



# Town of Alton

Planning Department PO Box 659 1 Monument Sq. Alton NH 03809  
Phone 603-875-2162 Fax 603-875-2163 TDD 603-875-0111

## MAJOR SUBDIVISION DESIGN REVIEW APPLICATION INFORMATION

Whenever any subdivision of land is proposed, no land within that proposed 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 Belknap County Registry of Deeds until all required Land Use permits and approvals shall have been issued.

### DESIGN REVIEW APPLICATION

1. A Design Review Application goes beyond the conceptual and general stage, involving more specific design and engineering details of the potential application. The Design Review Application is the phase of the planning process when:
  - a. any issues can be identified by the Planning staff, the Planning Board and abutters, and alternatives explored to resolve those issues.
  - b. any special studies needed for submission with the Final Application can be identified,
  - c. any waiver requests for the submission of a Final Application can be discussed, and
  - d. whether the project is a project of potential regional impact can be discussed.

In no case is either the applicant or the Board bound by any discussion, and any statements made by Board members shall not be the basis for disqualifying said members or invalidating any action eventually taken on the application.

2. A Design Review Application is required for a **Major** Subdivision. A Design Review Application is conducted by the Planning Board at a public hearing with abutters and the public properly notified, as set forth in SECTION IV, D.
3. A Design Review Application is **not** required for projects requiring a **Minor** Subdivision Application. A Design Review Application for a **Minor** Subdivision Application is optional for the applicant.
4. A Design Review Application shall be filed with the Planning Board 21 days prior to the regular scheduled meeting for Planning Board review. A Design Review Application shall consist of all data required in SECTION VII, B., of these regulations unless one or more submission requirements are waived by the Planning Board.
5. There is no time limit on the review of a Design Review Application. The Planning Board may determine at a public meeting that the Design Review process has ended and shall inform the applicant in writing within 10 days of such a determination.
6. A Design Review application cannot be changed to a Final Application during the Design Review process. A separate Final Application shall be submitted according to Section IV, C, below.
7. See also Section VII, B., for Application Submittal Requirements.

If you have any questions please feel free to contact the Planning Department at 875-2162.



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## Major Subdivision DESIGN REVIEW APPLICATION FORM

Date Received \_\_\_\_\_ Case # \_\_\_\_\_

Applicant or Agent of Owner (If different than property owner)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Property Owner of Record:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Property Address: \_\_\_\_\_

Tax Map # \_\_\_\_\_ Lot # \_\_\_\_\_ Zoning of Parcel \_\_\_\_\_

Number of Lots \_\_\_\_\_

Frontage on what Road(s)?; Include new road name if applicable:

\_\_\_\_\_

Water: Municipal \_\_\_\_\_ OR Well \_\_\_\_\_

Special Exception or Variance Granted by the ZBA: YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, provide the applicable date(s): \_\_\_\_\_



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Type of Application being reviewed: Minor Subdivision  Major Subdivision

I/We have read the Subdivision Regulations, and the Town of Alton Zoning Ordinance, and agree to be bound by them and all applicable State, Federal, and Local Laws and regulations. I/We understand that no land within the proposed 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 Belknap County Registry of Deeds until all required Land Use permits and approvals shall have been issued. I/We understand that failure to comply with the applicable regulations, ordinances, and laws may result in revocation of or denial of approvals or permits by the Town.

I/WE certify compliance with the regulations which require that all existing easements and rights of way are to be shown on the plans and where appropriate all persons holding interests in those easements and rights of way, whether abutters or not, are to be given notification of the application. I/WE certify that the existing easements and rights of way shown on the plan have been examined and that the lots, uses and improvements proposed in the plans do not violate any term, condition or covenant of the easements or rights of way.

I/WE certify compliance with the regulations which require that all private restrictions, covenants and declarations have been identified and listed on the plans. I/WE certify that the private restrictions, covenants and declarations have been examined and that the lots, uses and improvements proposed in the plans do not violate any term, condition or covenant of the private restrictions, covenants and declarations.

I/WE understand all information required by regulations must be supplied; noncompliance is grounds for denial. (RSA 676:4)

I/We understand that the Alton Planning Department must have on file a completed application with all required submissions as outlined in the Subdivision Regulations at least 21 days prior to the regularly scheduled meeting at which it is intended for submission.

