



CHARLESTOWN PLANNING BOARD

P.O. Box 385 CHARLESTOWN, NH 03603
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www.charlestown-nh.gov

Minor Subdivision / Annexation Application

Date _____ Project Location _____

Map # _____ Lot # _____ Zoning District(s) _____ Minor _____ Major _____

Applicant Name _____ Telephone # _____

Address _____

Property Owner Name _____ Telephone # _____

Address _____

I/We hereby apply for a subdivision approval and acknowledge I/we will comply with all of the ordinances of the Town of Charlestown, New Hampshire State Laws, as well as any stipulations of the Planning Board in development and construction of this project. I/We understand that if, any of the subdivision plan or specifications are incomplete, the application will be considered rejected.

Additionally, by the filing of this application, I/we hereby grant permission for any member of the Charlestown Planning Board or staff, the Conservation Commission, and any such agents or employees of the Town or other persons as the Planning Board may authorize, to enter upon the property which is the subject of this application at all reasonable times for the purpose of such examinations, surveys, tests and inspections as may be appropriate, and further to release any claim or right I/we may now or hereafter possess against any of the above individuals as a result of any examinations, surveys, tests and inspections conducted on my/our property in connection with this application.

Signature of Owner _____

Signature of Applicant _____

Application is due at noon on the date the agenda is closed (21 days prior to the hearing date).
Any applications received after that time will be deferred until the following meeting's agenda.

MINOR SUBDIVISION / ANNEXATION CHECKLIST

TWENTY-ONE (21) days prior to a Planning Board Meeting. The plan must be submitted in final form. The plan should comply with the following specifications:

	Maximum plan paper size 22" x 34"
	Not less than one inch equals fifty feet (Example: 1" = 20' acceptable)
	Locus with 1,000' radius of site to surrounding area
	Date of plan
	Title of project
	North point
	Property lines, exact locations and dimensions
	Acreage/ sq. ft. of entire minor subdivision / annexation
	Proposed lots, with lot numbers and area of each lot
	Names of bordering abutters
	Assessor map and lot number
	Topographical elevations
	Contours: existing and proposed
	Utilities: Existing and proposed
	Rights of Way
	Minimum of five (5) blue/blackline prints, plus twelve (12) 11" x 17" prints
	Water mains and sewage
	Design and location of septic systems and water wells; design of storm water drainage
	All notes from plats
	Planning Board Approval Block
	Easements
	Engineer's seal, NH Licensed Surveyor's seal

LISTOFABUTTERS

List all of the names and addresses of any persons whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration in this application.

Subject Property: Map _____ Lot _____ Name _____

Address _____

I hereby certify that the names and the addresses as listed reflect the state of the record title as of a date not more than five (5) days before the date the application is submitted.

Applicant signature: _____ Date: _____

