

# Town of Wakefield Planning Board

2 High Street, Sanbornville, NH 038872

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## Subdivision Plan Application

Date Received: \_\_\_\_\_  
Tax Map \_\_\_\_\_ Lot \_\_\_\_\_  
Date Fee Paid: \_\_\_\_\_

Type: \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_ Conventional \_\_\_\_\_ Open Space Conservation

Status: \_\_\_\_\_ New \_\_\_\_\_ Amendment / Prior Approval Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Zoning District \_\_\_\_\_ Overlay District(s) \_\_\_\_\_

1. Subdivision Name: \_\_\_\_\_

2. Total Acreage: \_\_\_\_\_ Proposed Number of Lots: \_\_\_\_\_

3. Brief Description for Public Notice: \_\_\_\_\_

4. Name of Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

5. Name of Applicant/Agent (If other than Property Owner, attach Owner's Authorization Letter):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

If Applicant is a corporation, check if licensed in NH: \_\_\_\_\_ Yes \_\_\_\_\_ No

6. Name of Licensed Professionals preparing plan (e.g. Land Planner, Surveyor, Engineer, Architect, Soil Scientist)

Name: \_\_\_\_\_ State Licensed and #: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name: \_\_\_\_\_ State Licensed and #: \_\_\_\_\_

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Subdivision Plan Application – (continued)

Tax Map \_\_\_\_\_ Lot \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

7. What legal interest does this applicant, if other than owner, have in the property to be developed?

\_\_\_\_ Ownership \_\_\_\_ Option \_\_\_\_ Purchase & Sales Contract \_\_\_\_ Other: \_\_\_\_\_

8. What interest does the applicant have in any abutting property? \_\_\_\_\_

9. County Registry of Deeds Book \_\_\_\_\_ Page(s) \_\_\_\_\_

10. Describe any existing restrictive covenants, easements or right of ways: \_\_\_\_\_

11. Describe any proposed restrictive covenants, easements or rights of ways: \_\_\_\_\_

12. Identify existing use(s) of land (i.e. residential, farmland, wood lot, etc.): \_\_\_\_\_

13. Does the parcel include any water bodies? \_\_\_\_ Yes \_\_\_\_ No

14. Is any portion of the property within 250 feet of the high water mark of a pond, stream, or water body?

\_\_\_\_ No \_\_\_\_ Yes Name: \_\_\_\_\_

15. Is any portion of the property within or adjacent to a special flood hazard area as identified by the Federal

Emergency Management Agency? \_\_\_\_ No \_\_\_\_ Yes Zone: \_\_\_\_\_

16. Anticipated start date of construction: \_\_\_\_\_

17. Anticipated date of completion: \_\_\_\_\_

18. Does this development require extension of public infrastructure? \_\_\_\_ No \_\_\_\_ Yes

Type: \_\_\_\_ Roads \_\_\_\_ Sidewalks \_\_\_\_ Sewer \_\_\_\_ Storm drainage \_\_\_\_ Water lines

\_\_\_\_ Fire protection equipment Other: \_\_\_\_\_

19. Estimated cost for infrastructure improvements: \_\_\_\_\_

20. Identify method of water supply to the proposed development?

\_\_\_\_ Individual well(s) \_\_\_\_ Connection to public water system \_\_\_\_ Central well w/ distribution lines

Other, please describe: \_\_\_\_\_

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Subdivision Plan Application – (continued)

Tax Map \_\_\_\_\_ Lot \_\_\_\_\_

21. Identify method of sewage disposal to the proposed development?

\_\_\_\_\_ Individual septic tanks      \_\_\_\_\_ Central on site disposal with distribution lines

\_\_\_\_\_ Connection to public sewer system

Other, please state alternative: \_\_\_\_\_

22. Proposed dedication to the public for any streets, recreation, or common lands? If any:

Street(s)      \_\_\_\_\_ Yes      \_\_\_\_\_ No      Estimated Length \_\_\_\_\_

Recreation area(s)      \_\_\_\_\_ Yes      \_\_\_\_\_ No      Estimated Acreage \_\_\_\_\_

Common land(s)      \_\_\_\_\_ Yes      \_\_\_\_\_ No      Estimated Acreage \_\_\_\_\_

23. Requested waivers of any of the subdivision application requirements? If yes, list and state reason(s).

\_\_\_\_\_

**Certification and Agreement:** To the best of my knowledge, all information submitted on this Application is true and correct. All proposed development will be in conformance with the information contained on the Application, in the approved subdivision plan as well as the provisions of Town Ordinances and Regulations. In consideration for approval and privileges accruing thereto, the subdivider hereby agrees:

