



CHARLESTOWN PLANNING BOARD

P.O. Box 385 CHARLESTOWN, NH 03603

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

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 _____

*******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 _____

MAP _____ LOT _____ Name _____
Address _____

MAP _____ LOT _____ Name _____
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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: _____

