



TOWN OF HOOKSETT

APPLICATION # _____

DATE _____

MINOR & MAJOR SUBDIVISION APPLICATION

Application for: _____ Completeness _____ Map and Lot No. _____

_____ Public Hearing

No. of Lots _____

LOCATION: _____
(Specify Street Address)

OWNER: _____ APPLICANT: _____

ADDRESS: _____ ADDRESS: _____

TEL: _____ TEL: _____

FAX: _____ FAX: _____

E-MAIL: _____ E-MAIL: _____

SIGNATURE: _____ SIGNATURE: _____

LAND SURVEYOR/ENGINEER/ARCHITECT: _____

ADDRESS: _____ TEL: _____

FAX: _____ EMAIL: _____

AFFIRMATION BY OWNER OR AUTHORIZED AGENT:

I, _____, do hereby depose, affirm and say under oath to the best of my knowledge and belief, that this application and all related materials attached hereto conform in each and every respect with all laws, ordinances and regulations; that I have personally completed the applicable checklist attached hereto (recognizing that the checklist is merely a summary of the highlights of some of the applicable regulations and is not intended to be all-inclusive); that this application and all related materials and information have been prepared in accordance with the recognized professional standards; and that all information called for in the ordinances, regulations and checklist is attached hereto. I recognize that failure to comply with these application procedures and/or failure to comply with all applicable laws, ordinances and regulations shall be grounds for summary disapproval of the application.

Date:

Signature

State of New Hampshire
County of Merrimack SS

On this the _____ day of _____, 20____ personally appeared before me _____ who under oath administered by me did execute, of his own free will, the foregoing affirmation.

My commission expires:

Notary Public

CHECKLIST FOR SUBDIVISION REVIEW

This checklist is to be used as a guide for complying with the Town of Hooksett Subdivision Regulations. It is to be used for each individual subdivision plan review application submitted. The items included in the following check lists shall be considered part of the regulations.

The following information shall be required for a **complete application**. The Hooksett Subdivision Regulations and Zoning Ordinance are available at Hooksett Town Hall or to download at: www.hooksett.org.

Plan Requirements

- | <u>Y</u> | <u>N</u> | |
|------------------------------|--------------------------|--|
| 1. <input type="checkbox"/> | <input type="checkbox"/> | Eleven (11) full size copies and twenty (20) 11" x 17" reduced size plans prepared by a registered Land Surveyor or registered NH Professional Engineer. |
| 2. <input type="checkbox"/> | <input type="checkbox"/> | Scale is not more than one (1) inch per one hundred (100) feet. |
| 3. <input type="checkbox"/> | <input type="checkbox"/> | Parcel tax map and lot number and total acreage. |
| 4. <input type="checkbox"/> | <input type="checkbox"/> | Boundaries of the tract with their true bearings and distances, and references to Town Tax Parcel Maps by map and lot numbers. |
| 5. <input type="checkbox"/> | <input type="checkbox"/> | Zoning classifications on and adjacent to the tract, and notation of required setbacks. |
| 6. <input type="checkbox"/> | <input type="checkbox"/> | Name of the proposed subdivision. |
| 7. <input type="checkbox"/> | <input type="checkbox"/> | Name and address of the owner of record. |
| 8. <input type="checkbox"/> | <input type="checkbox"/> | Name and address of abutting landowners |
| 9. <input type="checkbox"/> | <input type="checkbox"/> | Name and address of the applicant. |
| 10. <input type="checkbox"/> | <input type="checkbox"/> | Deed reference(s) and copies of existing and proposed deed(s). |
| 11. <input type="checkbox"/> | <input type="checkbox"/> | Names, addresses and signature of every Engineer, Architect, Land Surveyor, Wetland Scientist, or Soil Scientist whose professional seal appears on any subdivision plan submitted to the Board. |
| 12. <input type="checkbox"/> | <input type="checkbox"/> | North arrow and geographic scale. |
| 13. <input type="checkbox"/> | <input type="checkbox"/> | Location map (locus) at the scale of the municipal base map. |
| 14. <input type="checkbox"/> | <input type="checkbox"/> | Date the plans were first drafted. Any revision(s) made to any of the sheets first submitted are to be so noted in the revision block. The revision block is to be placed on the mylar originals of the revised sheets. Additional paper copies are to be made and submitted to the Planning Board to replace those sheets previously submitted. |
| 15. <input type="checkbox"/> | <input type="checkbox"/> | Required on the plan shall be the following statement: |
| 16. <input type="checkbox"/> | <input type="checkbox"/> | “Approval of this plan shall expire four (4) years from the date of Planning Board approval, as recorded in the Planning Board minutes, unless the right to develop has vested.” |

