

SUB-DIVISIONS

TABLE OF CONTENTS

Purpose	4-1
Section I – Authority	4-1
Section II – Administration	4-1
Section III – Definitions	4-3
Section IV – Application – Minor Subdivision	4-3
Section V – Application – Major Subdivision	4-4
Pre-Application	4-4
Preliminary Plan Requirements	4-4
Preliminary Plan Review	4-5
Final Plan Approval	4-9
Final Plan Requirements	4-9
Section VI – Bond Required	4-10
Section VII – Variation	4-10
Section VIII – Conflict With Other Ordinances	4-11
Section IX – Severability	4-11
Section X – Appeals	4-11
Section XI – Amendments	4-11

PURPOSE

The purpose of this ordinance is to promote the development of an economically sound and stable community in a manner consistent with acceptable standards for the municipality and to provide uniform procedures and standards for observance by the Planning Board and

Developers. The provisions of this ordinance shall apply to all land within the boundaries of the municipality.

SECTION I

**AUTHORITY** Pursuant to the authority vested in the Lisbon Planning Board by the voters of the Town of Lisbon and in accordance with the provisions of Chapter 36, Section 19-29, New Hampshire Revised Statutes Annotated, the Lisbon Planning Board adopts the following regulations governing the subdivision of land in the Town of Lisbon.

SECTION II

**ADMINISTRATION**

- 2.01 The Planning Board of the municipality, hereinafter called the Board shall administer this ordinance.
- 2.02 Whenever any subdivision is proposed and before any contract for the sale of, or offer to sell, rent or lease, such subdivision or any part thereof shall have been negotiated, and before any permit for the erection of a structure within such subdivision shall be granted, the sub-divider or his authorized agent shall apply in writing to the Board for Preliminary and Final Approval of such subdivision.
- 2.03 Applications for approval shall be accompanied by the following fee to cover administrative and inspection costs:

	Base Fee	+	Fee per lot
Major Subdivision	\$30		\$10
Minor Subdivision	\$30		\$10

- The applicant shall also pay in advance any costs connected with legal newspaper notices and notifying by certified or registered mail the applicant and abutters whenever the proposed subdivision is on the agenda for consideration. (February 24 1981)
- 2.04 The Planning Board shall place on its agenda for consideration any plat submitted to it within thirty (30) days and shall act to approve or disapprove thereof within ninety (90) days; provided, that the Planning Board may apply to the Selectmen for an extension not to exceed an additional ninety (90) days before acting to approve or disapprove otherwise such plat shall be deemed to have been approved, and the certificate of the municipality, as to date of submission of the plat for approval and the failure to take action thereon within such time, shall be issued on demand and shall be sufficient in lieu of the written endorsement or other evidence of approval herein required; provided, however, that the applicant for the Board's approval may waive the requirement and consent to an extension of such period.

- 2.05** The Town Clerk is hereby specified as the municipal officer who shall issue on behalf of the Board a certificate of failure on the part of the Board to take action on approval or disapproval of a plan submitted to it, as provided by Chapter 36, Section 23, NH-RSA.
- 2.06 Hearing** No plat shall be approved or disapproved by the Planning Board without affording a public hearing thereon. The hearing shall be held before conditional approval is given on the preliminary layout. The applicant and abutters shall be notified of said hearing by certified mail, return receipt requested stating the time and place of each hearing not less than five (5) days before the date fixed therefore. Public notice of such hearing shall be posted in at least two public places in town or in a newspaper of general circulation in the town at least five (5) days prior to said hearing. The Board shall also notify, by registered mail, return receipt requested, the applicant and abutters regarding the placement of the plat on its agenda for consideration not less than five (5) days before the date affixed therefore. (February 24, 1981)
- 2.07** In case of disapproval of any plat submitted, the grounds for such disapproval shall be adequately stated upon the records of Planning Board.
- 2.08** Within not more than 12 months after issuance of the preliminary approval the sub-divider or his authorized agent shall submit a Final Plan. The sub-divider shall record and file the approved plan with the County Registry of Deeds within 30 days of the Board's approval.
- 2.09** No plans of a subdivision of land within the municipal boundaries of the municipality shall be hereafter filed or recorded in the County Registry of Deeds until a Final Plan thereof shall have been approved by the Board in accordance with all of the requirements, design standards and specifications set forth in this ordinance, and until such approval shall have been entered on such Final Plan by a legal majority of the Board. The recording of the plat without the approval required by this ordinance is void.
- 2.10** Any person who conveys or agrees to convey any land by reference to a subdivision plan which has not been approved as required by this ordinance and recorded by the Proper Register of Deeds, shall be punished by a fine of five hundred dollars (\$500.00) for each lot conveyed or agreed to be conveyed, and the description by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring shall not exempt the transaction from such penalties. The municipality may enjoin such transfer or sale and may recover the said penalty by civil action.

