



# TOWN OF PEMBROKE

Town Hall ~ 311 Pembroke Street, Pembroke, New Hampshire 03275

Tel: 603-485-4747

## MINOR SUBDIVISION REVIEW CHECKLIST Includes Lot Line Adjustments

This checklist has been included as part of the Board's operating rules to assist the applicant. However, the applicant is responsible for reviewing the Town's Subdivision Regulations and Zoning Ordinance to ensure that all required information is submitted or addressed. At a minimum, the application must contain all of the information described in this section. The checklist must be completed and submitted as part of the application. Issues not included on the checklist may be raised during the review process. Waivers to any of these requirements must be requested in writing with an explanation of why the waiver should be granted.

Most of the information described in this section must appear on the plat. The rest of the information may appear on the plat or in separate documents.

### PART A – REQUIRED INFORMATION

- \_\_\_\_\_ A. The plat and the cover sheet of any documents submitted with it must show the names, addresses and telephone numbers of the applicant, the land surveyor or engineer, and anyone owning an interest in the property. The plat must also show the seal of the surveyor, the engineer, wetland scientist and the signatures of all owners.
- \_\_\_\_\_ B. The applicant must provide the names and addresses of all abutters, and the citation of the most recent instrument conveying title to each parcel of the property to be subdivided, giving the names of grantor and grantee, the date and the Registry of Deeds recording reference by book and page. Please note that any engineer, architect, land surveyor, or soil scientist whose professional seal appears on the plan is considered an abutter and must be notified as such.
- \_\_\_\_\_ C. The plat must show the proposed names of the subdivision and of any proposed streets. These names may not be so similar to existing names as to be likely to create confusion. The Board of Selectmen reserves the right to approve all street names. Proper names are not accepted.

- \_\_\_\_\_ D. The applicant must state the dates and the outcome of any applications to subdivide any part of the parcel in the prior ten years.
- \_\_\_\_\_ E. The plat must be prepared with pen and ink, and be on mylar or similar material, which may be recorded at the Merrimack County Registry of Deeds. It must show the date of preparation, the true north point and the magnetic north point. It must state the purpose of the subdivision (e.g. to create two (2) lots for single-family dwellings, etc.)
- \_\_\_\_\_ F. The plat must include a vicinity map depicting the location of the property with respect to surrounding property and streets. It must show names of adjoining streets and any zoning district lines on this or adjacent property.
- \_\_\_\_\_ G. The plat must include the location, bearings to the nearest minutes, and dimensions of all boundary lines and lot lines, expressed in feet and hundredths of a foot.
- \_\_\_\_\_ H. The plat must show the use, total area and buildable area (according to Subdivision Regulations and Zoning Ordinance) of each lot.
- \_\_\_\_\_ I. The plat must show the existing topography of the entire parcel to be subdivided at these intervals:

<u>Grade</u>	<u>Contour Intervals</u>
0-2%	2 foot plus spot elevations
2+%-5%	2 foot
5+%	10 foot

Low points, high points, and other areas needing spot elevations must be shown.

Existing contours shall be shown with dashed lines and proposed contours shall be shown with solid lines.

- \_\_\_\_\_ J. The plat must show the locations and approximate dimensions of all of the following, both existing and proposed, whether located on this parcel or within sixty (60) feet of its boundaries: streets (width and names, on this or adjoining property), easements, rights-of-way, bridges, paved areas, water courses, bodies of water, wetlands, drainage ditches, 100 year floodplain, parks, playgrounds or other recreational areas, cemeteries, monuments, buildings, building set-back lines, ledges, boulders, wooded areas, proposed landscaping, areas with slopes greater than fifteen percent (15%) and environmentally significant areas.

- \_\_\_\_\_ K. The plat must show the location, size, elevation and slope of existing sewer and water lines, culverts, catch basins, utility lines, or other underground structures beneath this property or within sixty (60) feet of its boundary lines.
- \_\_\_\_\_ L. The applicant must submit a proposal for connection with existing water and sewer lines, or alternative means for providing those services, specifying locations. The 4,000 sq. ft. receiving area for on-site septic systems must be located within the building set-back lines. Issuance of a permit by the New Hampshire Department of Environmental Services, Water Supply and Pollution Control Division will be considered by the Board, but is not binding on the Board.
- \_\_\_\_\_ M. The plat must show how surface water shall be collected and discharged so as to minimize and control erosion and sedimentation.
- \_\_\_\_\_ N. The plat must show soils types and boundaries based on Soil Conservation Service data. If sewage or other waste water is to be discharged on-site, or if wetlands must be identified, an intensive soils survey by a qualified soil scientist is required. Soil boundaries shall be shown on the plat by dotted lines.
- \_\_\_\_\_ O. The plat must show the location of actual or proposed soil test pits, test borings, and percolation test pits.
- \_\_\_\_\_ P. [reserved]
- \_\_\_\_\_ Q. The applicant must verify the classification of abutting roads.
- \_\_\_\_\_ R. The applicant must provide full legal descriptions of all existing and proposed easements, rights-of-way, covenants, reservations or other restrictions on the use of the property, with notations of each on the plat.
- \_\_\_\_\_ S. The plat must show the location, dimensions, area, and purpose of any existing or proposed open space. The applicant must describe any restrictions on its use and any conditions on its dedication or reservation.
- \_\_\_\_\_ T. [reserved]

- \_\_\_\_\_ U. The applicant must disclose the existence of any environmentally sensitive, significant, or unique areas within or abutting the parcel. Each applicant must affirm that the applicant consulted with the New Hampshire Natural Heritage Inventory, Department of Resources and Economic Development, concerning the significance of the parcel and abutting property.
- \_\_\_\_\_ V. The applicant must disclose whether the parcel is designated as prime agricultural land on the town map designed for that purpose, and whether the parcel abuts such land.
- \_\_\_\_\_ W. Applications for open space development must supply the information required by Article IX of the Town of Pembroke Zoning Ordinance.
- \_\_\_\_\_ X. The applicant must submit any available certifications of approval required by any other Federal, State or Local Government Agency, and sufficient information to demonstrate compliance with the Zoning Ordinance and these regulations.
- \_\_\_\_\_ Y. The plat must show the following form for the Board approval in the lower right corner above the title block.

Under the provisions of RSA 674:35 and 674:37, the Town of  
Pembroke Planning Board, in accordance with the Board vote dated  
\_\_\_\_\_, hereby approves this plat. Approval is limited  
to the lots as shown.

\_\_\_\_\_  
Chairperson