Y N

17. Fees paid to Town of Hooksett.
18. Properly completed application form.

Existing Conditions Plan and Abutting Property Information

19. The boundary lines of the area included in the site, including angles or bearings of the lines, dimensions and the lot area.
20. The existing grades, drainage systems, structures and topographic contours at intervals not exceeding two (2) feet with spot elevations where grade is less than five (5) percent, otherwise not exceeding five (5) contour intervals.
21. A vicinity sketch (suggested scale 1 inch equals 500 feet) showing the location of the site in relation to the surrounding public street system. The Zoning districts and boundaries for the site and within 1,000 feet of the site shall be shown. One hundred year flood elevation line shall be included where applicable.
22. The names and addresses of all abutting property owners (with one sets of prepared envelopes, certified mail receipts and certified mail cards) as indicated in the Town records not more than five (5) days before the date of filing.
23. Name and location of abutting subdivisions.
24. Location and description of existing buildings within two hundred (200) feet of the proposed subdivision.
25. Location and description of existing easements within one hundred (100) feet of the proposed subdivision.
26. Location of existing private or public trails within one hundred (100) feet of the proposed subdivision.
27. Use of abutting property.
28. Name and location of parks and open space within one hundred (100) feet of the proposed subdivision.
29. Location of existing roads (including class designation), scenic roads and/or driveways within two hundred (200) feet of the proposed subdivision.
30. Location of existing septic system leach fields within two hundred (200) feet of the proposed subdivision.
31. Location of existing utilities within one hundred (100) feet of the proposed subdivision.
32. Location of existing water supply wells or springs within two hundred (200) feet of the proposed subdivision.

Proposed Minor Subdivision Information (Also Required for Major Subdivisions)

	<u>Y</u>	<u>N</u>	
33.	<input type="checkbox"/>	<input type="checkbox"/>	Site drawing of existing and proposed conditions
34.	<input type="checkbox"/>	<input type="checkbox"/>	Locus map showing property boundaries
35.	<input type="checkbox"/>	<input type="checkbox"/>	North arrow, scale (1" = 100' or greater), date
36.	<input type="checkbox"/>	<input type="checkbox"/>	Property lines
37.	<input type="checkbox"/>	<input type="checkbox"/>	Easements
38.	<input type="checkbox"/>	<input type="checkbox"/>	Structures, utilities, roads, and other paved areas
39.	<input type="checkbox"/>	<input type="checkbox"/>	Topographic contours (2-foot intervals)
40.	<input type="checkbox"/>	<input type="checkbox"/>	Critical areas
41.	<input type="checkbox"/>	<input type="checkbox"/>	Surface water, wetlands, drainage patterns, and watershed boundaries
42.	<input type="checkbox"/>	<input type="checkbox"/>	Vegetation, including tree lines, landscaping, and grassed areas
43.	<input type="checkbox"/>	<input type="checkbox"/>	Location of soil boundaries and description of soil types, delineated by a qualified Soil Scientist, using the most recent regulation governing "Site Specific Soil Mapping."
44.	<input type="checkbox"/>	<input type="checkbox"/>	Wetlands and hydric A soils and vernal pools and their associated buffers delineated by a Certified Wetland Scientist, showing square feet of wet and non-wet.
45.	<input type="checkbox"/>	<input type="checkbox"/>	Location of any permanent monuments found, set or proposed.
46.	<input type="checkbox"/>	<input type="checkbox"/>	Lots, lines, dimensions, easements and areas with appropriate Map and Lot numbers which shall conform to the system of numbering used on Town Tax Parcel Maps.
47.	<input type="checkbox"/>	<input type="checkbox"/>	Location of all building setback lines.
48.	<input type="checkbox"/>	<input type="checkbox"/>	Topography with the contours at two (2) foot intervals based on a permanent benchmark established by the subdivider referenced to the United States Geodetic Survey. For land that slopes less than approximately two (2) percent, show spot elevations at all breaks in grade, along all drainage channels or swales, and, at selected points not more than approximately two (2) percent, <i>either</i> show contours with an interval of not more than five (5) feet if necessary because of irregular land, <i>or</i> demonstrate the need for more detailed data for preparing plans and construction drawings. The proposed street plan and proposed contours shall be shown by solid lines, existing streets and contours by broken lines.
49.	<input type="checkbox"/>	<input type="checkbox"/>	Location of special feature, natural or man-made, affecting the subdivision or giving it character, such as bodies of water, streams and water courses, swamps and marches, wooded areas, stone walls, foundations, houses, barns, shacks, rock outcrops, and other significant features.

