



Subdivision Application Form
Town of Pittsfield, New Hampshire

Revised 11/2009

To be Completed by Applicant		10. Owner	
1. Date of Submission			Name _____ Address _____ Telephone _____ Signature _____
2. Type of Application ___ Major Subdivision ___ Minor Subdivision ___ Lot Line Adjustment ___ Other		11. Applicant	Name _____ Address _____ Telephone _____ Signature _____
3. # of lots before subdivision			
4. # of lots to be created			
5. Total Area of Site before subdivision		12. Surveyor	Name _____ Address _____ Telephone _____
6. Location of project Address: Tax Map/Lot # _____ 7. Zoning District _____		13. Required Materials (see Subdivision Regulations for details): I. Five copies of the completed application for Subdivision review II. Subdivision (5 large copies): a. Sheet size: Shall be of sufficient size and detail to clearly show what is proposed on the site. b. Scale: not less than 1"=100' c. Match lines when required (when more than one sheet is needed). d. Five (5) prints of each plan sheet (black line). e. Date, title, scale, north arrow, location map. f. All title blocks should be located in the lower right hand corner, and shall indicate: i. Type of plan ii. Owner of record iii. Title of plan iv. Name of the town(s) v. Tax map and lot number vi. Plan date and revision dates; g. Show all easements. III. List of current names and addresses of all abutters. IV. Fees as set by the Planning Board. V. The material composition shall be suitable for electronic scanning, recording, and archiving by the Registers of Deeds. VI. A letter of authorization from the owner, if the applicant is not the owner	
8. Has this property gone to the ZBA? ___ Yes Case # _____ ___ No			
9. Description of the project:			

Planning department use Only		2. Fees:		Receipt Stamp	
		Escrow _____ Application _____ Postage _____ Newspaper _____			
		3. Date of abutters notice: _____			
		4. Date of newspaper notice: _____			
		5. Date of Pre-application Meeting: _____			
1. Materials Submitted: ___ Plans ___ Completed Checklist ___ Application Fee ___ Postage Fee(s) ___ Letter of Authorization ___ Written Waiver Request(s) ___ Other _____		6. Date of PB Acceptance _____		Subdivision Application # _____	

**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:

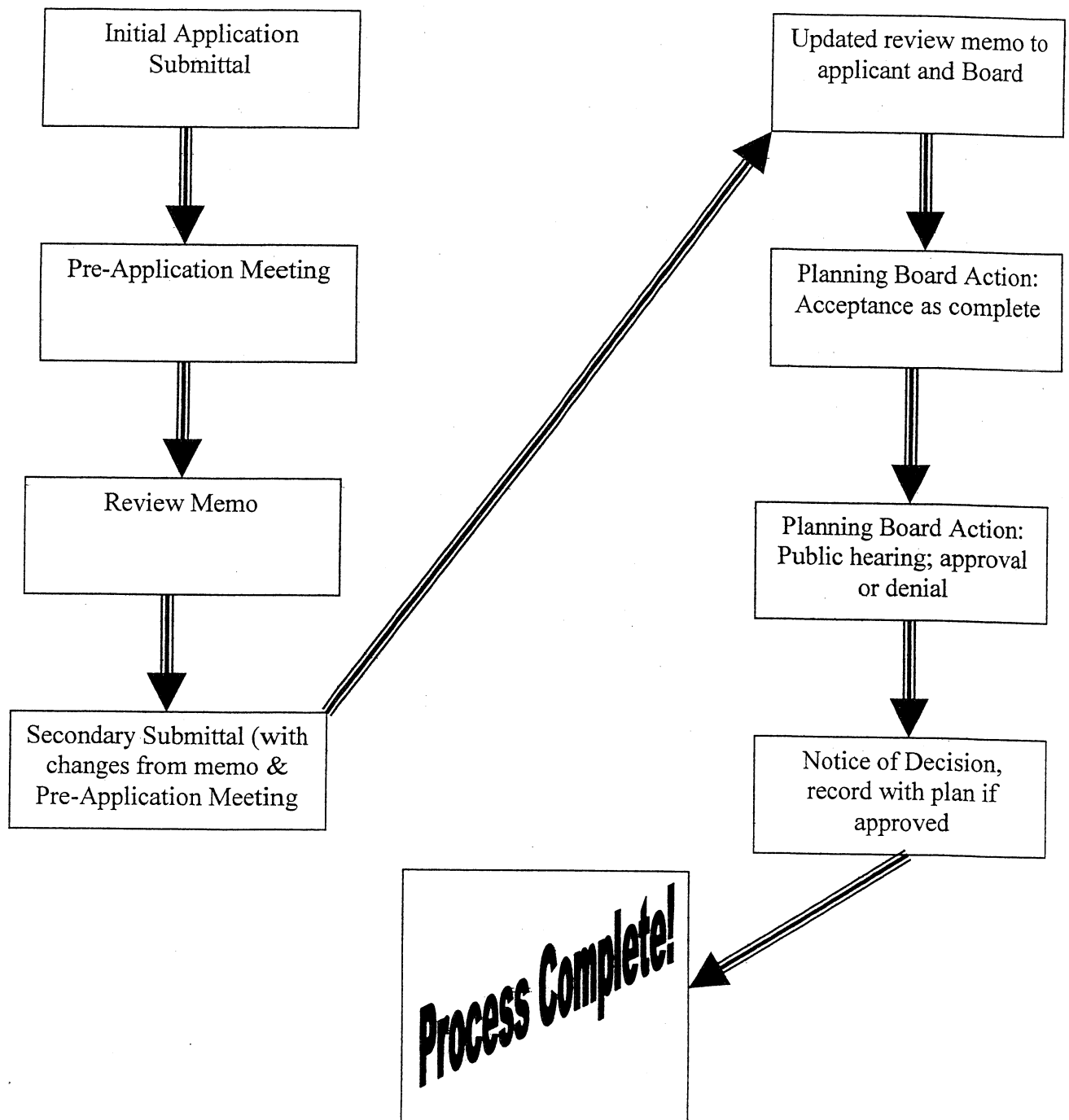
- 1 - Names and addresses of the Subdivider(s)
- 2 - Name and addresses of the Subdivider's(s') agents (surveyors, engineers, soil scientists, etc.)
- 3 - Title of the proposed plan as it appears thereon and name of preparer and date
- 4 - Location of the property as depicted on the plan and Tax Map 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:





