

**Town of Dunbarton Planning Office**  
**1011 School Street**  
**Dunbarton, NH 03046**

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### **Subdivision Application Procedure**

The Dunbarton Planning Board meets on the third Wednesday of each month at 7:00 p.m. in the meeting room of the Dunbarton Town Offices. New applications shall be filed with the Board at least thirty days prior to the meeting at which the application is to be considered for completeness and acceptance. Per RSA 676:4: "A completed application means that sufficient information is included or submitted to allow the Board to proceed with consideration and to make an informed decision." Payment of all applicable fees are due at the time of application submittal.

The application includes that information which identifies the land, location, zoning criteria, ownership, abutters, and professionals responsible for plan preparation. Department staff will review for determination that the required information is carried forward to the graphic plan submittal. This portion of the information submittal is essential for Board review. If any items are found to be missing or incomplete, it shall be the general policy of the Board to find the application incomplete and not eligible to be placed on the Board's agenda. No new information or documents will be accepted between the formal submittal and the meeting night. The applicant may request a courtesy, non-binding plan and document review with office staff up to five days prior to submittal date.

The following information is important for Board review and deliberation. The Board may find the application incomplete due to any of the following general submittal deficiencies and as supported by non-compliance with required checklist (attached) items. **Items must be shown on the plan/addressed or a waiver request submitted.**

1. Failure to provide important preliminary technical data and information
2. Presentation of incorrect or questionable data and information considered pertinent to deliberations
3. An assortment or multitude of minor errors and omissions that depict an unprofessional plan

Once the Board is satisfied that all requirements are met, a public hearing shall be held. The applicant shall pay all abutter notification mailing costs related to the public hearing. Typically, the subdivision process can be completed in two meetings; however, the number of meetings may vary based on the complexity of the project.

Following subdivision approval and satisfaction of conditions set, the Board shall register a Mylar copy of the plan with the Merrimack County Registry of Deeds. The applicant shall pay all recording and administrative fees related to the registration of the plan.

To help develop a better proposal, please review the Town of Dunbarton Land Subdivision Regulations. These are available on the Town's website at [www.dunbartonnh.org](http://www.dunbartonnh.org) or for purchase at the Planning Office.

If you have any questions, please feel free to contact the Planning Office. Office hours are Monday through Friday from 8am to 4pm.

**OFFICE USE ONLY:**

**DATE RECEIVED** \_\_\_\_\_

**FEES PAID** \_\_\_\_\_

**APPLICATION #** \_\_\_\_\_

**TOWN OF DUNBARTON, NH**

**APPLICATION FOR SUBDIVISION**

Application is hereby made to the Dunbarton Planning Board for approval of a subdivision as described below and in accompanying documents in accordance with Dunbarton Land Subdivision Regulations.

1. **Applicant:** \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

2. **Owner(s) of Record:** \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

3. **Location of Development:** Map/Block/Lot # \_\_\_\_\_

Street/Road \_\_\_\_\_

Names of State and Town roads providing access to Subdivision: \_\_\_\_\_

\_\_\_\_\_

Zoning District: (check as applicable)

Village (2 acres; 200' frontage) \_\_\_\_\_

Low Density Residential (5 acres; 300' frontage) \_\_\_\_\_

Medium Density Residential (3 acres; 250' frontage) \_\_\_\_\_

Multi-Family Residential (acreage per underlying district; 200' frontage) \_\_\_\_\_

**4. Details of Proposed Subdivision:**

Total acreage: \_\_\_\_\_ Total road frontage: \_\_\_\_\_

Type of subdivision: (check as applicable)

Traditional \_\_\_\_\_ Open Space \_\_\_\_\_ Large Lot w/reduced frontage (check one below) \_\_\_\_\_

(12 acres/225' frontage) \_\_\_\_\_ (18 acres/150' frontage) \_\_\_\_\_ (24 acres/75' frontage) \_\_\_\_\_

Number of lots in Subdivision (including existing lot): \_\_\_\_\_

Creating a new road? Yes \_\_\_\_\_ No \_\_\_\_\_ Length of proposed road: \_\_\_\_\_

Special Wetlands Conservation District (See Article 5 in Zoning Ordinance) \_\_\_\_\_

**5. Applicant's Agent or Contact Person:** (attach letter of authorization from property owner)

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

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

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**6. Surveyor** (as may be required): \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**7. Engineer** (as may be required): \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**8. Wet Land Scientist/Others** (as applicable): \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**9. Abutters of the Lot:**

(submit on attached form, along with two sets of printed adhesive address labels)

**10. Waivers Requested** (from Dunbarton Subdivision Regulations):

Section: \_\_\_\_\_ Section: \_\_\_\_\_ Section: \_\_\_\_\_

(submit separate document, listing section/reason for each waiver)

11. **Special Exception or Variance required?** Yes \_\_\_\_\_ No \_\_\_\_\_

(If yes, please attach a copy of the ZBA notice of decision.)

12. **All fees due at time of application submittal:**

Administrative Application Fee	\$ 50.00
Base Application Fee	\$ 150.00
\$50 per lot x _____ (total # of lots)	_____
\$10 per abutter x _____ (total # of abutters)	_____
Recording administration fee	\$ 30.00
Recording fee (\$26 per page X # pages ____)	_____

**Total Due (payable to Town of Dunbarton)** \_\_\_\_\_

**Separate check made payable to MCRD for LCHIP surcharge**

LCHIP (Land Community Heritage Investment Program) Effective July 1, 2008 NHRSA 478:17-g

LCHIP surcharge of \$25.00 assessed on all Deeds, Mortgages, Discharge of Mortgage and Plan Sets.

