

TOWN OF NORTHFIELD PLANNING BOARD

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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Name of Owner:	_____
Address:	_____
	_____ Tel: _____
E-Mail Address:	_____
Authorized Agent:	_____
Address:	_____
	_____ Tel: _____
E-Mail Address:	_____

Name of Project: _____

Location: _____

Tax Map/Lot: _____

Current Zoning: _____

Total acreage: _____

Lots proposed: _____

Water Supply: _____

Sewage Disposal: _____

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)

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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**

Name of Owner: _____

Address: _____

_____ **Tel:** _____

Authorized Agent: _____

Address: _____

_____ **Tel:** _____

Name of Project: _____

Location: _____

Tax Map/Lot: _____

Current Zoning: _____

Total acreage: _____

Lots proposed: _____

Water Supply: _____

Sewage Disposal: _____

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)

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. Comments: _____ _____ _____	___	___
___	___	___	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