TOWN OF PITTSFIELD PLANNING BOARD
Minor Subdivision Submissions
Subdivision Application Checklist

Project Name: _____ Tax Map & Lot No. _____

Address Project: _____ Lot Size BEFORE Subdivision: _____

Zoning District: _____ # of lots BEFORE Subdivision: _____

of lots AFTER Subdivision: _____

Property Owner: _____ Designer: _____

Description of Proposed Project: _____

SUBMISSION REQUIREMENTS (Section IV)

GENERAL STANDARDS (SECTION IV.A)

<u>General Items</u>	Yes	No	N/A	Waiver	Comments
1. Completed application - 5 copies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Fees paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Abutters list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Letter of authorization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Waiver request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Public hearing if requested by an abutter, applicant or Board (lot line adjustment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

At least one of the following must be checked yes for the application to be considered a

MINOR Subdivision (Section 5.B.1):

	Yes	No	N/A	Waiver	Comments
7. 3 lots or less with no potential for re-subdivision (5.B.1.a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Creates lot(s) for non-binding development purposes (5.B.1.b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Minor lot line adjustment or a boundary line agreement which does not create an additional buildable lot – i.e. there is not an increase in the number of lots (5.B.1.c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Plans

10. Plans suitable for recordation at Registry of Deeds (5.B.2.b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Five black or blue line paper prints (5.B.2.b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Final plat and paper prints not larger than 22"x34" (5.B.2.b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Plans are Required to Show

