

## TOWN OF NORTHFIELD PLANNING BOARD

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### MAJOR SUBDIVISION – APPLICATION PROCESS

Whenever any subdivision of land is proposed, no land within that subdivision shall be sold, transferred, leased, altered, or cleared; no road construction or building development shall be started, no permit for the erection of buildings shall be issued, and no subdivision plat shall be filed with the Merrimack County Registry of Deeds until all required Land Use permits and approvals shall have been issued and a final plat, prepared in accordance with the requirements of the Northfield Subdivision Regulations, has been approved and duly recorded by the Board or appropriately secured by the subdivider.

The subdivider shall familiarize themselves with State and Town regulations relative to health, buildings, roads and other pertinent data, so that they are aware of the standards with which the proposed subdivision must apply in accordance with RSA 672:3.

For major subdivisions there are two opportunities for pre-application meetings with the Northfield Planning Board: 1) Conceptual Consultation (optional) and 2) Design Review (required). After the pre-application meeting(s) have been conducted, a subdivider can submit a formal Subdivision Application for the Planning Board's consideration. The following outlines the pre-application and formal application purpose, process, and requirements:

#### CONCEPTUAL CONSULTATION PHASE – (OPTIONAL)

**PURPOSE:** To resolve any issues that may become a problem in the application stage such as: proposal's fit with Master Plan and Zoning Ordinance, applicable state and local regulations, determination of subdivision type, etc. Conceptual Consultation is **optional** for all subdivisions, but is encouraged by the Planning Board for complex subdivisions and for those that are not familiar with the subdivision process.

**HOW TO APPLY:** Time permitting; the Planning Board will conduct conceptual consultations under other business on a first served basis at any regularly scheduled Planning Board meeting (the first Wednesday of each month). To reserve a place on the Planning Board's agenda for consultation, contact the Planning Board Secretary 15 days prior to a regular Board meeting.

**SUBMISSION REQUIREMENTS:** No formal submission requirements (conceptual plans are discussed in general terms in this Phase).

#### DESIGN REVIEW PHASE – (REQUIRED)

**PURPOSE:** Intended to provide the subdivider an understanding of the Board's key concerns and to evaluate the problems faced in designing an approvable project, saving the subdivider unnecessary expense and changes later in the process.

**HOW TO APPLY:** Design Review Request Form and associated information is submitted at least 15 days prior to Board meeting. Design Review is required for all major subdivisions and is optional for minor subdivisions.

**SUBMISSION REQUIREMENTS:**

- ❑ Design Review Request Form
- ❑ Abutter List
- ❑ Filing Fees
- ❑ All plans for design review must be labeled "Design Review"
- ❑ Additional information as appropriate (see Northfield Subdivision Regulations Section 4.2)

**FORMAL SUBDIVISION APPLICATION - (REQUIRED)**

**PURPOSE:** Whenever a subdivision, re-subdivision, boundary line adjustment, campground, manufactured home park, or condominium conversion is proposed, the owner or subdivider must first gain Planning Board approval.

**HOW TO APPLY:** A formal Subdivision Application form with associated information is submitted to the town not less than 15 days prior to Board meeting.

**SUBMISSION REQUIREMENTS:**

- ❑ Subdivision Application Form
- ❑ Notification List
- ❑ Filing Fees
- ❑ Preliminary Subdivision Plans
- ❑ Additional information as appropriate (see Northfield Subdivision Regulations Section 5.5)

Date Rec'd \_\_\_\_\_  
Fee Paid \_\_\_\_\_  
Check # \_\_\_\_\_

**TOWN OF NORTHFIELD  
DESIGN REVIEW REQUEST FORM**

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<b>Name of Owner:</b>	_____
<b>Address:</b>	_____
	_____ <b>Tel:</b> _____
<b>E-Mail Address:</b>	_____
<b>Authorized Agent:</b>	_____
<b>Address:</b>	_____
	_____ <b>Tel:</b> _____
<b>E-Mail Address:</b>	_____