Signature of Applicant or Agent authorized by Owner: (Authorization Letter Attached)

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

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

Signature of Property Owner:

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

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



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## Major Subdivision DESIGN REVIEW APPLICATION APPLICATION FEE SCHEDULE

Received From: \_\_\_\_\_

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

Case # \_\_\_\_\_

Tax Map \_\_\_\_\_ Lot # \_\_\_\_\_

Application Fees for Planning Board - Major Subdivision Design Review	\$ <u>50.00</u>
Application - \$50	
Abutter Fee: \$6 per abutter X total number of notices	\$ _____
Notice of Decision Fee for Owner and Authorized Agent: \$1.00 each	\$ _____
Newspaper Notification Fee: \$75.00	\$ <u>75.00</u>
Fee for notifying NHDES Dam Bureau if subdivision is within 500 feet of a body of water: \$2.00	\$ _____
Admin. Fee for Legal Review if required \$350.00	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

NS/  
5/8/17



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## ALTON MAJOR SUBDIVISION DESIGN REVIEW APPLICATION CHECKLIST

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### General Information

1. **Checklist:** The applicant shall complete this checklist as part of every Major Subdivision Design Review Application. The applicant shall either (1) submit the checklist item with the application or request a waiver(s) separately in writing or (2) note its non-applicability. This checklist is not intended to be a replacement for thorough review of the Subdivision Regulations. This checklist is intended to be used as an aid in the preparation and review of the subdivision plan.
2. **Professional Stamps:** All subdivision plans shall be prepared and stamped by a licensed land surveyor in the State of New Hampshire. A wetland or soil scientist shall show delineation of wetlands and shall stamp and sign the plans on which their delineations are shown. An engineer, architect or other professional, as appropriate, shall stamp any plans showing proposed improvements.
3. **Filing:** Applications and checklists shall be filed with the Planning Department not less than 21 days before the regularly scheduled meeting at which it is intended for submission.
4. **Waivers:** For any item checked "Waiver Requested", the applicant shall attach a separate letter indicating the reason(s) for seeking a waiver request. See Section III, C. of the Subdivision Regulations.
5. An application for a Design Review Subdivision shall include the following information, per Subdivision Regulations Section VII, B.:

<u>Item</u>	<u>Provided</u>	<u>Planning Board</u>
1. An application form completed and signed by the landowner(s) or authorized agent		
2. A completed application checklist		
3. Written authorization from the landowner(s) of record for any agent(s) to represent and sign for the landowner(s)		
4. An abutter's list to include: <ol style="list-style-type: none"> <li>a. Names and addresses of all abutters, taken from the Town records not more than five (5) days before the day of filing;</li> <li>b. The name and address of any professional(s) assisting with preparing the application and subdivision plans;</li> <li>c. Names and addresses of all holders of conservation, preservation or agricultural preservation restrictions encumbering the subject parcel;</li> <li>d. Names and addresses of landowner(s); and</li> <li>e. Names and addresses of applicant(s) if different from the landowner(s)</li> </ol>		
5. Payment of the application fees, based on the current Planning Board fee schedule		



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<b>Item</b>	<b>Provided</b>	<b>Planning Board</b>
6. Any requests for waivers presented in writing shall cite the specific section of the regulations requested to be waived and shall include the rationale for the waiver(s) as provided in SECTION III, C. Waiver of Requirements. Waivers are acted upon under the Final Subdivision Application procedures.		
7. The applicant shall submit two (2) copies of the complete project plan set of full size plans (22" x 34") and ten (10) <b>legible</b> copies of the complete project plan set of reduced-scale plans (11" x 17").		
8. No. 10 business envelopes with abutters' mailing information already complete. <b>(DO NOT PUT RETURN ADDRESS) (1 extra envelope for each applicant/agent/etc. to receive a Notice of Decision)</b>		