### SECTION III

**DEFINITIONS** For the purpose of this ordinance, certain terms used herein are defined as follows:

- 3.01 Subdivision** "subdivision" means the division of a lot, tract or parcel of land into two or more lots, plats, sites, or other divisions of land for the purpose, whether immediate or future, of sale, rent, lease, condominium conveyance, or building development. It includes re-subdivision and, when appropriate to the context, relates to the process of subdividing or to the land or territory subdivided. The division of a parcel of land held in common and subsequently divided into parts among the several owners shall be deemed in subdivision. (February 24, 1981)
- 3.02 Re-subdivision** Shall mean the further division of existing subdivision or any change of the lot size thereon, or the relocation of any street or lot line in a subdivision.
- 3.03 Subdivided** An individual, firm, association, syndicate, partnership, corporation, trust or any other legal entity, or agent thereof, that undertakes the activities governed by this ordinance. The term "sub-divider" is intended to include the terms "developer" and "builder".
- 3.04 Street** The word is used to include street, avenue, boulevard, road, alley, highway and other way; but excludes driveways serving not more than two (2) adjacent lots whether or not maintained by public authority.
- 3.05 Existing Street** A public way established by or maintained under public authority.
- 3.06 Lot** A parcel of land capable of being occupied by one principal structure or use and its accessory structures or uses and as shown and identified as such on a plat.
- 3.07 Minor subdivision** The subdivision of land into four (4) or fewer lots, with no potential for re-subdivision and requiring no new roads, utilities or other municipal improvements.
- 3.08 Abutter** "Abutter" means any person who owns land within 200 feet of the boundaries of the land under consideration. (February 24, 1981)

#### SECTION IV

**APPLICATION PROCEDURE FOR MINOR SUBDIVISION** For a minor subdivision the board may waive the filing of a preliminary review and the shortened process includes the following:

- 4.01** Final Plat: prepared by a registered land surveyor or professional engineer, including the information required in section 5.43 of these regulations.
- 4.02** Site location map which may be inserted in the final plat or submitted separately, including the information required in sections 5.03 and 5.04 of these regulations.

- 4.03 Transmittal letter, establishing date of submittal and describing intended use of lot or lots to be created in subdivision.
- 4.04 Notification of approval from appropriate agencies. This also includes approval of the Lisbon Water Department if the land in question is using the municipal water supply.
- 4.05 **The shortened processing procedure for minor subdivision does not exempt the sub-divider from the necessity of satisfying processing requirements as prescribed by state law for large subdivisions.** An abutters hearing must still be held, with prior notification to all abutters as required by RDS 36:23. Review and approval of the final plat by the Water Supply and Pollution Control Commission is still required prior to planning board approval (per RSA 149-E) and then sub-divider should file the plat with the county Register of Deeds (RSA 36:20) after receiving approval of the local planning board. Also; any access roads to any public roads must be approved by either the community or the Selectmen of Lisbon.

