

Town of Wakefield, New Hampshire Planning Board Boundary Line Adjustment Application Checklist

This Checklist must be completed by the Applicant or Agent and submitted with the Subdivision Plan Application. Please use this checklist in combination with the Subdivision Regulations as a guide to prepare your Application.

Owner or Project Name: _____ Tax Map No. _____ Lot No. _____

Checklist Prepared for Applicant By: _____ Date: _____

Checklist Reviewed for Planning Board By: _____ Date: _____

Please check the appropriate blank boxes. Shaded boxes indicate the action in the heading cannot be taken.

SA – Submitted By Applicant

C – Item Complete Planning Board (PB)

NA – Not Applicable

WA – Waiver Action by Planning Board

RW – Requests Waiver (Applicant)

Recommendation:

Additional review prior to Planning Board action by: ___ PB ___ TRC ___ Planner ___ Civil Engineer ___ Other

Application Complete ___ Yes ___ No ___ Conditional

Section	SUBDIVISION PLAN APPLICATION INFORMATION REQUIREMENTS	Applicant Checklist			PB Checklist	
		SA	NA	RW	C	WA
2.03 B	Submission Requirements-General (Original & 10 Copies)					
1	Application Form					
2	Deed					
3	Current Deed Restrictions					
4	Proposed Deed Restrictions					
5	Checklist for Application Completeness					
6	Plan					
7	Abutters List, Labels and Envelopes					
8	Fees					
9	Permit Approvals					
3.09 G	Monument Installation Certification					
4.00	PLANS AND FORMAT STANDARDS					
4.01	Size					
4.02	Material and Number of Copies					
4.03	Basic Information					
A	Title Block					
B	Scale					
C	North Arrow					
D	Dates					
4.04	Certifications-Boundary Survey Plans					
4.06	Approval Sheets					
A	Signature Block					
B	Note: Title and Date					
C	Location Map					
D	Notes indicating:					
1	Existing/proposed easements of record, covenants and deed restrictions					
2	Zoning district/Overlay district					
3	Area of each lot					
4	Length of road frontage for each lot					
5	List of waivers and substitutions granted					
6	Any regulation not waived					
7	Development restrictions/limitations/performance agreements					

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		SA	NA	RW	C	WA
	or requirements					
8	Permits approved by State and other agencies					
9	Conditions of approval					
4.07	Match Lines					
4.08	Plan Scale					
4.09	Area of Coverage					
4.10	SURVEY, SITE AND PLAN INFORMATION					
A	Boundary Survey Plan					
B	Existing Conditions Map					
C	Subdivision Plan/Plat – Sheets with proposed conditions to be recorded					