

Application Package
SUBDIVISION OF LAND
Town of Hinsdale, NH

Included in this application package:

- Board Procedure on Plats
- Major Subdivision Procedure
- Minor Subdivision Procedure
- Subdivision review checklist – preliminary & final plats
- Application for Presentation of Development Concept
- Application for Design Review Phase
- Application for Development Review (subdivision, boundary adjustment,
Minor lot line adjustment)
- Listing for abutters
- Planning Board Use Only page

Instructions:

Please refer to the enclosed page describing the Planning Board's Procedures on Plats for an explanation of the two preliminary application options available to you, and also the mandatory applications.

If you desire a non-binding pre-application consultation (optional) with the planning board to discuss your subdivision ideas, fill out the form "Application for Presentation of Development Concept" on the inside of this folder, and return to the planning board at the address below.

If you desire a non-binding pre-application public hearing, required for major subdivisions and site plans, with the planning board to present specific designs and engineering details for your subdivision, fill out the "Application for Design Review Phase" on the inside of this folder and return to the planning board at the address below. Please refer to the enclosed procedures and checklist for major subdivisions for more information.

If you do not wish to consult with the planning board prior to submitting your complete minor subdivision or boundary adjustment plan, complete the appropriate enclosed form "Application for Development Review" and submit along with this folder to the Hinsdale Planning Board at the address below. For more information, please refer to the pages inside for procedures and the checklist for minor subdivisions.

If, after reading through this material, you have further questions, you may call the planning board office at 336-5727x17.

Submit application forms to:

Hinsdale Planning Board
PO Box 13
Hinsdale, NH 03451-0013

HINSDALE PLANNING BOARD

The Planning Board meets the third Tuesday of every month.

RSA 676:4 Board's Procedures on Plats

The two steps of pre-application review of applications and plats listed below are optional. Pre-application review shall be separate and apart from formal consideration, and time limits shall not apply until formal application is submitted.

1. Preliminary Conceptual Consultation Phase (optional)
 - May occur only at formal meetings of the Board
 - Formal Public Notice not required; one week notice to the board secretary in order to be put on the agenda
 - Non-binding discussions
 - Discussion in conceptual form only and in general terms
 - Review of the basic concept of the proposal
 - Suggestions which might be of assistance in resolving problems
2. Design Review Phase (required for major subdivisions and site plans)
 - Public Hearing within 30 days of receipt of properly completed Application
 - Formal Public Notice required – 15 days notice to the board secretary, 10 days public notice (posting, certified mailing, publishing)
 - Non-binding discussions may involve more specific design and engineering details of the potential application
 - Can be adjourned*
3. Development Review (mandatory)
 - Public Hearing within 30 days of receipt of properly completed Application
 - Formal Public Notice required – 15 days notice to the board secretary, 10 days public notice (posting, certified mailing, publishing)
 - Complete submitted application accepted by the Board for consideration and decision
 - Can be adjourned*
 - The Board shall begin formal consideration and shall act to approve, conditionally approve** or disapprove within 65 days, subject to extension or waiver.

*Additional formal public notice is not required of an adjourned session of a public hearing with proper notice – if the date, time, and place of the adjourned session is made known at the hearing.

**Conditional approval of a plat or application shall become final without further public hearing upon certification to the Board of satisfactory compliance with the conditions imposed. Conditions in this instance must be either administrative or with regard to the applicant's possession of permits and approvals granted by other boards or agencies.

All other conditions shall require a hearing and formal notice.

PROCEDURE – MAJOR SUBDIVISION, Hinsdale, NH

- 1a. Applicant files “Application for Design Review Phase” with the planning board and is placed on the agenda for the next available meeting. A list of abutters must be filed with the application, which must be submitted at least 15 days prior to the planning board meeting in order for abutter notification to be mailed in time. The purpose is to inform the boards of what the proposal is so the board can, using the subdivision checklist, determine what information must be submitted. Please note that no two subdivisions are alike and the planning board must know what the general concept of the subdivision is as well as any special conditions on the site in order to determine which of the requirements may be waived.
- 1b. At the design review public hearing (required, non-binding), discussion involves more specific design and engineering details. The board should address issues of concern, impact studies needed, review by the town’s planner and/or engineer, and other suggestions that might be of assistance in resolving problems with meeting requirements during final consideration.
- 2a. Applicant has plans drawn up in compliance with Section VII, Preliminary Plat Data.
- 2b. A professional planner may be employed to review the plan for compliance with the regulations and to determine if the application is complete. All time spent by such person for the review(s) will be billed to the applicant. Plans must be submitted at least three weeks prior to the planning board meeting if this review is required.
- 3a. The applicant files the final, formal "Application for Development Review" with the planning board or its designee and is placed on the next available agenda for a public meeting. A list of abutters must be filed with the application, which must be submitted at least 15 days prior to the planning board meeting in order for abutter notification to be mailed in time. Six copies of the plans shall be filed with the planning board.
- 4a. The planning board shall put in writing recommended modifications to the subdivision plan and improvements required as a condition to the subsequent approval of the final plat.