## SECTION V

### **Procedure For Application – Other Than Minor Subdivision**

#### **PRE-APPLICATION**

- 5.01 Prior to the formal submission of a preliminary plan the sub-divider may appear informally to discuss the proposed subdivision at a regular meeting of the board.
- 5.02 Binding commitments should not be made between the sub-divider and a municipality at this stage. A clear understanding of what is proposed, what is possible and what is acceptable is the aim of the pre-application meeting.

#### **PRELIMINARY PLAN REQUIREMENTS**

- 5.03 A request for approval of a subdivision shall be made to the Board in writing and shall be accompanied by three (3) copies of a preliminary plan. The Plan shall be drawn at no smaller scale than 100 feet to the inch. There shall be included a location map showing the relationship of the proposed subdivision to adjacent properties and public access and drawn at no smaller scale than 500 feet to the inch.
- 5.04 When practical, a standard size sheet, 24”X36”, shall be used for all plans and shall contain the following information:
- (a) Name of subdivision, owner(s), and engineer(s) or surveyor.
  - (b) Graphic scale, date and North point.
  - (c) Boundaries of tract.
  - (d) Existing Zoning.
  - (e) Ownership and location of abutting properties.

- (f) Name, location, width, radius of curves, angles or change in direction and center line length of all existing and/or proposed streets, other public ways, building lines and easements in the subdivision. All street names shown for proposed streets located in a subdivision shall be checked against local records to assure that none are duplicates of existing names or so similar as to cause confusion.
- (g) Type and location of all existing and/or proposed surface drainage.
- (h) Location of all existing and/or proposed utilities-water, gas, electricity or other.
- (i) Location of all existing and/or proposed sanitary sewers showing size, profile and cross-section; or description, plan, location of other means of sewage disposal with evidence of successful percolation tests. In areas outside of those presently with sewer, where disposal is proposed by use of septic tanks the Board shall require a written statement from the Water Supply and Pollution Control Board or other authorized agency that suitable percolation tests have been made and that the land is considered suitable for disposal systems using septic tanks.
- (j) Topography at ten foot contour intervals, unless otherwise prescribed by the Board. In addition, the location of existing natural or man-made features and soil conditions influencing the layout of the proposed subdivision shall be shown.
- (k) Lot lines and approximate dimensions.
- (l) Proposed uses of property.
- (m) Proposed public areas, if any.
- (n) Acreage of land subdivided.

**5.05** In addition to the Preliminary Plan, the Board may require the sub-divider or others to undertake studies where deemed necessary or desirable to protect the public convenience, safety, health and welfare.

**PRELIMINARY PLAN REVIEW:** In reviewing a Preliminary Plan, the Board shall consider the following general requirements and design standards:

**5.06** Any proposed subdivision shall be in conformity with the provisions of all pertinent State and local codes and ordinances.

**5.07** Land designated for public use may not be subdivided for any purpose.

**5.08** The Board with respect to its effect upon existing community services and facilities including schools and recreational areas shall review any proposed subdivision. The Board shall advise

the municipality and the developer regarding the designation of space for future community facilities and may withhold approval of Final Plan pending such designation.

**5.09** Any proposed subdivision shall be so designed that every lot has access to a public or dedicated street.

**5.10** Land susceptible to flooding and land not suitable for development because of soils characteristics, which may also be hazardous to life, health or property shall not be accepted as part of a proposed subdivision but may be used, subject to approval by the Board and other pertinent authorities, for open space purposes public or otherwise. Special Flood Hazard Areas – All subdivision proposals and proposals for other developments governed by these regulations having lands identified as “Special Flood Hazard Areas” (SFHA) by the National Flood Insurance Program (NFIP), shall meet the following requirements. (1995)

**5.10.01** The Planning Board shall review the proposed developments to assure that all the necessary permits have been received from those governmental agencies from which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334. (1995)

**5.10.02** The Responsible person shall require that all subdivision proposals and other proposed new development greater than 50 lots or 5 acres, whichever is the lesser, include within such proposals Base Flood Elevation (BFE) data. (1995)

