

TOWN OF LISBON, NH  
APPLICATION TO SUBDIVIDE

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

Name of Subdivision \_\_\_\_\_

Location \_\_\_\_\_

Tax Map/Parcel # \_\_\_\_\_

Total Acreage \_\_\_\_\_

Proposed # of Lots \_\_\_\_\_

Zoning District wherein the proposed subdivision lies: A B C D

Type of Subdivision:            Minor \_\_\_\_    Major \_\_\_\_    Lot Line Adjustment \_\_\_\_

To have an application accepted as complete prior to the Planning Board's consideration for approval, an applicant must 1) submit this form to the Board by 3:30 p.m. twenty-one (21) days prior to a regularly scheduled monthly meeting; and 2) provide all information required by the Subdivision Regulations. Full payment of application fees must be remitted within 30 days of the date of the invoice.

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The undersigned owner and/or designated agent hereby submits to the Lisbon Planning Board a subdivision plat herein described and dated \_\_\_\_\_ and requests approval of said plat. In consideration for their approval and the privileges accruing thereto, the applicant hereby agrees to:

1. Carry out the improvement(s) as shown and intended by said plat, including any work made necessary by unforeseen conditions which become apparent during construction,
2. Post all streets "private" until accepted by the Town and to provide and install standard street signs as approved by the Town for all street intersections,
3. Give to the Town on demand, proper deed descriptions for land or rights-of-way reserved on the plat for streets, drainage or other purposes as agreed upon,
4. Save the Town harmless from any obligation it may incur, or repairs it may make, because of applicant's failure to carry out any of the aforementioned provisions, and
5. Make no changes whatsoever in the Final Plat as approved by the Board unless a revised plat or resubdivision is submitted to and approved by the Board.

The undersigned owner may designate an agent (surveyor, broker, etc.) to carry out the application process and to whom all related communications may be addressed.

Owner's Signature and Address:

Agent's Signature and Address

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## **ABUTTER'S MAILING LIST**

**“Abutter”** Means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the Board. For the purposes of receiving testimony only, and not for the purpose of notification, the term “abutter” shall include any person who is able to demonstrate that his/her land will be directly affected by the proposal under consideration.

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Dear Applicant,

In response to your request for information, the following introduction is being sent with any other related materials that you may have requested.

**What is a subdivision?** New Hampshire state law (RSA 672:14) defines a subdivision as "the division of a lot, tract or parcel of land into 2 or more lots, plats, sites or other division 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.

There is a penalty against the transfer or sale of land within a subdivision that has not been approved by the Lisbon Planning Commission and recorded and filed with the Grafton County Register of Deeds (RSA 676:16). There is also a penalty against performing on-site improvements to land proposed for subdivision prior to approval of such subdivision.

**What is the Subdivision Process?** The Town of Lisbon Subdivision Regulations set forth the standards which your subdivision must meet for Planning Board approval and the specific procedures to follow in the application process. Copies are enclosed. In general, the regulations provide for three review phases of any proposed subdivision. The first two are optional, the third is mandatory.

The first optional phase is a **Preliminary Conceptual Consultation (see Section 3.04)**. The applicant may appear at a regularly scheduled meeting to discuss a proposal in conceptual form and in general terms to receive information and resolve issues before a formal application is submitted. Statements made are non-binding on the board and the applicant and must be restricted to conformity with the Town's Master Plan or zoning ordinance and an explanation of local and state regulations which may apply. The board may determine the proposal as a major, or minor subdivision. Because the conceptual phase does not require notice to the public or abutters, the discussion may take place at any regularly scheduled meeting.

The second optional phase is the **Design Review Phase (see Section 3.05)**. This phase provides a more detailed review of the subdivision and discussion may concern engineering and design details and the character and completeness of the proposal. Because this phase requires notice of abutters and the public, materials including at least a site sketch with lot lines and measurements must be submitted prior to 3:30 PM fifteen days prior to a scheduled meeting of the Planning Board. All costs of notification are borne by the applicant. Though it is noticed, this meeting does not constitute a Public Hearing on the application.