- 4b. The applicant shall make any modifications to the plans and resubmit them to the planning board for review. Regular notification procedures shall be followed for subsequent planning board meetings. Procedure shall be as outlined on page 9, 2a through 4b.
- 5a. If approved, the planning board shall sign the Mylar and the applicant shall register it with the Cheshire County Register of Deeds.
- 5b. If denied, the planning board shall notify the applicant in writing the reasons for denial, and the applicant may make modifications to the plans and resubmit under these procedures.

PROCEDURE – MINOR SUBDIVISION, Hinsdale, NH

Definition: A minor subdivision is one in which no more than three lots are created which front on and have access to an existing public street. Any subdivision which includes the creation of new streets shall be deemed a major subdivision regardless of the number of lots created.

1a. Applicant may file either "Application for Presentation of Development Concept" and/or "Application for Design Review Phase" with the planning board and is placed on the agenda for the next available meeting. The purpose is to inform the boards of what the proposal is so the board can, using the subdivision checklist, determine what information must be submitted. Please note that no two subdivisions are alike and the planning board must know what the general concept of the subdivision is as well as any special conditions on the site in order to determine which of the requirements may be waived.

1b. At the development concept meeting (optional, non-binding), general plans are discussed in conceptual form only and in general terms, and suggestions are made which might be of assistance in resolving problems with meeting requirements during final consideration. The planning board may allow the public to comment.

At the design review public hearing (required, non-binding), discussion involves more specific design details. The board should address issues of concern and make suggestions that might be of assistance in resolving problems with meeting requirements during final consideration.

2a. The applicant submits plans of the proposed subdivision in the final, formal "Application for Development Review", and applicable fees to the planning board at least 15 days prior to a regularly scheduled meeting. The abutters list must be included with the application form.

2b. The planning board notifies the public and abutters of the upcoming public hearing in accordance with the subdivision regulations.

3a. The planning board formally accepts the application and holds the public hearing on the application.

3b. The planning board acts on the application (approves or denies the subdivision) within 65 days after the public hearing. If denied, the applicant is notified in writing of the reasons for the denial within 30 days of the meeting of the action. The chairman of the planning board shall sign the final plat upon approval. The planning board may take final action at the same meeting as the public hearing.

4a. If deemed necessary by the planning board, a second public hearing shall be held to hear any modifications to the proposed subdivision.

4b. Action shall be taken by the planning board as stated in item 2b.

Subdivision review checklist

Use this checklist to determine if the plan is complete. Check Yes if the item complies with the regulations, NA if it is not applicable, or No if it does not comply with the regulations. If a waiver is to be granted (as for minor subdivisions) write "W" in the NA column.

Yes NA No

- - - 1. Have 6 copies been submitted?
- - - 2. Is the scale in accordance with the regulations?
- - - 3. Is this a Development of regional impact per RSA 36:54?

Preliminary plan:

- - - A. proposed subdivision name
- - - name and address of owner of record
- - - name and address of designer
- - - date
- - - north arrow
- - - bar scale
- - - vicinity map
- - - name of town
- - - plat and revision dates

- - - B. names and address of abutters
- - - names of abutting subdivisions
- - - location of streets & alleys
- - - location of easements
- - - location of building lines
- - - location of parks and public open space
- - - other information regarding abutting properties

- - - C. deed reference (registry of deeds book and page number)
- - - town tax map and lot number

- - - D. a statement of the purpose of the proposed subdivision
- - - names and addresses of all interested parties

- - - E. location of outside boundaries
- - - approximate dimensions of boundaries
- - - location of proposed lot lines
- - - approximate acreage of each lot
- - - dimension of frontage for each lot
- - - existing easements on the property
- - - existing buildings

