Town of Lyndeborough
Application and Checklist for Subdivision

The standard format for the plat includes:	*YES*	*NO*	*N/A*
A. A standard title block which includes: the proposed subdivision name and address of the owner of record, name of the subdivider and engineer or surveyor, and the date of the first draft located in the lower right corner of the plat;	❑	❑	❑
B. The tax map and lot number(s) of the parcel(s) being subdivided and the zoning districts within which it is located;			
C. The signature of the owner or his/her designated (in writing) representative	❑	❑	❑
D. The seal and signature of a land surveyor licensed in the state of NH;	❑	❑	❑
E. The seal and signature of a professional engineer licensed in the state of NH (where required for engineering designs).	❑	❑	❑
F. Horizontal scale not to exceed 100 feet to the inch;	❑	❑	❑
G. A bar scale for the plat;	❑	❑	❑
H. Sheet size 24 x 36 inches;	❑	❑	❑
I. Separate sheets shall be numbered consecutively, showing their relationship to each other;	❑	❑	❑
J. A margin of at least 1 inch shall be provided outside ruled border lines on 3 sides and at least 2 inches along the left side for binding;	❑	❑	❑
K. The purpose of the subdivision;	❑	❑	❑
L. Lots will be numbered consecutively starting with -1, or the next available number;	❑	❑	❑
M. Signature block located in the lower right above the title;	❑	❑	❑
N. Place for the recording of the HCRD number and date recorded above the signature block;	❑	❑	❑
O. A locus map depicting the site with regard to surrounding development at a scale of 1 inch equals 2,000 feet;	❑	❑	❑
P. North arrow;	❑	❑	❑
Q. A revision block sectioned off to record the date and the changes of each revision; and	❑	❑	❑
R. A "notes" section for imformation relative to the plan.	❑	❑	❑

Abutting Property Information:

The following information shall be provided on the plat for all abutting properties:

A. Tax map and lot numbers;	❑	❑	❑
B. The names and addresses of owners of record; engineers, licensed land surveyors, wetland scientists or other professionals involved in the development of the plan; and any holders of conservation, preservation, or agricultural preservation restrictions;	❑	❑	❑
C. Abutting subdivision names;	❑	❑	❑
D. The names, locations and dimensions of existing streets, easements, setbacks, alleys, parks and public open space;	❑	❑	❑
E. The location of existing buildings, septic system leach fields, water supply wells and protective well radii within 100 feet of the property boundaries;	❑	❑	❑
F. The location of property lines; and	❑	❑	❑
G. The location of existing driveways within 200 feet of the property boundaries.	❑	❑	❑

Subdivision Information:

The applicant shall provide the Board with the following information regarding the parcel to be subdivided.

		Yes	No	N/A
A.	A copy of the deed for the parcel(s) being subdivided.	❏	❏	❏
B.	A boundary survey for the entire parcel including bearings, distances and the the location of permanent markers with a maximum error of closure of 1 part in 10,000.	❏	❏	❏
C.	The locations, bearings and distances of proposed lot lines, including length of frontage on a public right-of-way, and the location of monuments, pins and drill holes clearly and accurately identified on the plan.	❏	❏	❏
D.	The area of all proposed lots denoting wetland area, dry area, and total area (in acres).	❏	❏	❏
E.	Existing and proposed topography for the entire parcel with contour intervals not to exceed 5 feet.	❏	❏	❏
F.	Soil types and location of soil boundaries as delineated on the SCS Soil Survey Maps.	❏	❏	❏
G.	The location of existing and proposed water bodies, watercourses, wetlands, rock/ledge outcrops or other significant natural features. Any areas proposed for dredge and fill shall be noted on the plat.	❏	❏	❏
H.	Locations of existing and proposed stump disposal areas.	❏	❏	❏
I.	Any easements, buildings, utility lines or other features existing on the parcel.	❏	❏	❏
J.	Erosion and sediment control plans based on a 25 year storm event in accordance with the *Stormwater Management and Erosion and Sediment Handbook for Urban and Developing Areas in New Hampshire*, as amended.	❏	❏	❏
K.	Existing and proposed plans for telephone, electric and other public utilities with a letter of intent from the utility companies to provide service.	❏	❏	❏
L.	The locations of proposed water supply wells, protective well radii and any proposed well radii easements.	❏	❏	❏
M.	The locations of the 4,000 square foot septic reserve area, test pits and test pit information for each lot. Test pits must be witnessed by a Planning Board representative.	❏	❏	❏
N.	The locations and specifications for fire protection-fire hydrants, fire ponds and cisterns.	❏	❏	❏
O.	The locations, names and widths of existing and proposed streets showing grades, radii, culvert locations, bridge designs and connecting stubs, and any Class VI road restrictions in conformance with the Town of Lyndeborough Street Road Design Standards.	❏	❏	❏
P.	Proposed driveway locations and permits.	❏	❏	❏
Q.	The locations and dimensions of any proposed easements.	❏	❏	❏
R.	The location of all parcels of land to be dedicated for public use.	❏	❏	❏
S.	If the proposed subdivision covers only a portion of the entire tract, a statement concerning the intended future used of the remainder and a sketch of the prospective future street system. The street system for the submitted portion will be considered with regard to adjustments and connections with the street system for the entire parcel.	❏	❏	❏
T.	The existing zoning district boundaries as designated on the Town of Lyndeborough zoning map.	❏	❏	❏
U.	Any revisions made to any sheets are to be so noted in the revision block.	❏	❏	❏
V.	A Curb-cut Approval Permit from the NH Department of Transportation for Subdivision driveways and/or streets accessing a state highway or state maintained road.	❏	❏	❏

		Yes	*No*	*N/A*
W.	Copies of all federal, state and local permits which may be required for the project including;			
	1) NH Department of Environmental Services (DES) Water Supply and Pollution Control	❑	❑	❑
	2) NH DES WSPCD Site Specific Permit,	❑	❑	❑
	3) NH Wetlands Board Dredge and Fill Permit, and	❑	❑	❑
	4) Army Corps of Engineers Dredge and Fill Permit	❑	❑	❑
X.	Road impact analysis.	❑	❑	❑
Y.	A letter from the Fire Chief stating that proposed water supplies provide sufficient volume, pressure and flow for fire protection and that access for emergency vehicles is adequate.	❑	❑	❑
Z.	The proposed use of the subdivision (i.e. single family duplex, industrial).	❑	❑	❑