Prior to the third and mandatory phase of board action on an application, all applications for subdivision must be **Accepted as Complete** by the Planning Board. This review to accept as complete requires prior notice to the public and abutters according to RSA 676:4, I (d) and takes place at a public meeting of the Board, but does not constitute a Public Hearing unless warned as such.

All materials required for a completed application must be delivered to the Planning Board or its designee for acceptance at the next regular meeting of the board for which it can be posted, no longer than 30 days. A completed application consists of all the materials required under Section 4 of the Subdivision Regulations for a major, or minor subdivision. Once the application has been accepted by the board as complete the 65 day period for board action on the completed application (**Final Approval**), including a Public Hearing if required, begins. All costs of noticing as well as filing fees are borne by the applicant.

**NH Water Supply and Pollution Control Commission:** The state WSPCC permit for Subdivision Approval must be received by the planning board before the application can be accepted as complete by the Planning Board. Test pit information submitted to the WSPCC must also be submitted as part of the subdivision application to the Planning Board.

**Master Plan and Zoning Ordinance:** The Planning Board cannot approve any subdivision creating a development or lot which does not conform with the Master Plan and the Zoning Ordinance. Applicants should review these documents to ensure that the proposed use and lots comply with permitted uses, minimum lot sizes and other requirements. Copies of these documents are available at the Town Office.

**Access Permits:** RSA 249:17 requires approval from the Commissioner of the Department of Transportation for Class I, II and III highways for any new or altered access to those roads. This means you must obtain a written permit prior to commencing any construction or alteration on any entrance, exit, driveway or approach to a state highway. Study this statute for procedures and specifications. Design approval of the Planning Board for access to town roads is also required as part of the subdivision approval process.

**Fees:** See attached “checklist for subdivision applications” or inquire of the Planning Board or its designee at the Town Office for current filing fees.

If the Board requires Special Investigative Studies or documentation of environmental or economic impacts as provided for in 3.11.C and 4.04 of the regulations, legal review of documents or other matters to make an informed decision, the cost shall be paid by the applicant prior to Board approval or disapproval of the final plat.

**Planning Board Meetings:** The Planning Board holds its regular monthly meeting on the second Thursday of each month at 6:00 PM in the Lisbon Rail Road Station. Submission of materials for Design Review or Application for Final Approval must be made at least 21 days prior to the regular meeting, and no later than 3:30 PM on the on the twenty-first day. The Planning Board is required to hold two meetings including at least one Public Hearing on Applications for Major Subdivision. Action on Minor Subdivisions may be taken in one meeting with a Public Hearing. See Sections 3.06 and 3.09 of the Regulations.

**PROCEDURE FOR PROCESSING SUBDIVISION APPLICATIONS TOWN OF  
LISBON, NEW HAMPSHIRE**

**LANDOWNER decides to subdivide -----> Is there an existing on-site septic system?**

No: Receive a NH Water Supply and Pollution Control  
Commission permit before applying to the Planning Board  
Yes: Apply directly to the Planning Board

**Once all applicable state permits have been obtained,  
LANDOWNER applies to the Planning Board -----> Preliminary Conceptual Consultation**  
(optional, but suggested)

- \* Notice to public/abutters not required
- \* No submission of material prior to meeting
- \* Discussion is non-binding
- \* Contact a NH Licensed Land Surveyor

**Design Review Phase** (optional, but recommended)

- \* Notice to public/abutters required
- \* Material submitted to Board 21 days before next regular meeting
- \* Review of subdivision design
- \* Determination of major, minor, technical status \* Board  
suggest additional material needed
- \* Consult Section 4 of the regulations to determine what  
information is required for a Completed Application

**Review to Accept Application as Complete** (mandatory)

- \* Notice to public/abutters required
- \* Completed application submitted no later than 3:30 PM on the  
21st day before next regular meeting
  - \* Board votes to accept application as complete or requests additional information
  - \* Board may act on Minor Subdivisions at this meeting

**Final Review of Application (2nd meeting)** (mandatory)

- \* Notice to public/abutters required
- \* Public Hearing Required for Major Subdivisions

**PLANNING BOARD**

**acts to approve or disapprove -----> Within 65 days unless an extension is granted ( RSA 676:4)**

**TOWN OF LISBON, NEW HAMPSHIRE CHECKLIST FOR SUBDIVISION APPLICATIONS**

**Fee Schedule: All fees are due and payable at the time of submission of an application.**

**SEE SEPARATE FEE SCHEDULE FILED IN THE TOWN HALL**

Applicants are responsible for any additional expenses incurred in the proper technical review of subdivision proposals including, but not limited to, engineering or traffic studies, environmental impact statements and legal review.

