

**FOR PLANNING BOARD USE ONLY**

**Town of Sanbornton  
Subdivision Application  
Receiving Checklist**

**Applicant's Name:** \_\_\_\_\_

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

**Phone #:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Items Received:**

	<b>Town Planner</b>	<b>Planning Board</b>
<b>A. Completed Application Form (Section 6.A.)</b>		
<b>B. Three Copies of Subdivision Plan (Section 6.B.)</b>		
<b>C. Two Tax Map Sketches (Section 6.A.3.)</b>		
<b>D. Addressed Envelopes, Stamps Affixed, Certified Forms and Return Receipt Forms (Section 6.A.5.)</b>		
<b>E. Subdivision Application Fee (per Section 8 / listed below)</b> <i>(Payable to Town of Sanbornton)</i>		
<b>Amount:</b> _____ <b>Check #:</b> _____		

<b>F. Belknap County Registry of Deeds/Plat Recording Fee</b> <i>(Payable to Belknap County Registry of Deeds)</i> <b>Plan Size:</b> <input type="checkbox"/> 22"x34" <b>Amount: \$51.00</b> <b>Check #</b> _____ <input type="checkbox"/> 24"x36" <b>Amount: \$53.50</b> <b>Check #</b> _____		
<b>G. Administrative Charge</b> <i>(Payable to Town of Sanbornton)</i> <b>Amount: \$50.00</b> <b>Check#:</b> _____		

**Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Additional Information:**

**TOWN OF SANBORNTON  
APPLICATION FOR SUBDIVISION APPROVAL**

FOR PLANNING BOARD USE ONLY

\_\_\_\_\_ Date Completed Application Filed  
\_\_\_\_\_ Date Application Fees Paid: Amount \_\_\_\_\_  
\_\_\_\_\_ Date Registry of Deeds Fees Paid: Amount \_\_\_\_\_  
\_\_\_\_\_ Date of Public Hearing  
\_\_\_\_\_ Date of Final Plat ( ) Approval ( ) Disapproval  
\_\_\_\_\_ Date of Registry Recording

1. **Name of Legal Owner(s) of Record** \_\_\_\_\_  
**Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**E-Mail** \_\_\_\_\_ **Phone Number** \_\_\_\_\_
2. **Name of Authorized Agent** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**E-Mail** \_\_\_\_\_ **Phone Number** \_\_\_\_\_  
*[Section 17 must be completed if an agent is authorized by the property owner(s).]*
3. **Type of Application** ( ) Boundary Line Adjustment ( ) 2-Lot Subdivision ( ) Major Subdivision
4. **Zoning District** \_\_\_\_\_ **Zoning Overlay District** \_\_\_\_\_
5. **Location of Property** (Road Name) \_\_\_\_\_
6. **Tax Map and Lot Number** \_\_\_\_\_
7. **Total Acreage** \_\_\_\_\_ **Number of Lots** \_\_\_\_\_
8. **Application Fee**  
 Boundary Line Adjustment: \$100  
 Minor (2-Lot) Subdivision: \$150  
 Major Subdivisions: \$100 for each of the first two lots plus \$50 for each additional lot
9. **Water Supply and Pollution Control Division / Subdivision Approval Certificate:**  
Number \_\_\_\_\_ Date \_\_\_\_\_
10. **Is the property enrolled in the Current Use Program (Tax Purposes)?** \_\_\_\_\_
11. **List any impact studies or statements submitted:**  
\_\_\_\_\_  
\_\_\_\_\_
12. **USEPA/NPDES Storm Water Permit #** \_\_\_\_\_ **Date:** \_\_\_\_\_
13. **NHDOT/SDPW Driveway Permit #** \_\_\_\_\_ **Date:** \_\_\_\_\_

**14. Abutters of Record** (*Enclose a business size envelope addressed to each abutter. Each envelope shall have postage for certified mail. Please do not use meter-dated postage. Please fill out certified mail slips.*)

Name \_\_\_\_\_ Tax Map # \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Tax Map # \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Tax Map # \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Tax Map # \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Tax Map # \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Tax Map # \_\_\_\_\_

Address \_\_\_\_\_

NOTE: If there are any additional abutters, check here \_\_\_\_\_ and list names and addresses on reverse side of this form.

**15. The name and business address of every architect, landscape architect, engineer, land surveyor or soil scientist whose professional seal appears on the plat.** (*Enclose a business size envelope addressed to each above listed professional. Each envelope shall have postage for certified mail. Please do not use meter-dated postage. Please fill out certified mail slips.*)

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone Number \_\_\_\_\_

NOTE: If there are any additional professionals, check here \_\_\_\_\_ and list names and addresses on reverse side of this form.