Y N

50. Location and description of any zoning district and municipal boundaries.
51. Location and description of any proposed easements.
52. Sufficient, acceptable information to readily determine the location, bearing, and length of every street line, lot line, and property boundary line and to reproduce such lines on the ground. Dimensions shall be shown to hundredths of a foot and bearings to the nearest second. The error of closure shall not exceed 1 to 15,000.
53. Property lines perpendicular to the street one hundred feet back from the street.
54. Building area setbacks (see Zoning Ordinance).
55. Location and dimensions of all existing buildings.
56. Location of existing and proposed utilities.
57. 75 foot well radii. If existing well radii are not entirely within the subject property, a NHDES well release form, or an easement on the abutting property must be provided.

Proposed Major Subdivision Information

58. Proposed landscaping and landscaping details.
59. Temporary and permanent erosion and sediment control Best Management Practices (BMPs)
60. Watershed areas and drainage computations.
61. Location and type of fire protection.
62. A note requiring the proposed disposal method of tree stumps. If they are to be disposed of on-site, the areas must be shown on the plan.
63. The sizes, location, type, slopes, and invert elevations of existing and proposed drainage. A drainage profile must be provided.
64. Subsurface conditions of the tract, location and results of tests made to ascertain subsurface soil, rock and groundwater conditions and results of soil percolation tests for the purpose of designing individual sewerage disposal systems and determining the need for roadway under drains.
65. Site, if any, for multifamily dwellings, shopping centers, churches, industry, or other non-public uses exclusive of sing-family dwellings.
66. Photographs, if required by the Planning Board, camera locations, and directions of view and key numbers.

Y N

67. The signature block shall appear on the lower right hand corner of the plan, under the title block. The plan will not be signed if the signature block is not provided, generally as shown below:

Approved: Town of Hooksett Planning Board

_____ **Chairman/Vice Chairman**

_____ **Date Approved**

_____ **Date Signed**

68. Location of Special Flood Hazard Areas (SFHA) designated by the National Flood Insurance Program (NFIP), the location of the one hundred (100) year flood elevation line, and the source of this information. Subdivisions with any development within a SFHA shall submit evidence (construction drawings, grading and land treatment plans) 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.
69. Location and engineering design calculations for culverts, drainage requirements and connection of alternative means to provide water supply and disposal of surface drainage.
70. Location of all parcels of land to be dedicated to public use, the conditions of such dedication, and a copy of applicable deed restrictions.
71. Amount of any surety required.
72. Amount of excavated material to be removed from site, if any.
73. Access from frontage.
74. Stations, radii, curve data, slopes, right-of-way widths and paving widths for proposed streets or fire lanes.
75. Roadways serving new lots designed to standards found in Road Design section. Required information includes, but is not limited to, the plans, profile, cross-sections, details, etc.
76. Waiver request for shared driveways serving three or more lots.
77. Street name(s) as determined by the Hooksett Town Council.
78. Location of all street signs.
79. Sight distance plan.

Y N

80. School bus stops and areas shown on plans. The Hooksett School Board should be contacted for assistance.
81. As required, Off-site Improvement Plan.
82. Locations and design of all driveways, including grading.

Other

83. New Hampshire Water Supply and Pollution Control Commission Subdivision Subsurface Sewage Disposal Approval (permit # to be noted on the plan).
84. New Hampshire Water Supply and Pollution Control Commission Site Specific Approval (permit # to be noted on the plan).
85. New Hampshire Wetlands Board Dredge and Fill Approval (permit # to be noted on the plan).
86. Army Corp. of Engineers Dredge and Fill Approval (permit # to be noted on the plan).
87. New Hampshire Department of Transportation Curb Cut Approval (permit # to be noted on the plan).
88. EPA NOI/SWPPP noted on the plan.
89. Any other information felt necessary by the Planning Board to allow the Board to proceed with consideration and to make an informed decision.
90. Letters from the Water and Sewer departments indicating that the system has adequate capacity for the project and that adequate capacity has been reserved for the project.