**5.10.03** Sufficient evidence (construction drawings, grading and land treatment plans) shall be submitted so as to allow determination that:

(i) all such proposals are consistent with the need to minimize flood damage;

(ii) all public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage, and

(iii) adequate drainage is provided so as to reduce exposure to flood hazards (1995)

**5.10.04** In reverine situations, prior to the alteration or relocation of a watercourse, the applicant for such authorization shall notify the New Hampshire Civil Defense Agency, Wetlands Board, and submit copies of such notification to the Planning Board and the Federal Emergency Management Agency. Further, the applicant shall be required to submit copies of said notification to those adjacent communities as determined by the Planning Board. Within the altered or relocated portion of any watercourse, the applicant shall submit to the Planning Board certification provided by a

registered professional engineer assuring that the flood carrying capacity of the watercourse has been maintained.  
(1986)

- 5.11 Any natural drainage ways and their easements shall be so incorporated that no flooding will occur and all storm water can be disposed or properly.
- 5.12 The Board may require that a proposed subdivision design show respect for such features as trees, streams, topography, and other natural assets.
- 5.13 Due regard shall be given to preservation of existing features, trees, scenic points and other natural and historic resources within the subdivision. The Board may require additional tree planting and other landscaping appropriate to the area being developed. Removal of stripped topsoil or surplus materials from the subdivision area shall not be permitted unless in accord with the zoning regulations. Existing trees on lots and open space land shall be preserved wherever feasible or unless otherwise directed by the Board.
- 5.14 The following are required improvements: boundary markers, street signs, streets, sidewalks, water supply, sewage disposal and storm drainage, except where the Board may waive or vary such improvements in accordance with the provision of this ordinance.
- 5.15 The size, type and location of public utilities, such as street lights, electricity, telephones, gas lines, fire hydrants, etc., shall be approved by the Board and installed in accordance with local practice.
- 5.16 Utilities shall be installed underground except as otherwise approved by the Board.

#### **Boundary Markers**

- 5.17 Boundary markers shall be set at all corners and angle points of the subdivision boundaries; and at all street intersections and points of curves.
- 5.18 Boundary markers shall be stone or concrete with a one inch diameter metal pipe or rod at least two feet long set in the center, located in the ground at final grade level, and indicated on the Final Plat.

#### **Street Signs**

- 5.19 Streets which join or are in alignment with streets of abutting or neighboring properties shall bear the same name. Names of new streets shall not duplicate, nor bear phonetic resemblance to the names of existing streets within the municipality.

- 5.20 Street signs shall be furnished and installed by the sub-divider. The type, size and location shall be to the approval of the Board.

### Streets

- 5.21 The design of streets shall provide for proper continuation of streets from adjacent subdivisions and built up areas and proper projection of streets into adjacent unsubdivided and open land.
- 5.22 No street shall have a right-of-way width less than 50 feet regardless of other provisions in this or other ordinances.
- 5.23 The following shall serve as a guide in determining the need for widths of streets in excess of 50 feet:
- |                          |     |    |               |
|--------------------------|-----|----|---------------|
| Local residential street | 50' | 0" | R.O.W.        |
| Collector streets        | 60' | 0" | R.O.W.        |
| Arterial streets         | 80' | 0" | (plus) R.O.W. |
- 5.24 Grades of all streets shall be a reasonable minimum but shall not be less than 1% or more than 8% unless specifically approved by the Board.
- 5.25 Streets shall intersect at right angles where possible but under no circumstances at an angle of less than 60 degrees.
- 5.26 "T" intersections formed on opposite sides of the same collector street shall not be closer than 200 feet center line to center line.
- 5.27 Street lines at intersections shall be cut back to provide for curb radii of not less than 25 feet.
- 5.28 Street intersections and curves shall be so designed as to permit adequate visibility for both pedestrian and vehicular traffic. Curves in general shall have a minimum center line radius of 100 feet.
- 5.29 A dead-end street or cul-de-sac shall not exceed 600 feet in length and shall be provided with a suitable turn around at the closed end. When a turning circle is used it shall be a minimum outside curb radius of 65 feet.
- 5.30 All roadways shall be constructed in accordance with the standard specifications for road and bridge construction, geometric design standard for rural roads as published by the State of New Hampshire Highway Department.

