



TOWN OF ALBANY, NEW HAMPSHIRE

OFFICE OF THE PLANNING BOARD

MAJOR SUBDIVISION CHECKLIST

In order to be complete an Application for a Major Subdivision shall be in compliance with the Albany Subdivision Regulations and, at a minimum, contain the documentation and information specified below as applicable. **Please explain any omissions.**

Exception: Upon receipt of a written request from the applicant, the Albany Planning Board may waive a specific requirement. This written request for a waiver **shall accompany the Application** and shall be granted or denied within 30 days of receipt of such request.

APPLICANT: _____

NAME AND DESCRIPTION OF SUBDIVISION: _____

LOCATION OF PROPERTY: _____
(Street Address)

LOT SIZE (Total Acres): _____ TAX MAP# _____ PARCEL# _____

DOCUMENTS REQUIRED

Applicant Use	DOCUMENTS REQUIRED	Planning Board Use
_____	1. Completed Subdivision Application	_____
_____	2. 5 working copies of plat plan	_____
	3. Notification list of names and addresses plus 4 sets of pre-addressed labels for:	
_____	* Abutters (per RSA 676:4 I (b))	_____
_____	* Applicant	_____
_____	* Owner(s) if other than applicant	_____
_____	* NH Registered Land Surveyor, engineer, Consultant, etc. as listed on plat plan	_____

**MAJOR SUBDIVISION CHECKLIST
DOCUMENTS REQUIRED
(continued)**

Applicant Use		Planning Board Use
_____	* Agent designated on application	_____
_____	* All holders of conservation, preservation, agricultural preservation restrictions per RSA 477:45 (if required)	_____
_____	4. Copy of NH subdivision application with supporting documentation	_____
_____	5. Filing fees	_____
_____	6. State/Town driveway permit	_____
_____	7. All applicable federal, state and town approvals and/or certifications, in writing, as required by these regulations	_____
_____	8. Copies of any existing or proposed protective or restrictive covenants and deed restrictions	_____

PLAT REQUIREMENTS

A plan drawn to scale, clearly showing all essential data pertaining to the boundaries of a tract of land, as determined by survey or protraction. A plat must contain enough information so that the boundaries can be located in the future by licensed Land Surveyors. Plat Size: not to exceed 24" x 36".

Applicant Use		Planning Board Use
_____	1. Vicinity Map showing location of the proposed subdivision drawn at the town tax map scale of 1 inch = 400 ft. showing relation of proposed plan to existing streets	_____
_____	2. TITLE BLOCK showing:	_____
_____	Name of Subdivision	_____
_____	Location of Subdivision	_____
_____	Owner's Name and Address (Lot of Record)	_____
_____	Deed Book # _____ Page(s) _____	_____
_____	Applicant's/Subdivider's Name and Address (if other than owner)	_____
_____	Preparer's Name and Address	_____
_____	Date of Preparation and Revision Dates	_____

**MAJOR SUBDIVISION CHECKLIST
PLAT DOCUMENTS REQUIRED
(continued)**

**Applicant
Use**

**Planning Board
Use**

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|-------|--|-------|
| _____ | 3. APPROVAL BLOCK with signature space for Planning Board Chairman and Secretary | _____ |
| _____ | 4. Tax Map and Parcel Number | _____ |
| _____ | 5. Identification of abutting properties by property owners' name, tax map, lot #, roads, easements, building lines, parks & public places, and other similar abutting properties facts. | _____ |
| _____ | 6. Name, address and signed seal of NH Registered Land Surveyors, Engineers, Consultants etc. as listed on plat plan | _____ |
| _____ | 7. Graphic scale not less than 1" = 400 ft. | _____ |
| _____ | 8. Symbol legend (unless symbols are clearly identified within the plat plan) | _____ |
| _____ | 9. North Reference | _____ |
| _____ | 10. Location of zoning district boundaries including wetlands and floodplains | _____ |
| _____ | 11. Topographical map @ 5 ft. intervals (existing and proposed or as noted in the context of the regulations) | _____ |
| _____ | 12. One (1) benchmark tied into any previously established benchmark. | _____ |
| _____ | 13. Survey of property lines showing: | _____ |
| _____ | • total acreage of each lot with bearings and distances | _____ |
| _____ | • boundary lines and set back lines of each lot | _____ |
| _____ | • location of permanent markers | _____ |
| _____ | • street rights-of-way and existing street names | _____ |
| _____ | • proposed new lot lines | _____ |
| _____ | • area of each new lot expressed in acres and square feet | _____ |
| _____ | 14. Location of all existing and proposed deed restrictions, covenants, etc. | _____ |

**MAJOR SUBDIVISION CHECKLIST
PLAT DOCUMENTS REQUIRED
(continued)**

**Applicant
Use**

**Planning Board
Use**

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|-------|--|-------|
| _____ | 15. Location of water courses, standing water, fire ponds, etc. | _____ |
| _____ | 16. Location and description of natural features, i.e., ledges, ponds, and manmade features (monuments, stone walls, etc.) | _____ |
| _____ | 17. Soil types, slopes, tree lines, vegetative species common to the lot and other essential features | _____ |
| _____ | 18. Note any supplementary plans to the Major Subdivision on the plat plan | _____ |
| _____ | 19. Submit 7 (min.)* final plats to Planning Board for approval and subsequent filing with: | _____ |
| _____ | • Applicant | _____ |
| _____ | • Planning Board | _____ |
| _____ | Registry of Deeds | _____ |
| _____ | • Board of Selectmen | _____ |
| _____ | • Town Clerk | _____ |
| _____ | • Tax Assessor | _____ |
| _____ | • Surveyor | _____ |
| _____ | • Engineer, Consultant, etc. (as required) | _____ |
| _____ | 20. The following may be required by the Planning Board before approval is granted: | _____ |
| _____ | • Engineer (Town-designated) Review of Proposal | _____ |
| _____ | • Other miscellaneous Engineering Studies | _____ |
| _____ | • Fill and Dredge Permit (RSA 482-A:1-15) | _____ |
| _____ | • WSPCD Major Alteration Permit (RSA 482-A: 17) | _____ |
| _____ | • Soils Scientist Approval | _____ |
| _____ | • Erosion and Sediment Control Plan | _____ |
| _____ | • Construction Bonding | _____ |
| _____ | • Phased Construction Plan | _____ |
| _____ | • Environmental Impact Statements | _____ |
| _____ | • Traffic Impact Analysis | _____ |
| _____ | • Tree protection and removal plan | _____ |

**MAJOR SUBDIVISION CHECKLIST
MAPS AND/OR PLANS REQUIRED**

- _____ 1. Plans and profiles of roads (see Albany Street Standards for _____
Design and Construction) showing:
- lot area
 - road frontage (see Zoning Ordinance),
 - intersecting roads or driveways within 200 ft.,
 - location, width, curbing and type of access/egress
 - all easements and rights-of-way of record
 - certification that the proposed street centerline and lot locations have been adequately flagged on the ground at the site to allow evaluation of the proposed subdivision by the Planning Board or Town Engineer

- _____ 2. Landscape Plan showing existing and proposed open space areas _____
and those to be retained

- _____ 3. Location of all existing drainage structures, sanitary sewers, water, _____
gas, electric layouts and fire protection facilities

- _____ 4. Plans and profiles of proposed drainage structures, sanitary sewers, _____
water systems, and public or private utilities