Yes	NA	No	
-	-	-	water courses, ponds, and standing water
-	-	-	rock ledges
-	-	-	Base Flood Elevation data (i.e. floodplain boundary and 100-year floodplain)
-	-	-	soil types and boundaries
-	-	-	other pertinent site features
-	-	-	F. existing water mains
-	-	-	existing sewer mains
-	-	-	existing culverts
-	-	-	existing drains
-	-	-	proposed water supply
-	-	-	proposed sewage disposal
-	-	-	proposed surface water drainage
-	-	-	location of percolation test pits
-	-	-	G. location of existing & proposed streets
-	-	-	names of existing & proposed streets
-	-	-	width of existing & proposed streets
-	-	-	grades of proposed streets
-	-	-	profiles of proposed streets
-	-	-	location of right-of-way for proposed streets
-	-	-	length of street to cul-de-sac
-	-	-	radius of cul-de-sac
-	-	-	H. topography of site, not greater than 10' intervals
-	-	-	I. proposed permanent easements, not less than 15' wide
-	-	-	J. location of land to be dedicated for public use
-	-	-	conditions of such dedication
-	-	-	copy of any private deed restrictions
-	-	-	K. preliminary design of any bridges or culverts
-	-	-	L. future street system for un-submitted part of landholding
-	-	-	M. grading & drainage plan which includes:
-	-	-	cross sections
-	-	-	construction drawings
-	-	-	construction specifications
-	-	-	slope stabilization plans
-	-	-	erosion control plans

Final Plat:

Yes NA No

- | | | | |
|---|---|---|--|
| – | – | – | A. proposed subdivision name or identifying title |
| – | – | – | name and address of sub-divider |
| – | – | – | name, license number & seal of engineer |
| – | – | – | name & address of surveyor |
| – | – | – | date |
| – | – | – | scale |
| – | – | – | north arrow |
| – | – | – | town tax map and lot number |
| – | – | – | name of town |
| – | – | – | plat and revision dates |
| – | – | – | B. street right-of-way lines |
| – | – | – | building setback lines |
| – | – | – | lot lines |
| – | – | – | lot sizes in square feet |
| – | – | – | reservations |
| – | – | – | easements |
| – | – | – | areas to be dedicated to public use |
| – | – | – | areas reserved by the sub-divider |
| – | – | – | C. typical street cross section |
| – | – | – | approximate street grades & profiles |
| – | – | – | location & size of bridges or culverts |
| – | – | – | D. typical design & location for on-site sewage disposal |
| – | – | – | typical design & location for on-site water supply |
| – | – | – | location & size of storm pipes & catch basins |
| – | – | – | E. location, bearing, & length of all: |
| – | – | – | street right-of-ways |
| – | – | – | lot lines (including boundaries of the landholding) |
| – | – | – | easement lines |
| – | – | – | reservation lines |
| – | – | – | boundary line |
| – | – | – | dimensions shown to hundredths of a foot |
| – | – | – | bearings shown to nearest 1/4 degree |
| – | – | – | error of closure does not exceed 1 to 5000 |
| – | – | – | F. location & description of each permanent monument |
| – | – | – | location of primary control points |
| – | – | – | reference to a USGS bench mark |
| – | – | – | Base Flood Elevation data (i.e. floodplain boundary and 100-
year floodplain) |

Per New Hampshire RSA 478:1-a: a plat shall be a map of a specific land area whose boundaries are defined by metes and bounds. The register of deeds shall refuse for recording any map that does not meet the definition of a plat, and any plat that does not contain the information or meet the specifications required under this statute. Some of the information and specifications required may be in addition to the Final Plat checklist above.

Shading over any text shall not be permitted on any plat. No lines, whether hatching, boundary lines, or topographic contours shall obstruct or interfere with the legibility, either before or after reproduction, of any bearings, dimensions, or text.