### Sidewalks

- 5.31 Sidewalks shall be installed at the expense of the sub-divider where the subdivision abuts or fronts onto a major street, and at such locations as the Board may deem necessary.

### **Water Supply**

- 5.32 The sub-divider shall file a bond in an amount sufficient to cover the cost of the preparation and extension of public water if available. This bond shall be approved as to the form and sureties by the legal counsel of the Town of Lisbon and condition on the completion of such improvement within five (5) years of the date of bond.
- 5.33 The water supply system shall be designed and installed in accordance with the standards of the New Hampshire Water Supply and Pollution Control Commission and Lisbon Water Department Regulations, both of which are on file with the Board.

### **Sewage Disposal**

- 5.34 The sub-divider shall file a bond in an amount sufficient to cover the cost of the preparation and extension of sewage line if available. This bond shall be approved as to form and sureties by the legal counsel of the Town of Lisbon and condition on the completion of such improvement within five (5) years of the date of bond.
- 5.35 In areas not currently served by public sewer systems, it shall be the responsibility of the sub-divider to provide adequate information to prove that the area of each lot is adequate to permit the installation and operation of an individual sewage disposal system (septic tank and drainage field). Such information shall consist of a report showing the results of a series of percolation tests taken one to an acre in the subdivision in accordance with the New Hampshire Department of Health Regulations titled "The Septic Tank System of Sewage Disposal" (copy of which is on file with the Secretary of the Board). Based on these tests the engineer shall locate the best position of each private sewerage system and shall submit a typical design for each system also done in accordance with the above State regulations.
- 5.36 Where a subdivision is traversed by a watercourse, drainage way or future sewer line, or where the Board feels that surface water drainage to be created by the subdivision should be controlled for the protection of the subdivision and owners of property abutting it, there shall be provided an easement of drainage right-of-way and culverts, catch basins or other means of channeling surface water within such subdivision and over the property of owners abutting upon it of such nature, width and locations the Board deems adequate.

### **Lot Shape**

- 5.37 Long, narrow lots or lots with irregular shapes shall not generally be accepted by the Board, especially if, in the opinion of the Board, these lots will create unusable, inaccessible areas of land. Lots with a width to depth ratio greater than 1 to 4 shall not be approved unless it can be shown that no alternative is feasible. Alternatives include but are not limited to fewer lots, construction of streets or the use of conservation easements. (February 1993)

#### **FINAL PLAN APPROVAL**

- 5.38 A request for Final Approval of a subdivision shall be made to the Board in writing and shall be accompanied by a Final Plan of such subdivision legibly drawn in black ink on permanent transparency material together with three (3) dark line copies. The Plan shall be drawn at such scale as may be prescribed by the Board as being adequate to show all details clearly.
- 5.39 The Final Plan shall be accompanied by certification from authorized local public officials and/or agencies that the design of sewer and drainage facilities, streets and design of sewer and drainage facilities, streets and utilities in the proposed subdivision conform to the regulations of all the pertinent state and local codes and ordinances. The cost of certification and/or inspection shall be borne by the sub-divider.
- 5.40 Where applicable to a specific subdivision, the following are required, in form as approved by the Town Attorney, prior to approval of a subdivision plat:
- Agreement to convey to the Town land to be used for streets and other public purposes, with transfer of title to such interests to be effective on such date as the Town accepts such land;
  - Easements and rights-of-way over property to remain in private ownership;
  - Rights to drain onto or across other property, whether public or private, including a street.
- 5.41 The approval of a Final Plan by the Board shall not be deemed an acceptance by the public of the dedication of any street or other public way or grounds.
- 5.42 The approval of a final plan shall be attested on the original and three copies by the signatures of a legal majority of the members of the Board.
- 5.43 One signed copy of the Final Plan as approved shall be retained by the Planning Board. The sub-divider shall be required to record and file the signed original transparency of the Final Plan with the County Registry of Deeds within thirty days of its approval by the Board.