I/we consent to allow the Dunbarton Planning Board or its designee to make on-site inspection(s) of my/our property as deemed necessary for the evaluation of my/our subdivision application. I/we understand all information required by the regulations must be supplied or a written waiver request must accompany the application.

Signature of Applicant/Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant/Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_ Date: \_\_\_\_\_

## TOWN OF DUNBARTON, NH

## ABUTTERS FORM

Instructions: Please indicate the name and mailing address of all abutters (**as indicated in the town records not more than five days before the day of filing**) to the property which shall be reviewed by the Planning Department. "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 local land use board. For purposes of receiving testimony only, and not for purposes 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. For purposes of receipt of notification by the municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term "abutter" means the officers of the collective or association, as defined in RSA 356-B:3, XXIII. **Please also include the names of all professionals whose stamp appears on the plat, the applicant, AND the owner of the property.**

**PLEASE MAKE ADDITIONAL COPIES OF THIS FORM AS NECESSARY.**

Name \_\_\_\_\_  
 Map/Block/Lot \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State, Zip \_\_\_\_\_

Name \_\_\_\_\_  
 Map/Block/Lot \_\_\_\_\_  
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 State, Zip \_\_\_\_\_

Name \_\_\_\_\_  
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 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State, Zip \_\_\_\_\_

Submitted	Not Submitted	Waiver Requested	SECTION ONE: APPLICATION REQUIREMENTS
			1. All abutters (see attached abutters form for details); include tax map references, names & addresses
			2. Assignment of agent(s) (if applicable); attach letter of authorization in writing from the legal owner(s)
			3. Complete copy of deed & any collateral and/or filed documents affecting use of property; state any restrictions, covenants, limitations on plans
			4. Copies to be submitted: five complete sets of application and full-size (22" x 34") plan set; seven plus number of abutters, reduced-size (11" x 17"), legible copies of the plan
			5. Payment of all fees
			6. Waivers requested & brief explanation for each
Submitted	Not Submitted	Waiver Requested	SECTION TWO: PLAN REQUIREMENTS
			1. TITLE BLOCK INFORMATION: Drawing title; name of subdivision; street location of subdivision; tax map, block, and lot number(s) of parcel(s); name & address of owner(s), applicant(s), and person(s) preparing the plan; written scale/graphic scale; date of survey; sheet #/total # of sheets
			2. Aggregate frontage & acreage of each lot clearly labeled in a block
			3. Approval block as follows:  <b>APPROVED BY DUNBARTON PLANNING BOARD</b> <b>In accordance with a majority vote of the Dunbarton Planning Board at a regularly scheduled meeting held on</b> _____. _____ <b>Chairman</b> _____ <b>Secretary</b> _____ <b>Date signed</b> _____
			4. Certifications, seals, signatures of all licensed professionals responsible for plan(s)
			5. Contours: minimum five-foot interval; source of contours; field verification of accuracy; USGS bench mark references
			6. Current zoning status: zone title/designation; minimum lot size, frontage & setbacks; 'Current Use' tax status
			7. Easements, right-of-way, rights of others, dedications, non-residential area; state purpose of such
			8. Preliminary engineering plans for roads, associated construction, and other public improvements.
			9. Existing and proposed drainage

			10. Existing and proposed driveways
<b>Submitted</b>	<b>Not Submitted</b>	<b>Waiver Requested</b>	<b>SECTION TWO: PLAN REQUIREMENTS</b>
			11. Existing and proposed lot lines, bearings and distance; acreage, square footage of lots, accurate lot configuration, setbacks; clearly show existing boundary delineations: stone walls, fences, existing points and monumentation
			12. Existing site features: buildings, water courses, large ledge outcroppings, trails, roads, walls, and fences
			13. Flood zones, occurrence, carefully delineate, show base elevations for FEMA
			14. Intent of plan: proposed use, number of lots, existing acreage, new road length if applicable
			15. Locus map; inset location of subdivision, show all existing street names, provide enough detail for general directions to site
			16. North arrow
			17. Proposed site features: buildings, 75-foot well radius, septic system (4,000 sf area)
			18. Proposed upgrade of any town roads
			19. Soils: types & boundaries; reference source; wetland mapping & wetland type
			20. Location, name and widths of existing and proposed streets with their grades and profiles and the elevations of sufficient points on the property.
			21. Survey monumentation: existing/found, type; proposed granite monuments "to-be-set"
			22. Tax map location inset
			23. Test pit locations on plans; soil logs attached separately
			24. Utilities; existing & proposed
			25. Tax map references, names, and addresses of all owners of record of abutting parcels
			26. Any plans cited for reference should be recorded at the Merrimack County Registry of Deeds or stamped by a licensed land surveyor. The name, date, and plan number of recorded cited plans should be provided in the notes section of the plat.
			27. Is the proposed plan subject to the Town of Dunbarton Wetland Conservation District (WCD)? WCD boundary can be viewed at <a href="https://www.axisgis.com/DunbartonNH/">https://www.axisgis.com/DunbartonNH/</a> . (see #19 above)
			28. Is the proposed plan subject to the NH Shoreland Water Quality Protection Act (SWQPA)?
			** Other items that may have been agreed upon – or otherwise required – at any previous design review stage.