

Town of New Durham
LAND USE APPLICATION

General Information

Land Owner	Name: _____		Property Address _____	
	Permanent Address: _____		City, State, Zip: _____	
	Map & Lot: _____	Phone #: _____	Email _____	
Application Preparer	Person Preparing Application: _____			
	Applicant Company: _____			
	Applicant Address _____			
	Applicant City, State, Zip _____			
	Cell Phone _____		Email _____	
Business Phone _____		Fax: _____		
Licensed Professionals	Assisting with Plan (Provide name, email, phone #)			
	Surveyor:			
	Engineer:			
	Soil Scientist:			
	Wetlands Scientist:			
	Other:			

This is an application for:			
Planning Board		Zoning Board	
___	Subdivision	___	Variance
___	Site Plan	___	Special Exception
___	Conditional Use Permit	___	Equitable Waiver
___	Voluntary Merger	___	Appeal
___	Boundary Line Adjustment		
___	Excavation Permit		

Please Check the Appropriate Underlying Zoning District: *This information can be found at the town website by clicking on the home page link to "tax and feature maps".*

- Town Center Mixed Use
- Residential, Agricultural, Recreational

Please Check all Overlay Districts that Cover any Part of the Property:

- Aquifer Protection Overlay
- Conservation Focus Area District
- Shore Front Conservation Area
- Steep Slopes Conservation District
- Water Quality Protection
- Wetlands Conservation Overlay

"I hereby authorize the New Durham Planning Board and its agents to access my land for the purpose of reviewing this subdivision plan, performing road inspections and any other inspections deemed necessary by the board or its agents, to ensure conformance of the on-site improvements with the approved plan and all Town of New Durham ordinances and regulations."

Owner's Signature (Not Applicant) _____

The owner certifies that any additional costs for engineering or professional services incurred by the Planning Board, Zoning Board, or the Town of New Durham in the final application process of this property shall be borne by the application and/or owner.

Applicant/Owner/Agent: _____ Date _____

**APPLICATION FOR SUBDIVISION OF LAND
TOWN OF NEW DURHAM
NEW HAMPSHIRE 03855**

NOTE: This form, the subdivision checklist, and all required information must be filed at least twenty-one (21) days before the date of the meeting at which it is to be submitted to the Board. Filing is to be done at the New Durham Town Hall Planning Office.

1. Name, mailing address, and telephone number of applicant:

2. Name, mailing address, and telephone number of owner of record if other than applicant:

3. Location of Proposed Subdivision:

4. Town of New Durham Tax Map _____ Lot Number _____

5. Name of Proposed Subdivision: _____

6. Number of lots and/or units for which approval is sought:

Lots _____ Units _____

NOTE: Unsubdivided land must be counted as a lot.

7. Type (s) of dwellings proposed in the subdivision:

Single family _____ Duplex _____ Multi-family _____

8. Water Supply and Pollution Control Division Subdivision No: _____

9. Name, mailing address, and telephone number of surveyor and/or agent:

10. Abutters: Complete the attached abutter's list including the Town of New Durham Tax Map, Lot Number, Name and Mailing address of all abutters, including those across a street, brook, or stream. Also, include three sets of mailing labels for sending certified notices to abutters, also including the property owner, surveyor, and/or agent. Abutter names and addresses must be verified with information on record with the Town Office. No application shall be heard unless all abutters as described herein have been notified.

11. Payment of all applicable subdivision fees.

The applicant and/or owner or agent, certifies that this application is correctly completed with all required attachments and requirements and that any additional costs for engineering or professional services incurred by the Planning Board or the Town of New Durham in the final subdivision process of this property shall be borne by the application and/or owner.

Applicant/Owner/Agent: _____ Date _____

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Owner: _____ Date: _____

**TOWN OF NEW DURHAM
APPLICATION FOR SUBDIVISION OF LAND CHECKLIST****

	ON PLAN	ENCLOSED	NOT APPLICABLE	WAIVER REQUESTED	NOT FOUND
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.					
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					
*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 Reference					
*North Arrow					
*Bar Scale					
*Location Plan at a Mininum 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

** 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

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APPLICATION FOR SUBDIVISION OF LAND CHECKLIST**

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	ON PLAN	ENCLOSED	NOT APPLICABLE	WAIVER REQUESTED	NOT FOUND
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 Architectual 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					
*Trails:					
Snowmobile					
ATV					
Hiking					
Horseback					
Other Recreational Trails					
*For Resources on This List That Are Not Present, Add a Note Stating That Fact					

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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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