## **FINAL PLAN REQUIREMENTS:**

- 5.44** The plan may be presented on one or more sheets of standard 24"X36" size and shall contain the following information:
- (a) All the information required for the Preliminary Plan and amendments thereto suggested by the Planning Board.
  - (b) Existing and final proposed lines of streets, ways, lots, easements for utilities and/or drainage and public areas within the subdivision.
  - (c) Sufficient data to determine the exact location, direction, and length of every street line, easement, lot line and boundary line and to reproduce these lines upon the ground.
  - (d) Location of all permanent boundary markers existing and/or proposed.
  - (e) Lot numbers and letters in accordance with the prevailing policy on existing tax maps.
  - (f) Designation of the location, size, planting, and landscaping of such parks, esplanades or other open spaces as may be proposed or prescribed.
  - (g) The seal(s) of the registered architect, engineer, planner, or other professional person responsible for preparation of the subdivision proposals.

## **SECTION VI**

### **BOND REQUIRED**

- 6.01** The sub-divider shall file with the Board at the time of submission of the Final Plan a performance guarantee in an amount sufficient to defray all expenses. This may be tendered in the form of a certified check payable to the municipality or a faithful performance bond running to the municipality and issued by a Surety Company acceptable to the municipality. The conditions and amount of such certified check or performance bond shall be at least equal to the total cost of furnishing, installing, connecting, and completing all of the street grading, paving, storm drainage, and utilities, or other improvements within two years of the date of the certified check of performance bond.
- 6.02** The Board may recommend a maximum extension of twelve months to the guaranteed performance period when the sub-divider can demonstrate, to the satisfaction of the Board and other interested officials or agencies, good cause for such extension. Such recommendation for extension shall be referred to the governing body of the municipality for official action.
- 6.03** Before a sub-divider may be released from any obligation required by his guarantee of performance, the Board will require certification from the various departments and agencies concerned to the effect that all improvements have been satisfactorily

completed in accordance with all applicable standards, state and local codes and ordinances.

#### **SECTION VII**

##### **VARIATION**

A variation in the strict application of the Subdivision Ordinance may be permitted when, in the opinion of the Board, topography or other considerations warrant such variation provided that public convenience, safety, health and welfare will not be affected adversely.

#### **SECTION VIII**

##### **CONFLICT WITH OTHER ORDINANCES**

In any case where a provision of this ordinance is found to be in conflict with a provision of any other ordinance or code of the municipality existing on the effective date of this ordinance, the provision which establishes the higher standard for the promotion and protection of health and safety shall prevail.

#### **SECTION IX**

##### **SEVERABILITY**

The invalidity of any section, subsection, paragraph, sentence, clause, or word of this ordinance shall not be held to invalidate any other section, subsection, paragraph, sentence, clause, phrase or word of this ordinance; and to this end the provisions of this ordinance are hereby declared severable.

#### **SECTION X**

##### **APPEALS**

An appeal may be taken from the decision of the Planning Board to the Superior Court as provided in Chapter 36, Section 34, New Hampshire Revised Statutes Annotated.

#### **SECTION XI**

##### **AMENDMENTS**

These regulations may be amended or rescinded by the Board but only following public hearing on the proposed change. The chairman or secretary of the Board shall transmit a record of any changes to the Register of Deeds of Grafton County.