Other Permits (including, but not limited to) needed for Final Approval:

Yes NA No

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NH Water Supply & Pollution Control approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NH Wetlands Board, for Dredge & Fill Permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NH Dept. of Transportation, for driveway cut on state road

Application for Presentation of Development Concept (SUBDIVISION), Hinsdale, NH
(Optional, Informal Discussion with Board)

Date Received _____

Name of applicant _____

Address _____

Email address _____ Fax # _____

Town, State, Zip _____

Phone number _____

Name of owner(s) _____

Email address _____ Fax # _____

Name of development _____

Location of development _____

Zoning district, tax map(s)/lot(s) _____

Proposed number of lots _____

Proposed use of each lot _____

Proposed number of housing units _____

Total acreage of parcel _____

Average acreage of lots _____

Are any new streets proposed? _____

Proposed water supply (circle one): public system private wells

Proposed sewage disposal (circle one): public system private system

Statement of purpose: _____

Application for Design Review Phase (SUBDIVISION), Hinsdale, NH
(Pre-Application, required for Major Subdivisions, Public Hearing before the Board)

Date received _____

Name of applicant _____

Email address _____ Fax # _____

Address _____

Phone number _____

Name of preparer (engineer, surveyor, etc) _____

Email address _____ Fax # _____

Address _____

Phone number _____

Name of owner(s) _____

Name of development _____

Location of development _____

Zoning district, tax map(s)/lot(s) _____

Proposed number of lots _____ Total acreage of parcel _____

Proposed number of housing units _____

Proposed water supply (circle one) public system private wells

Proposed sewage disposal (circle one) public system private system

Statement of purpose: _____

I, as the owner or duly authorized agent for the owner of the property named above, do hereby apply for a design review before the planning board.

Name _____ Date _____

Title _____

Signature _____

Application for Development Review (SUBDIVISION), Hinsdale, NH
(Final, formal, required application for Minor and Major Subdivisions)

Date received _____

Name of applicant _____

Email address _____ Fax # _____

Address _____

Phone number _____

Name of preparer (engineer, surveyor, etc) _____

Email address _____ Fax # _____

Address _____

Phone number _____

Name of owner(s) _____

Name of development _____

Location of development _____

Zoning district, tax map(s)/lot(s) _____

Proposed number of lots _____ Total acreage of parcel _____

Proposed number of housing units _____

Proposed water supply (circle one) public system private wells

Proposed sewage disposal (circle one) public system private system

Statement of purpose: _____

Note: If any waivers to the subdivision regulations are being requested for this application, a letter must be submitted to the planning board stating the reasons for such waivers.

I, as the owner or duly authorized agent for the owner of the property named above, do hereby submit this plan for review as required by the regulations of the planning board of the Town of Hinsdale, New Hampshire.

Name _____ Date _____

Title _____

Signature _____

Application for Development Review, Hinsdale, NH
BOUNDARY ADJUSTMENT AND/OR MINOR LOT LINE ADJUSTMENT

Names, addresses, phone numbers of applicants (attach additional to application):

1. _____

2. _____

Name of preparer _____

Email address _____ Fax # _____

Address _____

Phone number _____

Location of property _____

Map & lot numbers of properties being adjusted (existing; attach additional):

Map ____ Lot ____ Acreage ____ Zoning District _____

Map ____ Lot ____ Acreage ____ Zoning District _____

Map & lot numbers of property being adjusted (proposed; attach additional):

Map ____ Lot ____ Acreage ____ Zoning District _____

Map ____ Lot ____ Acreage ____ Zoning District _____

STATEMENT OF PURPOSE: _____

I, as the owner or duly authorized agent for the owner of the property named above, do hereby submit this plan for review as required by the regulations of the planning board, Town of Hinsdale, NH

Name(s) _____

Title _____

Signature(s) _____

Date _____

HINSDALE PLANNING BOARD
DO NOT WRITE ON THIS PAGE-FOR PLANNING BOARD USE ONLY

Applicant name and address _____

Application for _____

Location _____

1. a. Date application for Design Review received _____
b. Has list of abutters been submitted? _____
c. Date abutter notification sent _____
d. Date of presentation meeting _____

2. a. Date application for Development Review received _____
b. Has list of abutters been submitted? _____
c. Is review required (by town planner and/or engineer)?
Date report received from town planner _____
Date report received from town engineer _____
d. Date application is determined to be complete _____
e. Date abutter notification mailed _____
f. Date legal ad published _____
g. Fees: Amount _____ Date paid _____
h. Date application is accepted by planning board _____
i. Date Waiver applied for (circle one) Approved Denied Date _____
j. Date of public hearing _____
k. Date of planning board's final action _____
l. Action (circle one) Approved Denied

Conditions _____

Reasons denied _____

3. a. Date of Zoning Board of Adjustment action, if required _____
b. Board of Adjustment decision _____