## Contents to be submitted for a Major Subdivision Design Review Application:

<b>Regulation Number</b>	<b>Item and Description</b>	<b>Provided or N/A</b>	<b>Waiver Requested</b>	<b>Planning Board</b>
VII, B.7.	Plans and Maps:			
	a. All design drawings shall be prepared by New Hampshire licensed professionals on separate plans on separate sheets			
	b. Two (2) copies of the complete project plan set of full size plans (22" x 34") and ten (10) 11" x 17" <b>legible</b> copies of the complete project plans			
	c. All required full scale maps shall:			
	1) be drawn at a scale of not more than 100 feet per inch. For greater detail, the Planning Board at its discretion may require maps to be drawn at a scale of 50 feet per inch.			
	2) be prepared, signed and sealed by a NH licensed land surveyor, professional engineer and other professionals as required. The name and address of the surveyor, professional engineer and any other professionals shall be provided on the plat.			
	3) show date of preparation and any dates of revisions			
	4) include the name of the Town and subdivision, name and address of applicant and licensed land surveyor and professional engineer			
VII, B.8.	Required plans shall include the following:			



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Regulation Number	Item and Description	Provided or N/A	Waiver Requested	Planning Board
	a. Survey Plat:			
	1) Show a complete boundary survey showing metes and bounds of the entire contiguous parcel owned by the applicant, whether or not all land therein is to be subdivided, reference to a public street intersection or USGS benchmark. A minimum of two (2) benchmarks shall be provided			
	2) Show:			
	(a) existing and proposed lot lines			
	(b) bearings and dimensions			
	(c) lot sizes in square feet and acres			
	(d) consecutive numbering of lots			
	(e) the location and type of all proposed and existing survey monuments			
	(f) the survey accuracy documenting that the accuracy is equal to 1 part in 10,000 or better			
	Where a portion of the applicant's property is not included in the subdivision application, the applicant shall provide sufficient information to demonstrate that the remaining portion of the property not subdivided complies with the minimum requirements of the zone district to be a conforming lot.			
	3) Show:			
	(a) north point (identify whether true north or magnetic north was used)			
	(b) written and graphic scale			
	(c) tax map(s) and lot number(s) of parcel(s) included in subdivision application			
	(d) a legend that includes <b>ALL</b> the symbols used on the plat if not labeled on the plat			
	(e) a general site location map which shall show the proposed subdivision boundary in relation to major roads or other features in the vicinity of the subdivision			
	4) Show:			
	(a) existing and proposed public street right-of-way lines or center lines for private roads, dimensions of arc length and radii			
	(b) points of curvature and tangency of curved streets			
	(c) bearings and distances of lot lines			
	(d) names of existing and proposed streets and classification of street			
	(e) width of adjacent street(s), pavement and right-of-way			





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Regulation Number	Item and Description	Provided or N/A	Waiver Requested	Planning Board
	5) Show or note building setback lines as required by the Zoning Ordinance and identify the Zone District(s) and district boundary lines			
	6) Show the minimum contiguous upland area required by the Zoning Ordinance for each lot excluding jurisdictional wetlands and areas with slopes in excess of 25%. Identify the minimum contiguous upland area in square feet and acres for each lot			
	(a) All jurisdictional wetland boundaries shall be as designated in the field by a N.H. Certified Wetland Scientist. The designated wetland boundaries shall be located for mapping purposes by a NH licensed land surveyor and shall be shown on the plat. Both a NH licensed land surveyor and a NH Certified Wetland Scientist shall stamp a plat which describes wetlands. The wetland boundaries shall be "flagged" in the field using plastic ribbon bearing descriptive text.			
	7) Show location of any existing and proposed easement(s) and areas affected by any existing and proposed covenants, reservations and restrictions, benefitting or burdening the property			
	8) Show location of existing or proposed parks or other open space, and significant natural and manmade features including, but not limited to, buildings, surface water features, rock ledges, stone walls, old mill sites, cemeteries or burial sites and other unique features			
	9) Show all jurisdictional wetlands as defined by the Zoning Ordinance and the 25 foot Wetland Buffers required by the Zoning Ordinance			
	10) Show all areas designated as a "Special Flood Hazard Area". The one-hundred year base flood elevation data must be denoted on the plat as required by the Town of Alton Floodplain Ordinance in accordance with the Federal Emergency Management Agency.			
	11) This map shall identify any portion of the subdivision located within the Aquifer Protection Overlay District			
	12) This map shall identify any portion of the subdivision located within the Shoreland Protection Overlay District including the 50 foot shoreland setback			
	13) Show all areas with slopes in excess of 25%			