- A. To carry out the improvements agreed upon and as shown and intended by said plat including any work made necessary by unforeseen conditions, which become apparent during construction.
- B. To post all streets "private" and to provide and install standard street signs as approved by the Town for all street intersections.
- C. To give the Town on demand, proper deeds for land rights-of-way reserved on the plat for streets, drainage or other purposes as agreed upon.
- D. To save the Town harmless from any obligation it may incur, or repairs it may make, because of my failure to carry out any of the foregoing provisions.
- E. To make no changes whatsoever in the "Final Plat" as approved by the Board unless a revised plat or plat of re-subdivision is submitted to and approved by the Board.

The owner/agent, by filing an application, hereby gives permission for any member of the Wakefield Planning Board, Conservation Commission and such agent/employee of the Town or other person(s) as the Planning Board may authorize, to enter upon the property which is the subject of the application at all reasonable times for the purpose of such examinations, surveys, test and inspection as may be appropriate.

**Applicant/Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner(s) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_



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Subdivision Plan Application – (continued)

Tax Map \_\_\_\_\_ Lot \_\_\_\_\_

**Attachment B**

**Subdivision Plan Impact Assessment Form – (Required with Major Subdivision Application)**

Please provide written answers to the following questions:

I. PUBLIC FACILITIES

A. Roads, Traffic, Snow Removal:

1. What will be the length in feet of roadways to be constructed?
2. Estimate the traffic (vehicle movements) your development will generate at peak hours of the day.
3. How will this additional traffic affect the traffic capacity of existing streets, intersections, and bridges, which will access your development?
4. Estimate the cost of improvements, which will be necessary to enable these facilities to handle the traffic your development generates.
5. Have you provided access to land-locked abutters in your plans?

B. Schools

1. Estimate how many school age children your development will generate.
2. How distant is your development from existing school bus routes?

C. Police and Fire

1. Are you expecting a certain group of people to live in your development such as elderly, young families, etc.? (Identify)
2. Estimate law enforcement requirements that will be needed (patrol hours and equipment).
3. How distant is your development from the Town's Fire Station?
4. What facilities have you placed in your development to assist fire department (dry hydrants, cistern, cul-de-sacs for turning around)?

D. Utilities

1. How far must existing electrical service be extended to service your development?
2. What impact will your drainage system have on ???

II. ENVIRONMENT

A. Vegetation

1. What type of natural vegetative cover presently exists on the site?
2. Are any existing vegetative forms unique to this area?
3. What portion of this vegetative cover will be disrupted by the development, both short and long term?
4. How quickly will excavated areas be re-vegetated and what types of vegetation are proposed?
5. What restrictions or covenants are being placed in the deeds to insure the vegetation is protected?

B. Wildlife and Habitat

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Tax Map \_\_\_\_\_ Lot \_\_\_\_\_

1. Does the proposed development disturb major wildlife habitat? (Coordinate with N.H. Fish and Game)
  2. If so, what measures will be taken to protect and/or reduce the impact on wildlife?
- D. Drainage
1. How will the proposed development affect the natural drainage system?
  2. What type of soils exists in the development area?
  3. What type of easements will be made for streams and intermittent water run offs?
  4. What restrictions or covenants are being placed in the deeds to insure that culverts, both on-site and off-site are appropriately sized to insure adequate "way" for drainage (using 25 year storm standard)?
- E. Grading of Slopes
1. Will sloping landforms be graded in the proposed development?
  2. What percent of the total sloping area will be graded?
  3. What measures will be taken to control the runoff from the graded area?
  4. What restrictions or covenants are being placed in the deeds to protect from erosion or flooding?
  5. What is the composition of the soil and depth from top of slope to bottom (provide slope profile)?
- F. Hydro geologic Impact
1. What percentage of your total acreage will be covered with impervious surfaces such as roofs, streets, and driveways?
  2. Will any wet areas be drained or filled?
  3. Has this drainage or fill been coordinated with the Conservation Commission and an application made to N.H. Dredge and Fill?
  4. Will any surface waters be diverted?
  5. How will the withdrawal or water from new wells, the construction and water diversion affect the groundwater table?
  6. How will the installation of septic systems affect the quality of the water in the area?
- G. Soil
1. Will any topsoil be removed or added to the site?
  2. Are there any structurally weak or unstable soils or ledge on the site that may require special attention? What action is proposed?
  3. How will construction impact soil erosion and sedimentation? What control measures are proposed?
- H. Undevelopable Land
1. Is there any undevelopable land on the site (wetlands, bogs, marshes, etc.)?
  2. Is the area being counted in the development and being used for open space?
  3. Is the use of this land being controlled by deed restriction?
  4. Is the developer donating this land to a Homeowner's Association, donating it to the Conservation Commission, or donating it to the Town?
  5. Will access to these lands be by means of trails or paths?

