

**Town of Pittsfield
Planning Board
Application for Approval of Proposed Subdivision
Instructions to Applicant**

These instructions and the attached checklist are provided as a supplement to the ordinances and regulations of the Town of Pittsfield and the State of New Hampshire, please DO NOT REPLACE EITHER. These instructions are intended to assist the applicant in filing a completed application, which is necessary for Planning Board acceptance and subsequent review and approval.

The developer and his agent(s) must have knowledge of the Zoning Ordinance, Master Plan, Excavations and Driveways Ordinance, and the Subdivision Regulations of the Town of Pittsfield.

APPLICANT IS STRONGLY RECOMMENDED TO FIRST CONTACT PLANNING BOARD SECRETARY, THEN CENTRAL NEW HAMPSHIRE REGIONAL PLANNING COMMISSION CIRCUIT RIDER BEFORE SUBMITTING AN APPLICATION.

The developer/landowner may elect to proceed directly with a Completed Application (3.02) which is explained below:

3.01 Preliminary Stage (Conceptual)

The landowner or agent may have a conceptual consultation with the Board without giving formal public notice but only at a formal meeting of the Board. Conceptual consultation shall only be in general terms and may include a review of the basic concepts of the proposal, consistency with the Master Plan, desirability of types of development proposed and suggestions from the Board to assist in resolving problems in meeting requirements. Such consultation shall be candid but shall not bind either the applying landowner (or agent) or the Board and statements made by Board members shall not be the basis for disqualifying them or invalidating any action taken by them.

3.02 Completed Application

A completed application, on a form to be obtained from the Board, shall include or be accompanied by:

- 1 - Names and addresses of the Subdivider(s)
- 2 - Name and addresses of the Subdivider's(s') agents (surveyors, engineers, soil scientists, etc.)
- 3 - Title of the proposed plan as it appears thereon and name of preparer and date
- 4 - Location of the property as depicted on the plan and Tax Map identification numbers
- 5 - Four (4) copies of the proposed plan (the original suitable for recording and four (4) copies of the final plan), with road profiles and soil map as required in Sections IV, V, VI, VII and IX
- 6 - Original signature(s) of the Subdivider(s) and its (their) agent(s). If the Subdivider is a corporation, the application shall be accompanied by a certified copy of a resolution of its Board of Directors authorizing the signature(s) of the signatories.
- 7 - Completed applicable Minor/Major subdivision checklist
If an item on the checklist does not apply to your subdivision, so indicate by writing N/A. If you request a waiver on any one of the subdivision regulations, so note on checklist and attach written rationale to substantiate your reason for requesting the waiver.

For a Completed Application (3.02) to be accepted by the Board, all items in sections 4, 5, 6, 8 and 9 of the Subdivision Regulations must be completed. Include with your Completed Application a copy

of all permits obtained from other Boards, such as but not limited to; Driveway Permit, Waiver obtained from Zoning Board of Adjustment; Water Supply and Pollution Control Subdivision approval, etc.

Application fees per the Planning Board Fee Schedule shall accompany all applications for approval of subdivisions.

APPROVAL PROCESS:

