PLANNING BOARD CITY OF CONCORD, NH
MAJOR SUBDIVISION CHECKLIST
(REVISED APRIL 2011)

This checklist is intended to assist applicants and design professionals in the preparation of major subdivision applications for consideration by the City of Concord Planning Board. The checklist is also intended as an aid to City staff in its review of a subdivision application. Any question about the applicability of any of the items in the checklist to a particular subdivision application should be discussed with a member of the Planning staff at 603-225-8515, before an application is submitted.

The first section lists the plans and documents needed for an application to be complete. The second section lists elements of each of the plans and documents required for an application to be complete. The third section is designed to provide guidance on the items to be completed after conditional Planning Board approval is obtained from the Planning Board to allow for the recording of the approved plat in the Merrimack County Registry of Deeds.

Summary

Name of Subdivision: _____

Agent's Name(s): _____

Street Address: _____ Nearest Street(s): _____

Map\Block\Lot(s): _____ Map\Block\Lot(s): _____ Map\Block\Lot(s): _____

Zoning District(s): _____ Overlay District(s): _____

Municipal Water Supply Available: Yes____ No____ Municipal Sanitary Sewer Available: Yes_____ No_____

Range of Lot Frontage: _____ to _____ Minimum Required Lot Frontage: _____

Range of Lot Size: _____ to _____ Minimum Required Lot Size: _____

Minimum Set Backs Required: Front _____ Back _____ Side _____ Shoreland: _____

Part 1: The following documents and plans are needed for an application to be determined complete by the Planning Board.

Documents

_____ An application either signed by <u>all</u> the current owner(s) of the property <u>or</u> signed by an individual authorized by the owner(s) to act as the agent. A letter must be submitted with the application authorizing the individual to act as agent on the owner(s) behalf when the agent signs the application.

_____ The appropriate application fees.

_____ List of the current abutters to the property including those property owners located across streets and streams from the property being subdivided. Please include the name, address, and profession of the professionals responsible for the preparation of the subdivision plans and supporting studies.

_____ If the project is to be phased, a description of project phasing and the proposed start and completion date for each phase.

_____ Three (3) copies of a Storm Water Management Plan as called for in Section 23.

_____ Three (3) copies of a Traffic Study as called for in Section 33.

_____ Special Investigative fee for review of a Traffic Study as set forth in Section 32.

_____ Three (3) copies of any Impact Studies which may be required by the Clerk of the Board.

_____ Special Investigative or Third Party Review fees as set forth in Section 32.
_____ Requests for any waivers from the Subdivision Regulations if any.
_____ A copy of any variances or special exceptions, which have been granted by the Zoning Board of Adjustment.
_____ Where Conditional Use Permits (CUP) are required in conjunction with a proposed subdivision, three (3) copies of complete CUP applications shall be provided for each CUP as set forth in Section 34.

Drawings

_____ Eight (8) copies of the subdivision plat drawings.
_____ Eight (8) copies of the construction plan set include roadway plan(s), grading and drainage plan(s), utility plan(s), erosion control plan(s), non-municipal utilities plan(s), landscape plan(s), construction detail plan(s), and other improvement plans(s). Please note pursuant to Section 16, the plans may be consolidated onto one or more sheets, if the information can be clearly shown without obscuring information.
_____ Nine (9) copies of any off-site improvement plans.
_____ Colored overview plan showing entire development with lots, streets, and significant physical features shown on a single sheet suitable for display purposes.
_____ One (1) set of reductions (8½ x 11) of the subdivision plat drawings.
_____ One (1) set of reductions (8½ x 11) of the following construction plan drawings: roadway plan(s), drainage plan(s), utility plans (s), and landscape plan(s).

Part 2: The following standards and items need to be shown on plans in order for a subdivision application to be determined complete.

Layout & Certification

_____ The final plat shall be prepared, signed, and stamped by a NH Licensed Land Surveyor in a format suitable for filing in the Merrimack County Registry of Deeds.
_____ The construction plans shall be signed by a NH Licensed Engineer, and where required a NH Soil Wetlands Scientist, a NH Licensed Landscape Architect, or other professional.
_____ Major subdivision plats may be submitted at a scale of 1”=20’, 1”=30’, 1”=40”, 1”=50’, or 1”=60’ provided that the Clerk of the Board finds the scale to be appropriate for depicting the proper information. In cases of parcels over ten (10) acres in size, the Clerk may authorize the applicant to submit all, or a portion, of a plat at a different engineering scale such as 1”=100’ provided all pertinent information can be shown accurately and legibly.
_____ North arrow.
_____ Bar scale.
_____ The error of closure for the subdivision plat shown at a scale of 1"=50' shall not be less than 1 in 10,000.
_____ Drawing sheets shall not exceed 22" x 34". Recordable drawings must conform to the requirements of the Merrimack County Registry of Deeds.
_____ Certificate of Ownership – Owner’s names, addresses, and Book and Page numbers for each separate parcel as listed in the Merrimack County Registry of Deeds.
_____ Standard Planning Board approval block.
_____ Lot numbers. All lots shall be sequentially numbered. For existing lots, the City Tax Assessor’s map-block-lot number, or map-lot number as applicable, shall be used.

Title Block

_____ Title of Plat.
_____ Name and address of the owner and applicant.
_____ Date the plan was prepared and the date of subsequent revisions.

_____ Name, address, seal, and signature of the licensed professional who prepared the plan or plat.

Vicinity Plan

_____ The location of the subdivision plan shall be shown.
_____ Streets, water bodies, city limits, parks, schools, and other significant physical and man made features shall be shown on the vicinity plan.
_____ Scale between 1”=1000’ and 1”=2000’.

Location Plan

_____ Proposed subdivided property.
_____ Property lines existing prior to subdivision applications.
_____ Abutters’ property lines.
_____ Names and locations of nearby and adjacent City streets.
_____ Names and locations of adjacent water bodies and watercourses.
_____ Names and locations of nearby and adjacent parks, schools, churches, and other significant physical and man-made features.
_____ Nearest street intersections.
_____ The Tax Assessor's map-block-lot number, or map-lot number as applicable, for abutters and the properties to be subdivided.
_____ Zoning district designations and boundaries.
_____ Other special information which may be required by the Planning Board.
_____ Minimum scale 1" = 400'.

Standard Notes

_____ Purpose of the subdivision plan.
_____ Certificate of ownership.
_____ Tax map-block-lot numbers, or map-lot number as applicable, of the existing parcels.
_____ Title reference for Book and Page number of the lot(s) being subdivided and abutting properties from the Merrimack County Registry of Deeds. Title reference shall not be more than 5 days old at the time of filing.
_____ Proposed public or private street names.
_____ Plan references for prior recorded subdivisions or surveys on the properties proposed for subdivision or abutting said properties proposed to be subdivided.
_____ Addresses for all proposed lots or condominium units.
_____ Area of subject parcel(s).
_____ Zoning designation of subject parcel(s) including all overlay zones.
_____ Minimum lot area, frontage, and setback dimensions required for the zoning district(s) and for wetland buffers, bluff setbacks, the Shoreland Protection Overlay District buffers, and Aquifer Protection Areas.
_____ Required useable lot and buildable lot area and calculations.
_____ Existing and proposed lot areas with useable and buildable lot areas provided for each lot.
_____ Tabulations of existing and proposed areas of wetlands, bluffs and ravines, steep slopes greater than 15% and greater than 25%, and existing and proposed impervious surface areas for each lot and for the entire subdivision.
_____ Plan or deed references for recorded easements, whether public or private, on the properties proposed for subdivision and existing easements on abutting properties, which are for the purposes of providing access, utilities, and drainage to the properties proposed to be subdivided.
_____ Deed reference and statement of any existing recorded covenants or restrictions relating to the use of the land proposed to be subdivided.
_____ Source of sanitary sewer and potable water supply.
_____ Zoning variances and/or special exceptions granted.

_____ Flood Insurance Rate Map sheets used to identify 100 year flood elevation and zone designation.
_____ If applicable, Flood Hazard Designation along Merrimack River (F1) or (F2) and minimum finished floor elevation.
_____ List of required local, state, and federal permits.
_____ List of any Planning Board waivers and Conditional Use Permits requested.
_____ Phasing description, including lot and unit numbers.
_____ Note regarding which plans in the plan set are recorded and which plans are available at the City of Concord Planning Division.
_____ Provisions for residential sprinklers where required.

Subdivision Plat

_____ Property lines of existing and proposed lots with bearings and dimensions.
_____ Full names and addresses of all abutters to the property.
_____ Title reference for Book and Page number of the lot from the Merrimack County Registry of Deeds. Title reference shall not be more than 5 days old at the time of filing.
_____ Zoning district designation and boundaries.
_____ Locations of any wetlands, bluffs and ravines, and steep slopes greater than 15% and greater than 25%.
_____ Lot area(s) before and after subdivision.
_____ Flood Hazard areas and boundaries.
_____ Wetland Delineation by NH Certified Wetland Scientist.
_____ Building setback lines and dimensions for all lots including wetland buffers, bluff setbacks, the Shoreland Protection Overlay District buffers, and Aquifer Protection areas.
_____ Useable land area rectangle with dimensions.
_____ The type and location of existing and required monuments (bounds) at the corners of lots, and at points of curvature, tangency, and deflection points along the street rights-of-way.
_____ The location of existing features such as water courses and bodies, parks, open space, large trees, foliage lines, railroads, buildings, and significant natural and man-made features. Other pertinent features such as, but not limited to, wetlands, cemeteries, and drainage ditches.
_____ The location of all existing buildings, structures, fences, stonewalls, driveways, parking, and any vehicular use areas.
_____ The location of all existing and proposed access points (driveways) onto city streets.
_____ The location, travel way width, and right-of-way of all existing adjacent city streets, as well as mapped future streets.
_____ Proposed public or private street names and existing street names.
_____ Addresses for all proposed lots or condominium units.
_____ The location and dimensions of existing and proposed rights-of-way including those abutting the property to be subdivided.
_____ Standard Planning Board approval block in the bottom right hand corner of the plat drawing (each page).
_____ Name of the subdivision and name of all new streets as approved by E-911 and the Planning Board.
_____ Indication of the type of residential use of any lot (single-family, two-family, multi-family, townhouse) and all other uses other than residential proposed by the applicant.
_____ All lots shall be consecutively numbered. Open Space lots shall be lettered in alphabetical order.
_____ The location of existing improvements on the site and on abutting properties including, but not limited to, driveways, parking, buildings and structures, railroads, parks, and other pertinent features as determined by the Clerk of the Board.
_____ The location of any wells and the NHDES well radii.
_____ The location of septic tank drainfields and the required 4,000 square foot septic drain field area required by the NHDES.

_____ For Cluster and Open Space subdivisions, the required open space calculations shall be noted on the plan, and the protected open space areas shall be shown on the plan with metes and bound descriptions, bounds provided, and the size of each area noted.
_____ Phase boundaries and labels.
_____ The location, bearings, and dimensions and area of all property proposed to be set aside for park or playground use or other public or private reservation, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation.
_____ The location, bearings, and dimensions of all existing and proposed easements.

Plat Details

_____ Existing abutting properties including property lines, buildings, wells and septic systems, owners' name and address, property address, and Tax Assessor's map-block-lot number.
_____ The dimensions and bearings of all existing property lines and new property lines to be created. Property lines to be removed must be clearly distinguished from all new and remaining property lines.
_____ Wetlands delineated with wetland buffers shown.
_____ Bluffs and ravines with buffers to bluffs shown.
_____ The areas of each lot in square feet and/or acres for new and existing lots, expressed to the nearest square foot and/or nearest hundredth of an acre. The area of contiguous buildable land shall be noted for each lot and shown on the plat drawing.
_____ Useable area rectangle with dimensions for residential subdivisions.

Construction Plans – General Standards

_____ Construction plans may be submitted at scale of 1"=20', 1"30', 1"=40", 1"=50', or 1"=60', except for detail sheets, profiles, and cross sections provided that the Clerk of the Board finds the scale to be appropriate for depicting the proper information.
_____ Cross sections may be drawn at a scale of 1"=10', but a scale of 1"=5' is preferred.
_____ Profiles shall be drawn at a horizontal scale of 1"=50' and a vertical scale of 1"=5'.
_____ Building setback lines and dimensions for all lots including wetland buffers, bluff setbacks, the Shoreland Protection Overlay District buffers, and Aquifer Protection areas.

Existing Condition Plan

_____ Property lines for the parcel to be developed with bearings and dimensions.
_____ Full names and addresses of all abutters of the property.
_____ Addresses of the existing lots and/or uses located on the property.
_____ Title reference for Book and Page number of the lot from the Merrimack County Registry of Deeds. Title reference shall not be more than 5 days old at the time of filing.
_____ Zoning district designation and boundaries including Floodway and Floodplain Districts.
_____ Building setback lines and dimensions.
_____ The location of existing features such as water courses and bodies, parks, open space, large trees, foliage lines, rock outcrops, railroads, buildings, and significant natural and man-made features. Other pertinent features such as, but not limited to, wetlands, cemeteries, and drainage ditches.
_____ The location of all existing buildings, structures, fences, stonewalls, driveways, parking, and any vehicular use areas.
_____ The location and dimensions of existing driveways, curb cuts, parking lots, loading areas, or any other vehicular use areas.
_____ The location of all existing access points (driveways) onto city streets.
_____ The location, travel way width, and rights-of-way of all existing adjacent city streets, as well as mapped future streets.
_____ The location, dimensions, and purpose of any easements or rights-of-way.

_____ Existing topographic conditions and all proposed changes in ground elevation at a contour interval of two (2) feet referred to sea level datum of the US Coast and Geodetic Survey.
_____ Where the land slopes less than two percent, spot elevations shall be shown at all breaks in grade, along all drainage channels or swales, and at selected points not more than 100 feet apart in all directions.
_____ Finished floor elevations and minimum finished floor elevations required within the Floodway or Floodplain Zoning District, if applicable.
_____ Wetland survey if the presence of wetlands is suspected.
_____ Steep slopes greater than 15% and greater than 25%.
_____ Useable or net land area calculations as applicable.
_____ The location and size of existing ground signs.
_____ The type and location of existing outdoor lighting.
_____ The identification and classification of the extent and type of soils using the USDA Soil Conservation Services system, specifically identifying those soils recognized as wetlands and those important for agriculture.
_____ Soil test data as required by the NH Water Supply and Pollution Control Division, where municipal sewers are not present. A High Intensity Soil Survey may be required.
_____ The location, size, and invert elevations of existing sanitary and storm sewers including manholes, catch basins, and culverts.
_____ The location and size of all existing water mains including hydrants, gates, valves, and blowoffs.
_____ The location of wells and subsurface disposal systems if the property is not served by municipal water and sanitary sewers, including those on abutting property.
_____ The location of all existing non-municipal utilities including electric, telephone, gas, steam, and CATV systems, along with fire alarm cables, both on-site and within abutting rights-of-way.
_____ The type and location of existing solid waste disposal facilities.

Grading & Drainage Plans

_____ Existing topographic conditions and all proposed changes in ground elevation at a contour interval of two (2) feet referred to sea level datum of the North American Vertical Datum 1988 (NAVD88). Where the land slopes less than two percent (2%), spot elevations shall be shown at all breaks in grade, along all drainage channels or swales, and at selected points not more than one hundred (100) feet apart in all directions.
_____ Where the land slopes less than two percent, spot elevations shall be shown at all breaks in grade, along all drainage channels or swales, and at selected points not more than 100 feet apart in all directions.
_____ The identification and classification of the extent and type of soils using the USDA Soil Conservation Services system, specifically identifying those soils recognized as wetlands and those important for agriculture.
_____ The location of all significant natural features including, but not limited to, ledge outcroppings, streams and water bodies, wetlands, bluffs and ravines, and steep slopes in excess of 15% and 25%.
_____ Setbacks shall be shown and dimensioned including those required for yards, and the Shoreland Protection District, as well as bluff and wetland buffers and setbacks.
_____ The location and size of all swales, drainage ditches, culverts, drain pipes, inlet and outlet structures, catch basins and manholes, storm water treatment structures, easements, and detention and retention ponds, including invert elevations and cross-sections as may be necessary to determine the suitability and adequacy of the proposed system.
_____ Ten (10) and twenty-five (25) year storm runoff estimates, including all calculations.
_____ The location and size of proposed buildings, driveways (including proposed grades), and septic tank drain fields and receiving layers.
_____ Where municipal sewer service is not available, soil data and test results sufficient to submit an application for subdivision approval to the NHDES including a plan showing the location of test pits,

the soil profiles, ground water elevation, and seasonal high water table elevation at each test pit. The required 4,000 square foot septic drain field area required by the NHDES shall be shown.

_____ The location, width, and purpose of existing and proposed easements for road rights-of-way, utilities, drainage, slope, open space or conservation easements, and any other easement as required. The easements to be shown include both public and private easements. The dimensions and bearings shall be shown for the boundaries of all easement areas except slope easements.

Utility Plans

_____ The location, size, and invert elevations of existing and proposed sanitary and storm sewers, including manholes, catch basins, culverts, and the location of any pump stations, lift stations, and other appurtenant facilities or structures.

_____ The location and size of all existing and proposed water mains, including hydrants, gates, valves, and blowoffs, and the location of any other appurtenant facilities.

_____ Profiles of all municipal utilities.

_____ Details for pump or lift stations, manholes, catch basins, fire hydrants, valves, etc. The use of details from the City of Concord Construction Standards is required when available, unless otherwise approved by the City Engineer.

_____ The location and size of all existing and proposed private underground and overhead utility improvements including, but not limited to, gas lines, electric transmission lines, telephone transmission lines, cable television, steam distribution mains, and fire and police alarm transmission lines. The location of all manholes, transformers, poles, and other appurtenant facilities or structures shall be shown.

_____ In the absence of municipal water supply, a plan indicating individual well locations shall be submitted including the NHDES required well radii.

_____ Where municipal sewer service is not available, soil data and test results sufficient to submit an application for subdivision approval to the NHDES including a plan showing the location of test pits, soil profiles, ground water elevation, and seasonal high water table elevation at each test pit. The 4,000 square foot septic drain field area required by the NHDES shall be shown.

_____ The location, width, and purpose of existing and proposed easements for road rights-of-way, utilities, drainage, slope, open space or conservation easements, and any other easement as required. The easements to be shown include both public and private easements. The dimensions and bearings shall be shown for the boundaries of all easement areas except slope easements.

Roadway Plans and Profiles

_____ Plans and profiles for all proposed streets and roads and for those existing streets and roads adjacent to the subdivision that are required to be improved.

_____ The location, right-of-way, and traveled way widths of all existing and proposed streets, alleys, and other public ways with bearings and dimensions provided, all radii of curves, lengths of tangents and central angles, and centerline stationing.

_____ The location and width of sidewalks, tip-downs, and curbs.

_____ The location of street trees, street lights, street signs, and pavement markings, etc.

_____ All existing and proposed driveways along the subdivision frontage, on abutting properties, and on the opposite sides of the street.

_____ Profiles showing existing and proposed elevations along the center lines of all roads and side slopes.

_____ A typical cross-section shall be provided for each classification of street proposed to be included in the subdivision.

_____ Roadway cross-sections shall be furnished for each one hundred (100) foot station, at the centerline of streams and major culverts or structures and, if the terrain is steep, hilly or uneven, they shall be furnished for each fifty (50) foot station and at any unusual or abrupt changes in existing ground.

_____ The location, width, and purpose of existing and proposed easements for road rights-of-way, utilities, drainage, slope, open space or conservation easements, and any other easement as required. The

easements to be shown include both public and private easements. The dimensions and bearings shall be shown for the boundaries of all easement areas except slope easements.

_____ The location of existing improvements on the site and on abutting properties including, but not limited to, driveways, parking, buildings and structures, railroads, parks, and other pertinent features as determined by the Clerk of the Board.

_____ Street lighting including pole and luminare locations and details for poles and fixtures including wattage. A lighting plan showing light levels in foot-candles may be required.

Landscaping and Erosion Control Plans

_____ Plantings including location, caliper size, common and botanical names, and planting specifications and details. A landscape table is recommended.

_____ Plants to be preserved and methods to preserve trees during construction.

_____ Clearing limits.

_____ Calculations of trees required to be planted or preserved and the number and type provided and/or protected.

_____ Phased clearing plan with provisions for soil stabilization.

_____ Erosion Control and Sedimentation Plan.

Part 3: The following documents and plans are required to successfully complete the subdivision process and for the plat to be recorded in the Merrimack County Registry of Deeds.

Documents Needing Approval Prior To Recording

_____ Easement deeds for street rights-of-way, utility, drainage, slope, conservation, or other public easements.

_____ Warranty deed or conservation easements for land set aside as open space.

_____ Agreements to convey easements for private access, utilities, drainage, or other common facilities to be recorded with a future property transfer.

_____ Articles of Incorporation for property owner's association or condominium declaration, etc., which are associated with the property to be developed.

_____ Recording fee in the amount required by the Merrimack County Registry of Deeds.

_____ LCHIP supplementary recording fee required by the Merrimack County Registry of Deeds.

_____ Construction cost estimate for all public and private common facilities.

_____ Financial guarantees for all public and private improvements.

_____ Where applicable, Site Stabilization Guarantee.

_____ Agreements between the applicant and the City regarding public improvements.

_____ Certificate of City Council approval where required for utility extension.

_____ Copies of any approvals or permits required from State and Federal agencies.

_____ Electronic plan submission as set forth in Section 12.08 of the Subdivision Regulations.

_____ License from City Council, where applicable, for a use within the public right-of-way.

Subdivision Plat

_____ Notations of all covenants, easements, self-imposed restrictions, and any other restrictions or notations required by the Board.

_____ Conditions of Planning Board approval which remain to be fulfilled after the recording of the plat.