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Regulation Number	Item and Description	Provided or N/A	Waiver Requested	Planning Board
	14) Show location of driveway access to each lot, existing and proposed			
	15) Show names, addresses, and tax map and lot numbers of all abutters as they appear in the town records not more than five (5) days before the date of filing the application			
	16) Show subdivisions, lot lines, existing buildings, and intersecting streets and driveways within 200 feet of the parcel to be subdivided			
	17) Identify the area in current use, if any, for each proposed lot			
	18) The survey map shall include the following title blocks:			
	NAME OF SUBDIVISION			
	Names(s) and address(es) of Landowner(s)			
	Date of Preparation and date(s) of any revision(s) including description of revision(s)			
	b. Topographic Map: (See Section VII, B.8.b.)			
	c. Soils Map: (See Section VII, B.8.c.)			
	d. Utilities Plan Map: (See Section VII, B.8.d.)			
	e. Fire Protection Plan Map: (See Section VII, B.8.e.)			
	f. Drainage Plan Map: (See Section VII, B.8.f.)			
VII, B.9.	Erosion and Sedimentation Control Plan			
	The Erosion and Sedimentation Control Plan shall contain sufficient information to describe the nature and purpose of the proposed development, pertinent conditions of the site and the adjacent areas, and the concept for both temporary and long-term proposed erosion and sedimentation controls proposed for the subdivision			
VII, B.10.	Stormwater Management Plan			
	The Stormwater Management Plan shall contain sufficient information to describe the nature and purpose of the proposed development, pertinent conditions of the site and the adjacent areas, and proposed best management practices for the permanent management and treatment of stormwater proposed for the subdivision. The concept for an Operation and Maintenance (O&M) Plan for the permanent stormwater management system shall be submitted.			



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Regulation Number	Item and Description	Provided or N/A	Waiver Requested	Planning Board
VII, B.11.	Soils Report			
	In addition to the Soils Map, the applicant shall submit a Soils Report prepared by a Certified Soils Scientist which provides an analysis of the suitability of the soils for the proposed development			
VII, B.12.	Road and Driveway Profiles & Typical Cross Sections			
	a. Centerline profiles showing existing and proposed elevations along the centerlines and proposed grades shall be provided for all proposed streets and for each proposed driveway from the street to the building site. Profiles shall be drawn at a scale of one (1) inch equals fifty (50) feet horizontal scale and one (1) inch equals five (5) vertical scale.			
	b. Typical road and driveway cross-sections shall be provided. Road cross-sections shall include the proposed roadway, sidewalks, and ditches. Cross-sections shall be drawn to a convenient scale of not more than one (1) inch equals ten (10) feet with both horizontal and vertical scales being the same			
VII, B.13.	Driveway Sight Distance Analysis - A sight distance analysis for each proposed driveway location shall be provided			
VII, B.14.	Future Development			
	Where the layout submitted covers only a part of the applicant's entire holding, a non-binding sketch or narrative proposal of the prospective future road system of the portion not submitted for subdivision shall be furnished and the road system of the submitted part will be considered in light of connections with the road system of the part not submitted.			
VII, B.15.	Project Narrative			
	a. Describe Scale - Numbers of acres, dwelling units, bedrooms, projected increased in auto trips per day and overall positive and negative impacts on the community			
	b. Describe Timing - Estimated time to construct, phasing, and description of further subdivision potential			
	c. Describe Significant Features - List of environmental features (wetlands, water bodies, rock outcroppings, wildlife habitat, etc.) and manmade features (stone walls, structures, trails, historic features, burial grounds, etc.). Description of efforts to preserve and maintain significant features			



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VII, B.16	The Planning Board may require such additional information to be provided at the applicant's expense as it deems necessary in order to evaluate the subdivision in relation to the purposes and scope of these regulations.			
	Standard Planning Board Notes			
III, H.	Regional Impact			
	Pursuant to RSA 36:56 and 36:57, as amended, upon receipt of an application for development, the Planning Board shall review it promptly and determine whether or not the development, if approved, could reasonably be construed as having the potential for regional impact. (See Definitions Section II.)			

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