File Number: \_\_\_\_\_

LISBON PLANNING BOARD  
SITE PLAN REVIEW/SUBDIVISION APPLICATION  
PRELIMINARY LAYOUT CHECKLIST

Name of Subdivision: \_\_\_\_\_ Date of Application \_\_\_\_\_

Name of Subdivider: \_\_\_\_\_ Address: \_\_\_\_\_

Location of Subdivision: \_\_\_\_\_

Professional Engineer: \_\_\_\_\_ Surveyor: \_\_\_\_\_

*All written material for applications must be submitted to the town office seven (7) days prior to the hearing so the information can be reviewed by the Board prior to the hearing. The Board will not accept any written information or materials after that seven (7) day period.*

Type of Sewage Disposal: \_\_\_\_\_ Type of Water Supply: \_\_\_\_\_

SUBMISSION ITEMS:

- |   |   |
|---|---|
| _____ Site Survey maps (3)                      | _____ Engineer's statement of suitability |
| _____ Site location maps (3)                    | _____ Statement of existing street work   |
| _____ Soils map                                 | _____ Cost Estimates                      |
| _____ Percolation test data                     | _____ Deed restrictions                   |
| _____ Watershed outline & drainage computations | _____ Road profiles (preliminary)         |
|   | _____ Cross sections (preliminary)        |

INFORMATION ITEMS:

- |  |  |
|--|--|
| _____ Snow Storage   | _____ Fuel Storage   |
| _____ Name of plan   | _____ Natural features   |
| _____ Name of owner  | _____ Man-made features  |
| _____ Surveyor(s) Engineer(s) Designer(s)                                      | _____ Soils conditions   |
| _____ Graphic scale  | _____ Lot lines (approximate dimensions)   |
| _____ Date   | _____ Proposed uses of property  |
| _____ North point  | _____ Acreage of land subdivided   |
| _____ Boundaries of tract  | _____ Additional studies if necessary or desirable to protect public convenience |
| _____ Access & Maneuverability   | _____ Health, safety and welfare   |
|  | _____ Road markers in cement   |
| _____ Existing zoning  | _____ Boundary markers   |
| _____ List of abutters   | _____ Street signs   |
| _____ Streets (names, with curves)   | _____ Screening (Hedgerows)  |
| _____ Location of water, gas, electricity (all proposed or existing utilities) | _____ Sidewalks  |
| _____ Sanitary sewers (existing or proposed)                                   | _____ Scenic interests   |
| _____ Water supply and pollution approvals                                     | _____ Historic resources   |
| _____ Topography (10 foot intervals)   | _____ Fabric in road   |
| _____ Waste Management   | _____ Exterior Lighting  |

SITE PLAN REVIEW APPLICATION: FINAL PLAN CHECKLIST

- |  |  |
|--|--|
| _____ Original and 3 copies of final plan (prescribed scale) | _____ Final proposed streets & ways (including drainage)                         |
| _____ Location map (included or separate from final plan)    | _____ Location of all permanent boundary markers                                 |
| _____ All information required on the preliminary plan       | _____ Location of plantings, parks & open spaces                                 |
| _____ Existing streets and all easements of rights-of-way    | _____ Seals of all professional persons responsible for preparation of proposals |
|  | _____ Surveyor seal  |

CERTIFICATION FROM THE FOLLOWING AUTHORITIES:

- |  |   |
|--|---|
| _____ Selectmen (streets, town sewer & town water)     | _____ Town attorney (easements, land titles, drainage rights, etc. when required) |
| _____ Water Department (where town water is available) | _____ State approval for sewage systems & water (if needed)                       |
| _____ Road agent (streets, culverts, etc.)             | _____ Local Board of Health   |
| _____ Code Review                                      | _____ Fire Department   |

*Commercial buildings over 4,000 sq. ft. will need an outside party for Plan Review (this will be at applicant's expense)*

*Revised - 8/11*

**PRIOR TO ANY HEARING, THE BOARD WILL DO A SITE VISIT.**

\_\_\_\_\_ Owner \_\_\_\_\_ Date

