

# TOWN OF SHELBURNE

## SUBDIVISION APPLICATION CHECK LIST

(For use by the Applicant)

			NA	WAIVER GRANTED	Date Delivered
<b>1</b>	<b>Completed Application Information - required</b>				
	Properly completed application forms				
	List of Abutters per Section V-I				
	Receipt of required application fees				
	<b>1 mylar and 3 copies of the plat that include the following information:</b>				
	Plats shall be at a scale between 1"=20' and 1" = 100' on sheets 22" x 34" with 1/2" margins on all sides				
	A locus map				
	Zoning District boundry lines or designation				
	North Arrow				
	The scale - written and graphic				
	Statement of conformity with the regulations of the Town of Shelburne				
	Signing block for planning board approval (see appendix C for example)				
	Statement on private or class 6 roads if required (see appendix C for examples)				
	<b>The title block shall be in the lower right corner and shall indicate the following</b>				
	Name of the Subdivision				
	Plan Date and Revision Number				
	The signature and NH Seal of the Surveyor				
	The signature and NH Seal of the Engineer				
	The signature and NH Seal of the Soil Scientist				
	Name of the Town(s) in which it is located				
	Name of the applicant				
	The owner of record				
	<b>The Plat shall include the following information:</b>				
	The location of all septic system leach fields and drinking water supply wells within 200 ft of the proposed subdivision				

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Names of all abutters - subdivisions, streets, easements, building set back lines, parks, building outlines and other requested facts regarding abutting properties within 200 ft of the proposed subdivision.					
Location of all property lines, their dimensions, lot areas in acres. Lots numbered according to town tax map numbering system.					
Location and amount of frontage on the public rights-of-way					
Location of building setback lines for the proposed lots					
Location of parcels being proposed to be dedicated for public use					
Location and description of existing or proposed easements					
Existing and proposed streets and their rights-of-way per Appendix A					
Final street profiles per Appendix A					
Existing and proposed utilities rights-of-way					
Location and width of proposed driveways per Appendix A					
Stone walls, and proposed foliage lines.					
Delineation of slopes greater than 20 %, rock ledge or out crop, and water courses					
Soil and wetlands delineation per Appendix B					
Existing and proposed topographic contours - at contour interval specified by the Board					
Location of test pits and results. Outline of 4000 sq ft septic area & State subdivision approval number					
Location of existing or proposed wells with radius required by NHDES					
Base flood elevations based on FEMA for land in Special flood hazzard areas					
Set back to meet Shoreland Protection requirements					
List of deed restrictions covering land to be used for public purposes. Planing Boards Attorney to review & approve					
Received notification that the applicant is responsible for conforming with all applicaple Federal and State laws					

2	<b>OUTSIDE AGENCY OR BOARD APPROVALS</b>				
	Shelburne Zoning Board of Adjustment				

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<b>New Hampshire Dept. of Environmental Service Permits</b>					
Septic system approvals					
Alteration of terrain permit					
New Hampshire Wetlands dredge and fill permit #					
Army Corp. of Engineers dredge and fill approval #					
NH DOT and Town Curb Cut Permits					
Report from the Town Fire Chief covering plan for firewater supply and emergency access					
Report from the Conservation Commission					
Report from the Police Chief					
Regional Impact Review					

<b>3</b>	<b>Additional Requirements (project specific)</b>					
	Plan for stormwater management and erosion control					
	Environmental Impact Study					
	Public Services and Facilities Impact Study					
	Traffic Impact Study					
	Architectural design - elevations					
	Phasing Plan					
	Verification of the placement of Monuments					



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PLAN NAME:						
		YES	NO	NA	WAIVER GRANTED	RECEIVED / DATE
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	Properly completed application forms					
	List of Abutters per Section V-I					
	Receipt of required application fees					
	<b>1 mylar and 3 copies of the plat that include the following information:</b>					
	Plats shall be at a scale between 1"=20' and 1" = 100' on sheets 22" x 34" with 1/2" margins on all sides					
	A locus map					
	Zoning District boundry lines or designation					
	North Arrow					
	The scale - written and graphic					
	Statement of conformity with the regulations of the Town of Shelburne					
	Signing block for planning board approval (see appendix C for example)					
	Statement on private or class 6 roads if required (see appendix C for examples)					
	<b>The title block shall be in the lower right corner and shall indicate the following</b>					
	Name of the Subdivision					
	Plan Date and Revision Number					
	The signature and NH Seal of the Surveyor					
	The signature and NH Seal of the Engineer					
	The signature and NH Seal of the Soil Scientist					
	Name of the Town(s) in which it is located					
	Name of the applicant					
	The owner of record					

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<b>The Plat shall include the following information:</b>					
The location of all septic system leach fields and drinking water supply wells within 200 ft of the proposed subdivision					
Names of all abutters - subdivisions, streets, easements, building set back lines, parks, building outlines and other requested facts regarding abutting properties within 200 ft of the proposed subdivision.					
Location of all property lines, their dimensions, lot areas in acres. Lots numbered according to town tax map numbering system.					
Location and amount of frontage on the public rights-of-way					
Location of building setback lines for the proposed lots					
Location of parcels being proposed to be dedicated for public use					
Location and description of existing or proposed easements					
Existing and proposed streets and their rights-of-way per Appendix A					
Final street profiles per Appendix A					
Existing and proposed utilities rights-of-way					
Location and width of proposed driveways per Appendix A					
Stone walls, and proposed foliage lines.					
Delineation of slopes greater than 20 %, rock ledge or out crop, and water courses					
Soil and wetlands delineation per Appendix B					
Existing and proposed topographic contours - at contour interval specified by the Board					
Location of test pits and results. Outline of 4000 sq ft septic area & State subdivision approval number					
Location of existing or proposed wells with radius required by NHDES					
Base flood elevations based on FEMA for land in Special flood hazzard areas					
Set back to meet Shoreland Protection requirements					

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PLAN NAME:					
	YES	NO	NA	WAIVER GRANTED	RECEIVED / DATE
List of deed restrictions covering land to be used for public purposes. Planning Boards Attorney to review & approve					
Notified applicant that they are responsible for conforming with all applicable Federal and State laws					

2	OUTSIDE AGENCY OR BOARD APPROVALS					
	Shelburne Zoning Board of Adjustment					
	<b>New Hampshire Dept. of Environmental Service Permits</b>					
	Septic system approvals					
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## CONCEPTUAL AND DESIGN REVIEW CHECK LISTS (For Planning Board use)

### 1. Conceptual Consultation Phase - suggested information

	YES	NO	NA	WAIVED	RECEIVED
USGS map showing proposed site					
Copy of Tax Map of Parcel(s)					
Copy of Subdivision Regulations					
Copy of Zoning Ordinance					
Copy of Master Plan					

### 2. Design Review Phase - required information

	YES	NO	NA	WAIVED	RECEIVED
USGS map showing proposed site					
Copy of Tax Map of Parcel(s)					
List of Abutters per Section V-I					
<b>Conceptual sketch showing the following</b>					
Lot lines and measurements					
Existing streets, roads, driveways, utilities, right-of-ways, permanent water bodies and FEMA 100 yr flood areas within 200 ft of the property					
Letter of authorization if applicant is not the owner of the property					
<b>Other information requested by the Board</b>					