SWANZEY PLANNING BOARD
P. O. Box 10009
Swanzey, NH 03446
Email: planner@swanzeynh.gov

SUBDIVISION APPLICATION FORM AND CHECKLIST

Date Received_____ By_____

APPLICATION PROCEDURE

1. This form and all required information must be filed with the Planning Office at least 21 days prior to the date at which it will be submitted to the Planning Board. Unless otherwise noticed, the Planning Board meets on the second and fourth Thursdays of every month.

2. Seven (7) paper copies of the application shall be submitted, in addition to an electronic submittal in Portable Document Format (*pdf), either by email or on a CD or flash drive. The mylar shall be provided at the time of public hearing.

3. All projects must comply with the Town's Zoning Ordinance and other applicable regulations before being considered by the Planning Board. Any necessary approvals from the Zoning Board of Adjustment must be received prior to application to the Planning Board.

4. Included herein is the checklist of plat requirements that are part of a completed application. Please check the documentation that has been submitted, or items for which waivers are being requested. All requests for waivers must be submitted in writing at the time of application, and include the justification for the request.

5. Within 30 days after filing, or the next meeting for which notice can be given, the application will be placed on the Planning Board's agenda. At this meeting the Board will vote to accept or not accept the application as complete. Following a vote to accept, the Board will either move into public hearing or schedule a public hearing for a time and date certain. The Board will either approve or disapprove the application no later than 65 days from the date of acceptance.

6. The required public notices and certified mailings are prepared and sent by the Planning Office. The applicant is responsible for all fees associated with filing and notification.

7. Within five (5) business days of the vote to approve or disapprove the application, the applicant will receive a written Notice of Decision. In the event of a disapproval, the notice will include the reasons for the decision and state what corrective action needs to be taken by the applicant.

TYPE OF APPLICATION:

☐ **Lot Line Adjustment** ☐ **Technical Subdivision**

☐ **Minor Subdivision** ☐ **Major Subdivision**

1. Name and address of owner(s) of record:

   _____

   _____

   Preferred Telephone:_____ Email:_____

2. Name and address of applicant (if different):

   _____

   _____

   Preferred Telephone:_____ Email:_____

3. Name and address of surveyor or other professional whose name and seal appear on the plat:

   _____

   _____

   Preferred Telephone:_____ Email:_____

4. Street Address of Proposed Subdivision:_____

5. Zoning District(s):_____ Tax Map Lot(s)

6. Purpose of the Application:_____

   _____

   _____

7. Number of lots and/or units for which approval is sought. (Unsubdivided land must be counted as a lot.) _____Lots _____Units

8. NH Department of Environmental Services Subdivision (Septic) Approval #:

The following items must be submitted with the application:

1. Attach a separate sheet listing Town of Swanzey Tax Map and Lot #, name and mailing address of all abutters, including those across a street, brook or stream; any professional whose name and stamp appears on the plat; and any holders of conservation preservation, or agricultural preservation restrictions. Abutter names should be those of current owners as recorded in the tax records five (5) days prior to the submission of the application.

2. A completed checklist (see attached).

3. Payment of all applicable fees. Applicants will be billed prior to the hearing. The application will <u>not</u> be considered by the planning board until such time as all fees are paid.

The following affidavits must be signed and dated:

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 Swanzey in the final subdivision process of the property shall be borne by the Applicant and/or owner.

_____ _____

Date Signature

I hereby authorize the Swanzey Planning Board and its agents to access my land for the purpose of reviewing the 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 Swanzey ordinances and regulations. The Swanzey Planning Board and its agents will provide the applicant with at least three days' notice prior to accessing the property.

_____ _____

Date Signature

I hereby authorize_____ to act as my agent and represent me before the Swanzey Planning Board.

Signed (Owner):_____ Date:_____

Signed (Agent):_____ Date:_____

FEE SCHEDULE

1. Minor Subdivision: A subdivision of land of not more than three (3) lots with no potential for resubdivision that fronts on a existing street and requires no new streets, utilities, or other municipal improvements. Filing Fee: $60.00 plus $20.00 per lot (x_____). $_____
2. Major Subdivision: Any subdivision not classified as a Minor Subdivision.

   Filing Fee: $60.00 plus $20.00 per lot (x____) and $10.00 per lot (x____) for Fire Department and Code Review. $_____
3. Notice Fee: Current rates for Keene Sentinel and Certified Mail. $_____
4. Recording Fee: Current rates for Cheshire County Registry of Deeds. $_____

Total Application Filing Fees: $_____

FOR PLANNING BOARD USE ONLY

Comments:

The above application was ☐ approved ☐ denied by the Swanzey Planning Board.

Date:_____

PLAT SUBMISSION CHECKLIST

Please note that this checklist is for administrative efficiency. Please refer to the Swanzey Subdivision Regulations to ensure that all requirements are being met.

Item #	Submission Requirement:	Submitted		
		Yes	No	Waiver
1.	Proposed subdivision name or title.	☐	☐	
2.	Name and address of owner.	☐	☐	
3.	Scale of 1" = 30', written and graphic.	☐	☐	
4.	North arrow.	☐	☐	
5.	Locus plan.	☐	☐	
6.	Name, license number and seal of surveyor.	☐	☐	
7.	Boundary survey including bearings, distances and the location of permanent markers.	☐	☐	
8.	Location and profiles with elevations of existing water mains, sewers, culverts, drains, and proposed connections or alternative means of providing water supply and disposal of sewage and surface drainage.	☐	☐	
9.	Existing and proposed easements, rights-of-way, buildings, water courses, ponds, standing water, rock ledges, stone walls and other essential site features.	☐	☐	
10.	Location of property lines, including entire undivided lot, lot areas and frontage on public right-of-way.	☐	☐	
11.	Tax map and lot number according to the Town of Swanzey numbering system.	☐	☐	
12.	Existing and proposed topographic contour boundaries at five (5) foot intervals.	☐	☐	
13.	Location of ground water.	☐	☐	
14.	Percolation tests and test results.	☐	☐	
15.	Soil mapping types, slopes and boundaries.	☐	☐	
16.	Deed restrictions.	☐	☐	
17.	Open space to be preserved.	☐	☐	
18.	Existing buildings and other man-made structures to remain.	☐	☐	
19.	Existing and proposed streets with class, names and right-of-way widths.	☐	☐	
20.	Final road profiles and cross sections.	☐	☐	
21.	All drainage and erosion control plans approved by the CCCD, if applicable.	☐	☐	
22.	State subdivision (septic) approval.	☐	☐	
23.	State Highway/Municipal Access permit, as applicable.	☐	☐	