**Attachment C**  
**Subdivision Regulations-Appendix A Fee Schedule**

**A. SUBDIVISION PLAN REGULATIONS FEES:**

The following fees shall be paid at the time of application:

1. ADMINISTRATION:
  - (a). Lot Line Adjustment: **\$60.00**.
  - (b). Minor Subdivision: **\$125.00** per lot, unit, or site proposed.
  - (c). Major Subdivision: **\$175.00** per lot, unit, or site proposed.
2. PUBLIC NOTICE:
  - (a). **\$100.00** per newspaper notice; plus
  - (b). **\$8.00** per abutter or other party notified.
3. RECORDING: **\$30.00 or as required by Carroll County Registry of Deeds.**
4. Other costs incurred by the Planning Board in reviewing the application, as per Section 6.09, shall be passed through to the Applicant by the Planning Board.
5. Fees as adopted by the Planning Board and payable by check to the municipality including:
  - (a). A fee for administrative costs and public notices.
  - (b). A fee per lot or dwelling unit for the first 10 lots or dwelling units,
  - (c). A fee in addition to item #2 above, per lot or dwelling for lots in excess of 20 lots or dwelling units.
  - (d). **A written agreement by the applicant to pay for all independent consulting services directly, or a fee to be deposited in a special account designated for that subdivision application, to be used by the Planning Board for hiring independent consulting services to review the application. If the balance in this special account shall be drawn down by 75%, the Planning Board shall notify the Applicant and require an additional amount, as determined by the Planning Board per lot or dwelling unit, be deposited by the Applicant. Any balance in the account remaining after a final decision on the subdivision application by the Planning Board shall be returned to the Applicant after payment of all outstanding expenses incurred by the Planning Board on behalf of such application.**

**B. Additional Fees:** The Board may charge to the subdivider any fees it deems necessary to cover the costs the Board may reasonably incur for investigation and review of the subdivision, including, but not limited to engineering studies, legal review of deed restrictions or fiscal impact reports relevant to the subdivision.

**C. Inspection Fees:** The Planning Board may levy any inspection fee it deems necessary to be paid by the Applicant. Such inspection fees will cover any costs the Board may reasonably incur for engineering reviews for the work done on the site to ensure that construction on the site conforms to the plans that have been submitted and approved. Such reviews may be conducted by: engineers, surveyors, soil scientists or other experts whom the Planning Board determines are necessary. The Applicant must pay inspection fees before any bond will be reduced or released and/or a Certificate of Occupancy is issued.

**Attachment D**  
**Application Status Log (For Office Use Only)**

**Concept or Initial Plan**

**Application Received by Board:**

Date: \_\_\_\_\_

By: \_\_\_\_\_

**Maps and Supporting Data Received:**

Date: \_\_\_\_\_

By: \_\_\_\_\_

**Fee Received:**

Date: \_\_\_\_\_

By: \_\_\_\_\_

**Application Accepted by Planning Board:**

Date: \_\_\_\_\_

By: \_\_\_\_\_

**Decision by Planning Board:**

Date: \_\_\_\_\_

By: \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Conditionally Approved:** \_\_\_\_\_

**Denied:** \_\_\_\_\_

**Final Plan**

**Maps and Supporting Data Received:**

Date: \_\_\_\_\_

By: \_\_\_\_\_

**All State Approvals Received:**

Date: \_\_\_\_\_

By: \_\_\_\_\_

**Deadline for Board Action:**

Ninety (90) day statutory deadline for Planning Board action begins on the latest of the above dates, all submission items and agency approval having been received.

Date: \_\_\_\_\_

By: \_\_\_\_\_

**Findings of Fact and Decision Notice Complete:**

Date: \_\_\_\_\_

By: \_\_\_\_\_

**Completed Project Plan CD Submitted:**

Date: \_\_\_\_\_

By: \_\_\_\_\_

**NOTE:** This form should be accompanied with the initial Plan submission checklists and given the same file number.