						
*Existing Lots Adjacent to the Proposed Subdivision/ADU						
*Boundaries and Designations of Zoning Districts						
*Outline of the Proposed Subdivision						
*Wetlands						
PLAN FORMAT (for ALL Plans)						
*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 Note						
Scale of Plan						
Name, Address & Seal of Prepare of Plan						
Tax Map & Lot Number and Deed of Reference						
*North Arrow						
*Bar Scale						
*Location Plan at a Minumum Scale of 1"=2000"						
*Block for Board Signature						

***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 request is submitted.**

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EXISTING CONDITIONS-GENERAL						
*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						
*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 Number of All Abutting Lots						
*Location of Existing Wells, Septic Tanks, and Leach Fields Within 100' of Applicant's Property						
*Location of Any Cemetery and Its Access Way						
EXISTING CONDITIONS-NATURAL FEATURES						
*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						
*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' of Protected Water Resource						

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*Trails:						
Snowmobile						
ATV						
Hiking						
Horseback						
Other Recreational Trails						
*For Resources on This List That Are Not Present, Add a Note Stating That Fact						
PROPOSED LAYOUT						
*Surveyed Proposed New Property Lines of the Parcel Showing Bearings, Distances, and Location of New Permanent Markers						
*Soil Mapping Types & Boudaries						
*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						
*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 Proposed 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						

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TOWN, STATE, & FEDERAL APPROVALS						
*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)						
DOCUMENTS & STUDIES						
Traffic Impact Analysis						
Environmental and Natural Resource Impact Statement						
Easements						
Restrictive Covenants						
Performance Guarantee						
Letter of Credit						
Declaration of Condominium						
STAGED OR PHASED DEVELOPMENT						
Will Subdivision be built out in Stages or Phases?						
Yes No						
If Yes, Description of Phases						
If Yes, Proposed Measures of Substantial Progress						

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