**16. Authorization of Owner**

I hereby submit to the Sanbornton Planning Board a completed application as required by the Town of Sanbornton Subdivision Regulations and respectfully request approval of said application.

I certify that this application and the accompanying plans and supporting information have been prepared in conformance with all applicable Town regulations, including but not limited to the Town of Sanbornton Subdivision Regulations and the Town of Sanbornton Zoning Ordinance.

I hereby grant permission to the Sanbornton Planning Board to enter onto the property proposed for subdivision and to make on-site inspections of said property as part of the subdivision review process. (RSA 674:1,IV)

I hereby authorize the Sanbornton Planning Board to record all accepted subdivision plats with the Belknap County Registry of Deeds and any other authority, as appropriate.

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

**17. Authorization of Agent**

I hereby authorize the named agent to act on my behalf in all matters pertaining to the above application for subdivision approval to the Sanbornton Planning Board.

I hereby acknowledge responsibility for all agreements negotiated by the named agent pertaining to the above application for subdivision approval.

Name of Authorized Agent \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Phone Number \_\_\_\_\_

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

STATE OF NEW HAMPSHIRE  
COUNTY OF \_\_\_\_\_

\_\_\_\_\_ personally appeared before me on this  
\_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, and acknowledged that he/she executed the foregoing  
instrument for the purposes stated therein.

\_\_\_\_\_  
Notary Public or Justice of the Peace  
My commission expires \_\_\_\_\_

## TOWN OF SANBORNTON CHECKLIST FOR SUBDIVISION APPLICATION

This checklist is to be completed as a guide for complying with the Town of Sanbornton Subdivision Regulations. Please complete this checklist by marking each item in the column labeled "Applicant" with one of the following: "X" (information provided); "NA" (not applicable); or "W" (waiver requested). All waiver requests will be acted on by the Planning Board at a public hearing.

**SUBDIVISION APPLICANTS NAME:** \_\_\_\_\_

**SUBDIVISION LOCATION:** \_\_\_\_\_

Applicant	Planning Board	Plan Requirements
		1. Standard size sheets as per sizes accepted by Belknap County Registry of Deeds. If more than one sheet, number and relationship to each other.
		2. Names and addresses of owner(s), including tax map and lot number.
		3. Names and addresses of abutter(s), including tax map and lot number.
		4. Name, address, license #, and seal of architect, landscape architect, engineer, land surveyor, soil scientist, wetlands scientist.
		5. Aerial photograph indicating boundary of parcel to be subdivided.
		6. Boundary survey including bearings, distances, location of permanent markers, and bench marks. Include statement on the plan specifying survey method and minimum error of closure.
		7. Proposed subdivision name or identifying title.
		8. Planning Board signature and stamp block.
		9. Scale: 1" = 50' (preferably), not greater than 1" = 100'.
		10. Location key sketch, Scale: 1" = 2000' (preferably).
		11. Date of preparation.
		12. North arrow.
		13. Zoning District(s) and Zoning Overlay(s) with Zoning District boundaries.
		14. Proposed boundary(s), dimensions and areas of all lots within the subdivision. Dimensions to nearest foot, bearings to nearest minute. Each lot shall be numbered according to the town tax map numbering system. Indicate acreage of conservation area, if applicable.
		15. Topographic contour lines at 20' intervals unless otherwise specified by the Planning Board.
		16. Location and boundaries of all: a. "Steep Slope" areas (area with a dominant slope greater than 15%) b. Aquifers, c. Floodplains and d. Wetlands.
		17. Location of existing buildings and other structures within 100 feet of the subdivision on abutting land.
		18. Location, classification, dimensions, boundaries, width of travel surface and right-of-way and names of existing and proposed roads, driveways, bridges and culverts within the subdivision and within 100 feet of the subdivision on abutting land.
		19. Location of existing and proposed natural and man-made resources listed in Section 7.0,C of the Town of Sanbornton Subdivision Regulations.
		20. Location of and approval for utilities including, but not limited to water mains, wells, sewers, septic systems, culverts, drains, storm water systems and overhead or underground electric or telephone lines within the subdivision.
		21. Location of existing and proposed easements.
		22. Location and results of all test pits and percolation tests, including date tests were performed.
		23. Existing and proposed cemeteries and their rights-of way.
		24. Location, dimensions, boundaries and area of all land proposed for common ownership or for common use or for conservation easement. Copy of the proposed agreement, easement, deed restrictions, and/or any conditions associated with such land shall be attached to the subdivision plan.
		25. Soil data based on Belknap County Soil Survey, including wetland delineation and flood hazard areas as well as base flood elevations.
		26. Names and addresses of all holders of conservation, preservation, or agricultural preservation restrictions as defined in RSA 477:45.