**SUBMISSION REQUIREMENTS FOR:**

**Design Review Phase (Optional see Section 3.05)** This phase provides a more detailed review of the subdivision and discussion may concern engineering and design details and the character and completeness of the proposal. Because this phase requires notice of abutters and the public, materials including at least a site sketch with lot lines and measurements must be submitted prior to 3:30 PM twenty-one days prior to a scheduled meeting of the Planning Board.

A Completed Application for final subdivision review of shall consist of the following items unless a written request for a waiver(s) is granted by the Board:

**I. Information required for all subdivisions:**

\_\_\_\_\_ Name(s) and address(es) of the Applicant(s), Owner(s) and list of all abutters and their addresses taken from the town records not more than five (5) days before delivery of the application;

\_\_\_\_\_ Name(s) and address(es) of all persons whose seal appears on the plat;

\_\_\_\_\_ Names and addresses of all holders of conservation, preservation or agricultural preservation restrictions;

\_\_\_\_\_ Payment to cover filing and notification fees costs as stated in Section 3.11.

\_\_\_\_\_ An Application for Subdivision Approval, to be provided by the Board, properly filled out and executed by the Applicant and delivered to the Board in accordance with Section 3.

\_\_\_\_\_ Five (5) paper copies of the Plat, prepared according to the standards of the NH Land Surveyors Association and the Grafton County Register of Deeds. A mylar copy of the plat suitable for recording shall be submitted at the public hearing on the application.

Plats shall be in the following format:

1. Plats shall be at a scale of between 1"=10' and 1"=100'.
2. The outside dimensions of the Plat shall be 22" X 34", or as otherwise specified by the Grafton County Registry of Deeds.
3. The material composition shall be suitable for electronic scanning and archiving by the Registry of Deeds.
4. All plats shall have a minimum 1/2" margin on all sides.

**II. Additional Information for a Minor Subdivision:** The plat described above in I. shall also include:

- \_\_\_\_\_ The proposed subdivision name or identifying title; the name and address of the owner(s) of record and subdivider; and the name license number and seal of the surveyor; date; scale; and north point;
- \_\_\_\_\_ Boundary survey including bearings, distances, and location of permanent markers;
- \_\_\_\_\_ Tax map and lot number, lot lines, dimensions, acreage, numbering;
- \_\_\_\_\_ Building setback lines and zoning district classification;
- \_\_\_\_\_ Topography from field data at ten-foot contour intervals, and at two-foot contour intervals when conditions warrant this information;
- \_\_\_\_\_ Existing and final proposed lines of streets, ways, lots, easements for utilities and drainage and public areas within the subdivision. All dimensions shall be shown to the hundredths of a foot and bearings at least to minutes and seconds. The error of closure shall not exceed 1 to 10,000 for both raw and traverse plat closure. \_\_\_\_\_ Existing and proposed streets and right-of-way;
- \_\_\_\_\_ Final cross-sections and profiles certified by a licensed Professional Engineer, if applicable;
- \_\_\_\_\_ Final drainage system certified by a Licensed Professional Engineer, if applicable;
- \_\_\_\_\_ Location of soils, groundwater and percolation test pits;
- \_\_\_\_\_ Buildings and other man-made features to remain;
- \_\_\_\_\_ Open space and flood-prone areas;
- \_\_\_\_\_ A time schedule including the anticipated starting and completion dates of the subdivision;
- \_\_\_\_\_ Deed restrictions, including drainage easements for each parcel when applicable.

