

Town of Wakefield, New Hampshire Planning Board Minor Subdivision 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. _____

Subdivision Status: _____ New _____ Amendment to a Previously Approved Plan – Reference: _____

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					
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					
2.05 B	Addl. Submission Requirements					
a	Number of lots to be subdivided					
b	Submission type (open-space conservation, conventional)					
c	Subdivision status (new, amendment)					
d	Project's start date					
e	Project's anticipated completion date					
f	Proposed extension or connection of public infrastructure and type, if any					
g	Proposed infrastructure extension or connection improvement estimated costs					
h	Proposed water supply source					
i	Proposed sewage disposal method					
j	Proposed solid waste disposal method					
k	Proposed stormwater management plan					
l	Proposed dedications to the municipality including streets, recreation areas, common lands, etc.					
m	Proposed restrictive covenants or easements					
n	Proposed homeowners' association or other management organization					
o	Construction cost estimate for Performance Agreement					
p	Proposed Performance Agreement					
q	Description of waterfront access					

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		SA	NA	RW	C	WA
r	Impact Assessment					
s	Impact Fee					
t	Letter from Sanbornville Water Precinct if precinct water service is to be used.					
u	Letter from Town of Wakefield Board of Selectmen if the public sewage disposal system is to be used					
v	Test pit locations for on-site sewage disposal					
w	NH Dept. of Transportation Driveway Permit					
x	Easement Documents					
3.05	LOTS					
H	Length-to-Width Ratio					
I	Lot Numbering					
J -K	Driveways					
3.09	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					
4.05	Certifications-Engineering 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 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	Vicinity Map					
C	Existing conditions Map					
D	Subdivision Plan/Plat – Sheets with proposed conditions to be recorded					
E	Subdivision Plan –Sheets with proposed conditions not to be recorded					
1	Grading Plan					
2	Building Site Plan					

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		SA	NA	RW	C	WA
3	Land Use Plan					
4	Transportation Plan					
5	Road Drainage Plan and Surface Water Drainage Plan					
6	Soil Erosion and Sedimentation Control Plan					
7	Water Supply Plan					
8	Fire Protection Water Supply Plan					
9	Sewage Disposal Plan					
10	Utility Plan					
11	Landscaping Plan					
12	Open Space and Recreation Amenities Plan					
13	Natural and Historic Feature Plan					
14	Any other plans, reports or information required					
F	Streetscape Design Sketch					
G	Subdivision Plan Impact Assessment Form					
H	Performance Guarantee					
I	Homeowners' Association declarations and bylaws					
J	Dedicated Lands					
K	Construction Budget					
L	Technical Review Reports					
M	Completed Project Plan					