<b>Name of Project:</b>	_____
<b>Location:</b>	_____
<b>Tax Map/Lot:</b>	_____
<b>Current Zoning:</b>	_____
<b>Total acreage:</b>	_____
<b># Lots proposed:</b>	_____
<b>Water Supply:</b>	_____
<b>Sewage Disposal:</b>	_____

## ABUTTER LIST

An abutter is anyone with property that shares a boundary line or is on the other side of a street from a boundary line. Include all engineers, surveyors, authorized agent and the applicant. If applicable, all holders of conservation, preservation or agricultural preservation restrictions must be included in the abutter list.

Tax Map/Lot:

Name of Owner

Address of Owner

[illegible]

AT THE TIME OF REQUEST, ITEMS TO BE SUBMITTED ARE:

1. A completed Design Review Request Form
2. Three (3) full size, paper copies of plans (minimum of 18"x24", maximum of 22"x34") at a scale of not more than 1" equals 100' and ten (10) sets of reduced plans not larger than 11"x17".
3. 3 sets of mailing labels to include all abutters, surveyors, engineers, authorized agents and the person(s) submitting the request for Design Review.
4. Filing fees plus cost of mailing payable to the "Town of Northfield".
5. A site location map placing the parcel in the larger context of the community
6. A site survey showing pertinent features of the site
7. An indication of any future subdivisions contemplated in or adjacent to the proposal
8. A topographical map of the area
9. Soils information such as permeability or boring data that has been gathered
10. A sketch showing the proposed layout of lots, streets, recreation areas, watercourses, natural features, easements, etc.
11. Written authorization by owner for an "authorized agent" if applicable.

Design Review Request must be submitted 15 days prior to the regularly scheduled Planning Board Meeting.

**ALL PLANS MUST COMPLY WITH THE CURRENT TOWN OF  
NORTHFIELD SUBDIVISION REGULATIONS.**

**(copies available at the Town Hall or at [northfieldnh.org](http://northfieldnh.org))**

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To the best of my knowledge, the information above and accompanying this request is true and correct. I understand that any information and discussion relative to this request is informal and non-binding.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
\_\_\_\_\_

Total # included in #3 above X \$10.00	_____
Filing Fee:	_____100.00_____
Total due:	_____

Date Rec'd \_\_\_\_\_  
Fee Paid \_\_\_\_\_  
Check # \_\_\_\_\_

**TOWN OF NORTHFIELD**  
**APPLICATION FOR MAJOR SUBDIVISION APPROVAL**

<b>Name of Owner:</b>	_____
<b>Address:</b>	_____
	_____ <b>Tel:</b> _____
<b>Authorized Agent:</b>	_____
<b>Address:</b>	_____
	_____ <b>Tel:</b> _____

<b>Name of Project:</b>	_____
<b>Location:</b>	_____
<b>Tax Map/Lot:</b>	_____
<b>Current Zoning:</b>	_____
<b>Total acreage:</b>	_____
<b># Lots proposed:</b>	_____
<b>Water Supply:</b>	_____
<b>Sewage Disposal:</b>	_____

## ABUTTER LIST

An abutter is anyone with property that shares a boundary line or is on the other side of a street from a boundary line. Include all engineers, surveyors, authorized agent and applicant.

Tax Map/Lot:

Name of Owner

Address of Owner

This image shows a full page of blank white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for writing or drawing. There are no margins, text, or other markings present.

**AT THE TIME OF APPLICATION, APPLICANT MUST SUBMIT:**

1. All information as required in Section 5 of the Northfield Subdivision Regulations
2. A completed application for subdivision approval.
3. Three (3) full size, paper copies of plans (minimum of 18"x24", maximum of 22"x 34") at a scale of not more than 1" equals 100' and ten (10) sets of reduced plans not larger than 11"x17".
4. 3 sets of mailing labels to include all abutters, surveyors, engineers, authorized agents and the person(s) submitting the request for Design Review.
5. Request for any and all waivers stating the grounds for each request for waiver and all of the facts relied upon by the applicant.
6. Written authorization by owner for an "authorized agent" if applicable.
7. Filing fees plus cost of mailings payable to the "Town of Northfield".