13. Location of the property with respect to surrounding property and streets, names of all abutters – to include names and addresses on the plan – and the names of adjoining streets (Section 5.B.2 et al)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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	Yes	No	N/A	Waiver	Comments
14. Location of existing streets, easements, water bodies, streams and other pertinent features such as wetlands – delineated and stamped by a Certified Wetland Scientist – rail roads, buildings, parks, cemeteries, drainage ditches (5.B.2.b.6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
15. A small locus map with streets, tax map data, parcel #, and zoning districts (6.C.3.h)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
16. Proposed subdivision Name/title (5.B.2.b.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
17. Name & address of owner (s) of record (& corresponding lot #s &) subdivider (5.B.2.b.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
18. Name, License # and seal of surveyor (5.B.2.b.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
19. Name, License # and seal of engineer, wetland scientist or soil scientist (if needed) (5.B.2.b.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
20. Date, scale & north (BOTH true and magnetic) point (5.B.2.b.1 & 6.B.8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
21. Boundary survey including bearings, stations, radii, curve data, distances and monuments – existing & proposed; no more than 700' between; at front lot corners, changes in direction, right-of-way lines; per Section 10.F.1.a (5.B.2.b.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
22. Tax map & lot number(s) in accordance with Town tax map numbering system (5.B.2.b.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	N/A	Waiver	Comments
23. Lot lines, dimensions, acreage & numbering of existing and proposed lots (5.B.2.b.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
24. Building setback line and zoning district classification (5.B.2.b.4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
25. Topographic from field data at 5' contour intervals; spot elevations at high and low points (5.B.2.b.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
26. 2' contour intervals when needed (5.B.2.b.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
27. Location and width of existing and proposed streets, ways, easements and right-of-ways (5.B.2.b.6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
28. All dimensions on plans shown in hundredths of a foot (5.B.2.b.6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
29. All bearings to at least minutes and seconds (5.B.2.b.6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
30. All error of closure shall exceed 1 to 10,000 for both raw traverse and plat closure; must tie to USGS and State Plane System (5.B.2.b.6 & 6.C.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
31. Existing and proposed streets with names and right-of-way (street names as approved by Board of Selectmen (5.B.2.b.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
32. Road cross sections and profiles certified by a licensed Professional Engineer (5.B.2.b.8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	N/A	Waiver	Comments
33. Drainage system certified by a Licensed Professional Engineer; storm system to be shown on plan (5.B.2.b.9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
34. Location of soils, groundwater and percolation test pits; test pit data to be shown on sheet in plan set and stamped by Certified Soil Scientist (5.B.2.b.10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
35. Buildings and other man-made features (5.B.2.b.11)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
36. Open space and flood prone areas – 100 year flood plain delineation (5.B.2.b.12)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
37. A time schedule indicating the anticipated starting and completion dates of the subdivision (5.B.2.b.13)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
38. Potential house numbering system for lots as prescribed by the Town (5.B.2.b.14)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
39. Deed restrictions and easement documents – to include drainage, site easements, rights-of-way and covenants; all must be shown on the plan and be described in plan notes (when applicable) (5.B.2.b.15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	N/A	Waiver	Comments
<p>40. Plan shall indicate its purpose; include the following statement: "The subdivision regulations of the Town of Pittsfield, New Hampshire are part of this plat, and approval of this plat is contingent upon completion of all requirements of said subdivision regulations, excepting only any variances or modifications made in writing by the Board and attached hereto." (6.C.1)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Other Permits Required – As needed

41. Copy of NHDES Dredge and Fill permit application, as needed – approved permit will be needed as a condition of subdivision approval by Planning Board (RSA 485-A:17)

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42. Copy of NHDES State Subdivision permit application, as needed – approved permit will be needed as a condition of subdivision approval by Planning Board (ENV-Wq 1000; Sub Regs 6.B.15)

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43. Copy of NHDES Septic Design permit application, as needed – approved permit will be needed as a condition of subdivision approval by Planning Board (ENV-Wq 1000)

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	Yes	No	N/A	Waiver	Comments
44. Copy of NHDES Terrain Alteration permit application, as needed – approved permit will be needed as a condition of subdivision approval by Planning Board (RSA 485-A:17)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
45. Copy of NHDOT driveway permit application, as needed – approved permit will be needed as a condition of subdivision approval by Planning Board (NHRSA 236:13)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
46. Copy of Town of Pittsfield driveway permit application, as needed – approved permit will be needed as a condition of subdivision approval by Planning Board (Sub Regs Section 10.G)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Performance Bond

47. Filed in accordance with Section 7.A.

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General Design Standards

Subdivision design standards include – but are not limited to – the following items (it is the subdivider's responsibility to familiarize him/herself with the Pittsfield Subdivision Regulations and ensure compliance):

Storm Drainage

48. Culverts over 10' span are marked as bridges on plans (10.C)

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Landscaping, Lighting, & Signage

49. Landscaping, lighting, and signage shown on plan (10.E & 10.K)

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	Yes	No	N/A	Waiver	Comments
Driveways					
50. Culvert pipe not less than 12" in diameter (10.G)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
51. 200' sight distance on plan (10.G)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
52. Intersection with road not less than 75 degrees (10.G)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
53. Return radii not more than 25' on residential (10.G)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
54. Driveway not within 100' of an intersection in urban compact area (10.G)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
55. Driveway not within 200' of intersection outside of urban compact area (10.G)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
56. Residential driveway not more than 20' wide (10.G)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
57. Commercial driveway not more than 50' wide or less than 30' (10.G)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Sewer Systems					
58. Connections or private systems to be shown on plan (10.H)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
59. Letter from Town Sewer department indicating capacity is available, connections are adequate and project will be connected (10.H)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
60. NHDES application for private community septic system (if needed); approval needed as a condition of Pittsfield Planning Board final approval (10.H)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>

	Yes	No	N/A	Waiver	Comments
Water Systems					
61. Connections or private systems to be shown on plan – 75' wellhead protection radius per RSA 485-A:30-b (10.I)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
62. Letter from Town Water department indicating capacity is available, connections are adequate and project will be connected (10.I)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<hr/>					
63. NHDES application for private community well system (if needed); approval needed as a condition of Pittsfield Planning Board final approval (10.I)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fire Protection					
64. Letter from Fire Chief indicating that the fire protection method is appropriate (10.J)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Utilities					
65. Utility system shown on plan (10.L)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Additional Studies					
66. Required additional studies filed with subdivision, as needed – Planning Board to specify (10.N)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____