

SUBDIVISION CHECKLIST

Tax Map #:	Project Name:		
	DESCRIPTION	✓	NOTES
2.7	<p style="text-align: center;">Lot Line Adjustments</p> <p>A Lot Line Adjustment Plat must show the existing line(s) to be abandoned and the proposed new line(s). It must be clearly noted on the Plat that the land to be added to an existing Lot by the Lot Line Adjustment process is not to be considered a separate lot of record.</p>		
2.7.a	Lot Line Adjustment must be an improvement to the existing condition.		
2.7.b	Lot Line Adjustment must make a nonconforming condition as close to conformance as possible.		
3.1.1	<p style="text-align: center;">Application</p> <p>Completed Application for Subdivision.</p>		
3.1.2	<p style="text-align: center;">Identifying Information</p>		
3.1.2.A	Names and addresses of the owners, applicant, agent and/or engineer, architect and/or land surveyor involved in the project; zoning district, tax map and deed references for the subject property.		
3.1.2.B	Location of the land/site together with tax map references, and names and addresses of all owners of record of abutting properties.		
3.1.2.C	Title (name of project), date, North arrow, and bar scale.		
3.1.2.D	A vicinity sketch showing the location of the land/site in relation to the surrounding street system and other pertinent location features.		
3.1.3	<p style="text-align: center;">Sheet Size</p> <p>Plans shall be presented on sheets not to exceed 24"x36". However, sheet sizes of 22"x34" are preferred for ease of folding and filing. The Planning Board requests that only one sheet size be used for the preparation of all Plans on a single project.</p>		
3.2	<p style="text-align: center;">Professional Standards</p> <p>All Subdivision Plats shall be prepared and stamped by a land surveyor licensed to practice in the State of NH and shall be suitable for recording at the Carroll County Registry of Deeds. Plats of proposed roadways, utilities, bridges and culverts, drainage and other construction plans shall be prepared and stamped by a Professional Engineer registered in the State of NH.</p>		
3.3	<p style="text-align: center;">Required Exhibits</p>		
3.3.1	<p style="text-align: center;">Existing Conditions Data</p>		
3.3.1.A	Existing natural features including watercourses and water bodies, tree lines, and other significant vegetative cover, topographic, and any other features which are significant to the site design process.		

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3.3.1.B	Existing contours at intervals not exceeding five (5) feet with spot elevations provided when the grade is less than five (5) percent.		
3.3.1.C	Surveyed exterior property lines showing their bearings and distances (in feet and decimals of a foot) and showing monument locations. the area of the site in square feet or acres shall also be shown.		
3.3.1.D	Right-of-Way limits and traveled way of all existing Streets and driveway points of access to Town roads and state highways.		
3.3.1.E	The location, elevation, and layout of existing catch basins and other surface drainage features.		
3.3.1.F	The location and size of all utilities serving the land or site, including but not limited to, wells, sewage disposal systems and utility Rights-of-Ways.		
3.3.1.G	Wetlands delineation and certification as required by Section XI of the Tuftonboro Zoning Ordinance.		
3.3.1.H	Soils location and types and data on test pits and percolation tests including the location of test pits and percolation tests, identification of the test witness, and outline of area reserved for leach fields.		
3.3.1.I	Existing structures within fifty (50) feet of the new lot to be created, or in the case of a Lot Line Adjustment, within fifty (50) feet of the proposed boundary.		
3.3.1.J	All Easements and restrictions of record as of the date of preparation of the Plan.		
3.3.1.K	All other features which would fully explain the concept of the proposal, existing conditions, and future development of the land.		
3.3.1.L	All variances, special exceptions and equitable waivers.		
3.3.2	Subdivision Data		
3.3.2.A	The location and width of all proposed Streets, Easement, alleys, and other public ways, and proposed street Rights-of-Ways and building setback lines. If the Subdivision includes a proposed Residential Access Street which is intended to remain private, that shall be so noted on the final plat.		
3.3.2.B	The locations, dimensions, and areas of all proposed lots.		
3.3.2.C	The location and dimensions of all property proposed to be set aside for park or playground use, or other common use, or public or private reservation, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation as well as the covenants, conditions of such dedications, and a copy of such private deed declarations or restrictions as are intended to cover part or all of the tract.		
3.3.2.D	Sufficient data to be able to reproduce subdivision lines upon the ground.		
3.3.2.E	The location of all monuments. Note that prior to final approval, monuments must be set at all primary corners of proposed new lots. Such monumentation must be certified by the submission of a Certificate of Monument Installation.		

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3.3.2.F	Lots shall be consecutively numbered. The blocks in numbered additions to Subdivisions bearing the same name shall be numbered consecutively throughout the several additions.		
3.3.2.G.1, 2 & 3	The Subdivision Plan shall also depict or provide reference to 1. explanation of drainage easements, 2. explanation of site easements and 3. explanation of deed restrictions or covenants.		
3.3.2.H	Signature block for approval by the Planning Board.		
4.3	Lot Sizes In the absence of municipal water or sewage facilities, minimum lot sizes within all Subdivisions shall, in addition to meeting the requirements of the Zoning Ordinance for the district wherein the Subdivision is proposed, also meet any additional requirements imposed by the NH Department of Environmental Services, Water Supply and Pollution Control Division in its review and approval process.		
4.4.12	On-Site Sewage Disposal System No Subdivision of land will be approved where it creates a lot that will not meet the minimum standards imposed by the State of NH Water Supply and Pollution Control Division, unless the lot is specified as not for building on the Plat.		
4.4.17	Monuments Concrete, granite or other monuments approved by the Board shall be placed at all street intersections, points of curvature, and at external corners of the Subdivision if required by the Board. The surveyor shall set monuments before final Planning Board approval and signing of the Plat.		