

CHAPTER 278
ATTACHMENT 278-1
APPLICATION FOR SUBDIVISION OF LAND [Revised 8-23-2005]

File # _____

1. Name, mailing address & telephone/fax number of applicant:

2. Name, mailing address & telephone number of owner of record if other than applicant (Written permission from owner is required):

3. Name, mailing address, telephone/fax number of surveyor, and/or agent:

4. Location of Proposed Subdivision:

5. Tax Map _____, Lot _____
6. Name of Proposed Subdivision:

7. Number of lots and/or dwellings for which approval is sought: _____ lots; _____ dwellings
8. Type(s) of dwellings proposed in the subdivision (check one or more): _____ Single Family; _____ Duplex; _____ Multi-family
9. Abutters: Attach a separate sheet listing the Town of Salem Tax Map, Lot number, Name, and Mailing Address of all abutters, including those across a street, brook or stream. Names should be those of current owners as recorded in the Tax Records. Mailing labels are required for 10 or more abutters.
10. Attach completed checklist: (Incomplete plans will not be accepted.)
11. Attach six (6) copies of subdivision plan
12. Payment of all applicable subdivision fees: [Adopted 9/23/05]

Per lot	\$100/lot for 1-2 lots	\$ _____
	\$125/lot for 3-6 lots	_____
	\$150/lot for 7+ lots	_____
	\$200 minimum fee	_____
Lot line adjustment for 2 lots or less	\$100	_____
Advertising/post costs	\$25	_____
Abutter notification	\$5/each	_____
Conceptual discussion	\$200 plus advertising and notification	_____
Administrative and technical review costs		_____
	TOTAL	\$ _____

The applicant and/or owner or agent, certifies that this application is correctly completed with all required attachments.

 (Applicant/Owner) _____ (Date)

For Planning Board Use Only:

Completed Application Filed	_____
Fees Paid	_____
Notices Mailed	_____
Meetings with staff	_____
Application Accepted/Rejected	_____
Public Hearing(s)	_____
Date Approved/Disapproved	_____
Follow-up Letter Sent	_____

CHAPTER 278
ATTACHMENT 278-2
SUBDIVISION PLAN CHECKLIST [Revised 5-24-12]

Format

___ title block ___ date ___ scale ___ engineer/surveyor/other stamps/signatures ___ abutters names /addresses
___ zoning dist ___ zoning boundary ___ lot & street numbers ___ North arrow ___ owner/applicant
___ location plan ___ permission from owner ___ certif. of title

Topography and Environmental Features

___ high intensity soils/wetlands ___ streams, ponds, ledge ___ wetland impact ___ wetland mitigation
___ min. wetland setbacks (40' pavement/bldg, 75' septic) ___ dredge/fill permit ___ Cons. Comm. approval
___ local conditional use permit ___ prime wetlands ___ 100' prime wetlands setback(no disturb.)
___ conservation easements ___ floodplain ___ floodplain impact ___ compensatory storage
___ existing/ proposed elevs. ___ USGS benchmark (location, elevation, description, on each sheet)
___ significant environmental features ___ shoreland protection

Drainage & Utilities:

___ existing/proposed water/sewer lines (location, types, sizes, profiles) ___ sewer manholes, watergate valves
___ daily water use/sewer flow ___ design calcs ___ hydrants ___ pump stations/force mains ___ utility easements
___ septic systems ___ 4000 sf septic areas ___ perc tests ___ wells ___ protective radius
___ existing/proposed drainage pipes (types, sizes, slopes) ___ plan/profile ___ drainage easements ___ drain calcs
___ peak flow comparison (post runoff=pre runoff) ___ downstream/abutter impact ___ erosion control plan
___ invert/rim elev ___ catch basins (every 300') ___ easements (20' min. width) ___ swales/ditches
___ direction of flow ___ curbing ___ typical details ___ outside engineering review ___ max. fill/cut
___ est. high water table ___ gas lines ___ utility poles ___ sidewalk ___ future street system ___ streetlights (400')
___ composite tax map ___ continuation of streets ___ existing/proposed roadways ___ street trees
___ street names ___ road profile ___ cross sections ___ ROW width ___ street grade
___ 3' separation ___ underdrains ___ curbing ___ intersection grade (2% for 100')/angle (90 deg)
___ cul-de-sac length (300'min, 1200'max) ___ cul-de-sac dimensions (150'ROW, 118' pave) ___ cul-de-sac island
___ av. daily traffic ___ traffic study ___ street signs ___ sight distance (200'min) ___ underground utilities

Lots

___ lot sizes ___ lot size calcs ___ lot shapes/config ___ square/rectangular. lots ___ frontages ___ satisfactory access
___ lot line bearings/distances-F ___ monuments ___ lot closure calcs-F ___ min. base. floor elevations
___ rounded prop. lines at st.int. ___ building setbacks ___ building envelope sizes ___ 22,500 sf contig upland
___ side lot lines perp. or radial to street ___ driveway locations/grades (10% max)
___ sight distance (200'min) ___ intersection angle (60 deg.max) ___ access easements

Other

___ wooded buffer (Rural Dist) ___ public land ___ deed restrictions ___ note on construction debris disposal
___ veg. buffer for screening ___ regional impact ___ variances ___ waivers
___ 6 copies of plans ___ 11" x 17" version of plans ___ scrolling pdf version of plans

State/Federal Permits:

___ subdivision - NHDES ___ sewer extension - DES ___ water line extension - DES ___ septic - DES
___ community well - DES ___ dredge/fill - NHWB ___ Army Corps of Engineers ___ Alt. Terrain - DES
___ driveway - NH DOT ___ notify NHDES if within 500' of lake, stream, river

Town Staff Recommendations:

___ Assessor's Office ___ Building Division ___ Engineering Department ___ Fire Department
___ Planning Division ___ Police Department ___ Public Works Department

The Planning Board may require other exhibits or data in order to adequately evaluate the proposed development. This checklist is not intended as a substitute for, nor does it contain all the information and requirements in the Subdivision Regulations and other applicable Town codes, ordinances, and procedures.