



**CHARLESTOWN PLANNING BOARD**

P.O. Box 385 CHARLESTOWN, NH 03603

Tel: (603) 826-5368 Fax: (603) 826-3709

[www.charlestown-nh.gov](http://www.charlestown-nh.gov)

**Major Subdivision 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.

**TOWN OF CHARLESTOWN, PLANNING BOARD  
SUBDIVISION APPLICATION CHECKLIST**

Applicant Information                      Date \_\_\_\_\_

Name \_\_\_\_\_ Map # \_\_\_\_\_ Lot # \_\_\_\_\_ Project Location \_\_\_\_\_

Project Description \_\_\_\_\_

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\*\*\*\*\***Checklist prepared by:** \_\_\_\_\_

Twenty-one (21) days prior to Planning Board Meeting a Subdivision plan and application must be submitted in final form. The Subdivision plan and application should comply with the following specifications:

The following checklist is based on section 4.5 of the Charlestown Subdivision Regulations. A completed application shall consist of all applicable items listed in this Section unless a written waiver has been granted by the Board.

1. \_\_\_\_\_ a completed application form.
2. \_\_\_\_\_ names and addresses of all abutters taken from the town records not more than five (5) days before the day of filing and all holders of conservation, preservation or agricultural preservation restrictions as defined in RSA 477:45.
3. \_\_\_\_\_ payment to cover filing and notification fees.
4. \_\_\_\_\_ Five full size (22"x34") copies and thirteen (13) reduced 11" X 17" copies.
5. \_\_\_\_\_ Upon final approval two mylar originals shall be provided for signature and recording.
6. \_\_\_\_\_ Proposed subdivision name or identifying title; name and address of the applicant and of the owner, if other than the applicant.
7. \_\_\_\_\_ North arrow, scale, date of the plan; name, license number and seal of the surveyor or other person whose seal appears on the plan; signature block for Planning Board endorsement.
8. \_\_\_\_\_ Names of all abutting landowners, subdivisions, streets, easements, building lines, parks and public places, and similar facts regarding abutting properties.
9. \_\_\_\_\_ Locus plan showing general location of the total tract within the town and the zoning district(s).
10. \_\_\_\_\_ Boundary survey prepared by a NH Licensed Land Surveyor.

11. \_\_\_ Location and profiles with elevations of existing and proposed water mains, sewers, culverts, drains, and proposed connections or alternative means of providing water supply, sewage disposal and surface drainage, prepared by a NH licensed professional surveyor, engineer or septic designer as appropriate to the information included on the plan.
12. \_\_\_ For lots to be served by on-site wastewater disposal, the location of percolation tests and test results prepared by a Permitted Septic Designer; 4,000 square-foot septic area; and location of 75-foot well radius.
13. \_\_\_ Existing and proposed easements, rights-of-way, driveways and buildings or other structures.
14. \_\_\_ Location of property lines, including entire undivided lot, lot areas in square feet and acres, frontage on public rights-of-way, and building setback lines. Each lot shall be numbered according to the Town tax map numbering system.
15. \_\_\_ All wetlands and surface waters on the site. (see section 4.5.2 (10))
16. \_\_\_ Soils data based on the NRCS Sullivan County Soil Survey.
17. \_\_\_ Delineation of other limiting features including rock outcrops, steep slopes in excess of 25%, and soils with bedrock within 18 inches of the surface.
18. \_\_\_ Base flood elevations and flood hazard areas as delineated on the most recent edition of the Flood Insurance Rate Map/Flood Hazard Boundary Map and Flood Insurance Study.
19. \_\_\_ Rock ledges, stone walls and other natural features; existing and proposed foliage lines; and open space to be preserved.
20. \_\_\_ Existing and proposed locations for the burial of tree stumps generated through land.
21. \_\_\_ Existing and proposed streets with names, classification, travel surface widths, right-of-way widths; location and width of driveways. (See Appendix A for road and driveway standards.)
22. \_\_\_ Final road profiles, centerline stationing and cross-sections prepared by a NH licensed PE.
23. \_\_\_ Topographic Map (see section 4.5.2 (18))
24. \_\_\_ Plan for the control of erosion and sedimentation prepared by a NH licensed PE if the subdivision involves construction of roads, utilities or other significant earth disturbance.
25. \_\_\_ State Subdivision Approval if applicable.
26. \_\_\_ State and/or Town driveway permits, as applicable.
27. \_\_\_ Any other required state and/or federal permits.
28. \_\_\_ Any additional reports or studies deemed necessary by the Planning Board.

**LIST OF ABUTTERS**

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 \_\_\_\_\_

MAP \_\_\_\_\_ LOT \_\_\_\_\_ Name \_\_\_\_\_  
Address \_\_\_\_\_

MAP \_\_\_\_\_ LOT \_\_\_\_\_ Name \_\_\_\_\_  
Address \_\_\_\_\_

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MAP \_\_\_\_\_ LOT \_\_\_\_\_ Name \_\_\_\_\_  
Address \_\_\_\_\_

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: \_\_\_\_\_

**Town of Charlestown**  
**Planning Board**  
**SCHEDULE OF PLANNING BOARD FEES**

No Application will be considered complete until all fees are paid in full. All checks, except recording fees, should be payable to the Town of Charlestown.

Applicant Information                  Subdivision \_\_\_\_\_ Site Plan \_\_\_\_\_ Other \_\_\_\_\_  
Name \_\_\_\_\_ Project Location \_\_\_\_\_ Tax Map \_\_\_\_\_ Lot \_\_\_\_\_  
Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

**A. APPLICATION FEE**

All Formal Applications (except Sign Permit) \$100.00                  \$ \_\_\_\_\_

**B. SUBDIVISION APPLICATIONS**

Pre-application Review  
    Preliminary Conceptual Consultation   N/C                      \$    -0-  
    Design Review (Notification Costs Only)                      \$    -0-  
Formal Application  
    Two Lots    \$150.00                  \$ \_\_\_\_\_  
    \_\_\_\_\_ Additional lots                  @    \$80.00 each              \$ \_\_\_\_\_  
    Lot Line Adjustment                                 \$50.00                  \$ \_\_\_\_\_

Upon final approval of a subdivision the applicant will be required to submit the Registry fee for recording of the mylar. Checks should be payable to Sullivan County Registry of Deeds.  
The current fees are as follows but are subject change at the discretion of the Registry:

    17" x 22"    \$16.00  
    22" x 34"    \$26.00  
**Plus** separate LCHIP surcharge (separate check)    \$25.00

**C. SITE PLAN REVIEW APPLICATIONS**

Pre-application Review  
    Preliminary Conceptual Consultation   N/C                      \$    -0-  
    Design Review (Notification Costs Only)                      \$    -0-  
Formal Application  
    Use Change or Home Occupation only \$50.00  
    Exterior alteration                                  \$100.00  
    New Construction < 2500 sf                      \$200.00  
   > 2500 sf                      \$400.00                  \$ \_\_\_\_\_  
    Sign Permit    \$40.00                  \$ \_\_\_\_\_

**D. NOTIFICATION COSTS (for all applications)**

Applicant + \_\_\_\_\_ Abutters X \$10.00 each                      =    \$ \_\_\_\_\_  
(Include surveyor, engineer and all other consultants)

**E. OTHER:** Copies of Town Regulations - \_\_\_\_\_ copies @ \$ 10.00    \$ \_\_\_\_\_  
                    Zoning Map @ \$ 3.00    \$ \_\_\_\_\_

**TOTAL AMOUNT DUE**    **\$ \_\_\_\_\_**