

SUTTON SUBDIVISION SUBMISSION CHECKLISTS

Applicant's Name _____

Date Received: _____ LUC I: _____

Applicant's Address: _____

Applicant's Phone #: _____

Application Tax Map Number: _____

Subdivision Type: Minor or Major

Review Requested: Conceptual Consultation: Preliminary Design Review: Formal Application:

The chart on both sides of this sheet is a checklist of required documents for 3 different types of review by the Planning Board. There is a legend below explaining the abbreviations. The applicant shall provide the information **above** indicating whether this is an application for a minor or major subdivision and which of the 3 possible types of review is sought. When the Applicant believes that all applicable submission requirements have been provided, each of those items should be checked off in the first column (**AP**). If the Applicant or the Land Use Coordinator (**LUC**) believes that a submission required is not applicable, or the Applicant is requesting it be waived, then the appropriate square in the (**NA or W**) column should be so marked. If the applicant needs or wishes to make additional comments or explanations, these can be so noted by number in the comments column (**C#**) with the numbered documentation attached to this Checklist.

When this Checklist, with the required documents and fee(s) have been submitted to the LUC on or before the 15th of the month preceding the month the Applicant wishes to be heard by the Planning Board, the LUC and/or The Planning Board Consultant shall carefully review the provided documents to determine, to the best of its/their ability, whether or not the submission requirements have been met. If the LUC or Consultant believes they have, then the LUC will check off the YES boxes in the far right column. If there are items checked NO or the LUC has a comment that needs to be addressed, the LUC or Consultant will provide the Applicant with an explanation of same. The Applicant can then withdraw the application and make changes or additions as needed or can request that the Application be put on the next applicable Planning Board Agenda for their review and determination as to whether the application is complete or not.

LEGEND:

LUC I R C = Land Use Coordinator Initials - Review - Consultant
 AP = Applicant check list boxes
 CC = Conceptual Consultation Requirements
 PD = Preliminary Design Review Requirements

FA = Formal Application Requirement
 Ref # = Subdivision Regulations Reference Number
 C# = Comment # (for attached document(s))
 NA-W = Not Applicable or Waiver
 ☐ = Completed or as Noted

APPLICANT'S SUBDIVISION SUBMISSION CHECK LIST								LUC R	
AP	CC	PD	FA	Ref. #	Description	C#	NA	No	Yes
					Minimum Requirements				
	X				Picture(s) of site				
	X				Rough, to scale, property map				
	X				Rough, to scale, 20 foot contour map of property				
	X				Sketch of proposed design concept(s)				
	X				List of potential issues and questions				
		X	X	VI. A.1	Name of Subdivision and Applicant				
			X	2	Inked mylar of correct sizes				
			X	2a	Key map to multiple sheets				
			X	2b	Number of copies and sizes				
		X	X	VI.A.3	List of requested waivers if any				
			X	3a	Municipality (ies) name(s)				
		X	X	3b	Designer(s) name(s) and address (es)				
		X	X	3c	Name, address & seal of Surveyor/Engineer				
		X	X	3d	Parcel boundaries map to scale & area of each lot				
		X	X	3e	North point, bar scale, & revision dates				
			X	3f	Name and location of abutting owners				
			X	3f	Verification of applicable time requirement				
		X	X	3g	Intersecting roads & drives within required distances				
		X	X	3h	Location of all buildings within entire parcel				

APPLICANT'S SUBDIVISION SUBMISSION CHECK LIST									LUC R/C	
AP	CC	PD	FA	Ref. #	Description	C#	NA	No	Yes	
		X	X	3i	Existing & proposed ROW, Traveled Way & shoulder widths					
		X	X	3j	All existing easements, watercourses, significant features, pipe lines, disposal sites, drainage ways, etc.					
		X	X	3k	Existing & proposed telephone, elec. & gas lines					
	X	X	X	3l	Zoning district boundaries					
			X	3m	Map to easily locate site					
			X	3n	All proposed & existing monuments					
			X	3o	Lots not approved for onsite septic					
			X	3p	Type of survey and precision levels					
		X	X	3q	Topographic map at required contour intervals & distance					
			X	3r	Cost estimates by NH Engineer					
			X	3s	Copy of letter confirming Current Use status					
			X	3t	NHDES approval or signed application for lots < 5ac.					
			X	3u	Site specific soil mapping if required					
			X	VI.A.4a	Document traverse closure and accuracy required					
			X	4b	Waivers requested for Minor Subdivision is applicable					
			X	4c	Suitable property line locations, lengths & bearings					
			X	4d	Confirmation of required dimension accuracies					
			X	4e	Confirmation of closed figure for all parcels					
			X	VI.A.5	Written confirmation of required other notifications					
	X	X	X	6	Included steep slopes					
	X	X	X	6	Included wetlands					
	X	X	X	6	Included Shoreland					
	X	X	X	6	Other environmental constraints					
					Additional Requirements (major subdivisions +)					
			X	VI.B.1	Proposed well site(s) that meet state requirements					
			X	1	Proposed sewage disposal area tests					
			X	2	Topographic plan at required contour intervals & coverage					
			X	3	Proposed Road& Driveway profiles as required					
			X	4	Proposed Road & Driveway cross-sections as required					
			X	5	Proposed Road and Driveway Construction details					
			X	6	Legal descriptions of existing & proposed easements, ROW, etc.					
			X	7	Description of work required on existing roads with costs					
			X	8	Statement on any contemplated extension of subdivision					
			X	9	Detailed description & map of proposed land for public use					
			X	10	Location of every proposed sanitary septic disposal system, wells, related lines & fire protection					
			X	11	Certified copies of all required State Approvals					
			X	12	Drainage maps including soil types, wetlands drainage areas, slope analysis, existing & removed/disturbed vegetation & impact of all proposed impervious surfaces					
			?	13	Traffic Impact Study (see Appendix Exhibit B)					
			?	14	Environmental Impact Statement as described by PB					
			?	15	Adequate document copies provided with signatures					
			?	16	Required submission to other Town Boards					
			X	17	Detailed provisions for proposed open space &/or recreation facilities to be provided or \$ in lieu thereof					
			X	18&21	Established and funded escrow account or equivalent					
			X	19	Proposed fire protection plan & map					
			X	20	Debris disposal plan & map if applicable					

Deemed Complete or Not Complete by the Planning Board on: _____

Date

Yes No Abstain
Vote Tally

Board Chair Signature

Date