**Additional Information for a Major Subdivision:**

The plat described in I. above shall also include:

- \_\_\_\_\_ Type of survey
- \_\_\_\_\_ Title of plan
- \_\_\_\_\_ Name of the town(s)
- \_\_\_\_\_ Tax map and lot number
- \_\_\_\_\_ Plan date and revision dates

\_\_\_\_\_ The plat shall contain the following statement: "The subdivision regulations of the Town of Lisbon, New Hampshire, are a part of this plat, and approval of this plat is contingent upon completion of all requirements of said subdivision regulations, excepting only any variances or modifications made in writing by the Board and attached hereto".

\_\_\_\_\_ Proposed subdivision name or identifying title; name and addresses of applicant and of the owner if other than the applicant.

\_\_\_\_\_ North arrow; scale, written and graphic; date of the plan; name, license number and seal of the surveyor or other person whose seal appears on the plan.

\_\_\_\_\_ Locus plan showing general location of the total tract within the town and the zoning district(s).

\_\_\_\_\_ Boundary survey including bearings, horizontal distances, and the location of permanent markers. Curved boundary lines shall show radius, delta and length. \_\_\_\_\_ Names of all abutters, streets, parks and public places, and similar facts regarding \_\_\_\_\_ abutting properties.

\_\_\_\_\_ Location of all property lines and their dimensions; lot areas in square feet and acres.

\_\_\_\_\_ Lots numbered according to the Town tax map numbering system.

\_\_\_\_\_ Location and amount of frontage on public rights-of-way.

\_\_\_\_\_ Location of building setback lines in all zoning districts.

\_\_\_\_\_ Location of existing and proposed buildings and other structures.

\_\_\_\_\_ Location of all parcels of land proposed to be dedicated to public use or as open space.

\_\_\_\_\_ Location and name of grantor and grantee of any existing or proposed easements.

\_\_\_\_\_ Existing and proposed water mains, culverts, drains, sewers; proposed connections or alternative means of providing water supply and disposal of sewage and surface drainage.

\_\_\_\_\_ Existing and proposed streets with names, travel surface widths, right-of-way widths. (See town road standards.)

\_\_\_\_\_ Location and width of existing and proposed driveways.

\_\_\_\_\_ Water courses, ponds, standing water, rock ledges, stone walls, existing foliage lines, and any other man-made or natural features.

\_\_\_\_\_ Existing and proposed topographic contours at five (5) foot intervals.

\_\_\_\_\_ Soil type units, existing size in square feet, required size in square feet, and wetland delineation.

\_\_\_\_\_ Location of percolation tests and test results and outline of required leach field.

\_\_\_\_\_ Location of existing and proposed well(s), with 75 foot radius.

\_\_\_\_\_ 100-year flood elevations and flood hazard areas based on available FEMA maps as applicable.

**Other Information that may be required:**

Should the board determine that any of the information below is to be required, the applicant will be notified in writing within ten (10) business days of the meeting at which the determination was made.

\_\_\_\_\_ Plan for stormwater management and erosion control, if applicable (See Section 7.12)

- \_\_\_\_\_ Septic design approval where applicable; or certification by septic designer of adequacy of existing system
- \_\_\_\_\_ Alteration of terrain permit from NH Department of Environmental Services if applicable.
- \_\_\_\_\_ State/town driveway permit, as applicable.
- \_\_\_\_\_ Report from the Fire Chief, Police Chief and/or Conservation Commission if applicable.
- \_\_\_\_\_ Approval for municipal water/sewer connections if applicable.
- \_\_\_\_\_ Any deed restrictions; easements, rights-of-way over property to remain in private ownership, and rights of drainage across private property, submitted in a form satisfactory to the Board's counsel and all deeds covering land to be used for public purposes including streets, highways or parks. Transfer of title to such interests to be effective on such date as the Town accepts the land. Approval of the plat shall not constitute an acceptance by the Town of the dedication of any street, highway, park or other public open space.
- \_\_\_\_\_ Any other state or federal permits.
- \_\_\_\_\_ Any additional reports or studies deemed necessary by the Board to make an informed decision, including, but not limited to traffic, school, fiscal, and environmental impact analyses. The Board reserves the right to request such information after an application has been accepted as complete, as well as before acceptance.