Applications must be submitted 15 days prior to the regularly scheduled Planning Board meeting.

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**ALL PLANS MUST COMPLY WITH THE CURRENT TOWN OF  
NORTHFIELD SUBDIVISION REGULATIONS.**

(copies available at the Town hall and at [northfieldnh.org](http://northfieldnh.org))

**It is the applicant's responsibility to submit a plan and application that is complete and conforms to all current subdivision regulations. An incomplete or non conforming plan will result in unnecessary delays and added costs for the applicant.**  
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To the best of my knowledge, the information above and accompanying this request is true and correct. I understand that any approval based upon incorrect information may be reviewed and withdrawn.

**Date:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

\_\_\_\_\_

Total # included in #4 above X \$10.00 \_\_\_\_\_

Filing Fee: \_\_\_\_\_ \$200.00 + \$150/lot \_\_\_\_\_

Total due: \_\_\_\_\_



## Application for Subdivision Checklist

Applicant/Project Name: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Is this development having regional impact? _____ yes _____ no
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Submitted

Waived

Yes   No   NA

Yes   No

- |       |       |       |  |       |       |
|-------|-------|-------|--|-------|-------|
| _____ | _____ | _____ | 1. Proposed subdivision name, name and address of owner of record, name and address of designer, planner or surveyor.  | _____ | _____ |
| _____ | _____ | _____ | 2. Date of plan, north arrow and bar scale; Vicinity map at scale of town's base map.  | _____ | _____ |
| _____ | _____ | _____ | 3. Names and addresses of owners of abutting properties, abutting properties identified by sheet and parcel number, abutting subdivision names, streets, easements, building lines, alleys, park and public open spaces and facts regarding abutting properties.       | _____ | _____ |
| _____ | _____ | _____ | 4. Location of outside property lines and their approximate dimensions; proposed lots, approximate acreage, lot frontage on public right-of-way; existing easements; buildings; water courses, ponds or standing water, rock ledges and other essential site features. | _____ | _____ |
| _____ | _____ | _____ | 5. Copies of all information required by any state agency.<br>Comments: _____<br>_____<br>_____  | _____ | _____ |
| _____ | _____ | _____ | 6. Location, name and widths of existing and proposed roadways with their grades and profiles, their rights-of-way and proposed methods of handling storm drainage.  | _____ | _____ |
| _____ | _____ | _____ | 7. Contour map of the site with an interval of not greater than five feet.   | _____ | _____ |

Submitted				Waived	
Yes	No	NA		Yes	No
___	___	___	8. Soil maps and information in accordance with Site Specific Soil Mapping Standards for NH and VT (June 1997). Maps prepared by field examinations shall be prepared and stamped by a Certified Soil Scientist. When a parcel contains more than one Soil type, the soil boundary lines shall be shown on the plan.	___	___
___	___	___	9. Boundaries of permanent easements over or under private property.	___	___
___	___	___	10. Locations of all parcels of land proposed for public use and the conditions of such dedication.	___	___
___	___	___	11. Where the preliminary layout submitted covers only a part of the subdivider's entire holding, a Master Plan showing the potential future extension of the subdivision must be submitted.	___	___
___	___	___	12. Temporary stakes shall be driven in the ground along the center lines of the roads to facilitate inspection.	___	___
___	___	___	13. Three paper copies of preliminary layout supplied with a scale of not more than 100 feet to the inch. The sheet size shall be a minimum of 22"x34", and a one inch margin shall be provided.	___	___

**AFTER APPLICATION HAS BEEN APPROVED**

Submit 2 mylars and 3 plans as per Section 5.9 of the Subdivision Regulations.

Recording Fees: \$50/sheet plus \$25.00 per plan