

CANDIA PLANNING BOARD

INSTRUCTIONS FOR MAKING APPLICATION FOR FINAL PLAT APPROVAL – MAJOR SUBDIVISION

A. PROCEDURAL INSTRUCTIONS

- I. Submission Requirements: The subdivider shall file the application for Final Plat approval with the Land Use Assistant at least 30 days prior to the public meeting at which the application is to be considered for acceptance by the Board. Before any review of the proposed final subdivision application, the Board shall first determine if the application is complete. . *All plans must also be submitted electronically via e-mail or approved storage media in the portable document format (PDF) with a maximum file size of 10 M.B.*

The application shall be presented to the Board by the subdivider at a public meeting of the Board for which notice has been given. The Board, by motion, shall accept or reject the application at the public meeting or an adjournment session thereof, and such action shall be noted on the application and in the records of the Board.

- II. Hearing on Final Plat: The accepted application shall be deemed to be submitted to the Board as of the date on which the Board accepted the application. Within 30 days of such date, the Board shall begin formal consideration of the application at a public hearing for which notice has been given. The Board shall act to approve, approve with modification, or disapprove the application within 65 days of the date of submission.

- III. Notice of Action on Final Plat: The Board shall notify the subdivider by notice in writing signed by the Chairman, of the action on the final plat. In case of disapproval, the grounds for such disapproval shall be set forth in the notice, which shall become part of the records of the Board. In case of approval, the Notice of Action shall set forth the following:

1. A copy of any deed restrictions submitted by the subdivider and accepted by the Board.
2. All requirements for off-site improvements
3. A description of the land, if any, to be dedicated to widen existing streets.
4. A description of any relaxation of requirements granted to the subdivider
5. Requirements, if any, relative to underground utilities
6. When applicable, the statement described in Article 11.08 concerning liability for public use of land
7. All agreements, if any, between the subdivider and the Board concerning matters not required by the Subdivision Regulations
8. A statement that the subdivision shall be completed and constructed in conformance with the Final Plat and the Subdivision regulations as set forth in Article 10.19 and Article 19.

- IV. Performance Bond: When the Board agrees to accept a performance bond, the subdivider shall submit a performance bond providing for and securing to the Town, the completion of the actual construction and installation of all improvements and utilities within 4 years from the date of acknowledgement and acceptance of the Notice of Action. The bond shall be in an amount recommended by the Planning Board and in conformity with the requirements of Article 18.04.

- V. Description and Recording of Final Plat: The subdivider shall submit to the Board one mylar copy and three blackline prints of the approved final plat. Sheet sizes shall be in accordance with the requirements of the Rockingham County Register of Deeds. Space shall be reserved on the plat for endorsement by four Board members. The Final Plat shall contain the following statement:

“The Subdivision Regulations and the Notice of Action of the Town of Candia are a part of the plat, and approval of this plat requires the completion of all the requirements granted in writing by the Board.”

The Board shall cause one copy of the plat to be recorded in the Rockingham County Register of Deeds and shall deliver a second copy to the Town for its records. All graphic material and presentations shall be on the surface of the mylar plat which is suitable for writing. The act of recording an approved subdivision plat shall not in itself constitute acceptance by the Town of any street or easement shown thereon.

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- VI. Failure to Record: No sale or transfer of land within the subdivision may be entered into until an approved subdivision final plat has been recorded in the Rockingham County Register of Deeds. Approval of a final plat shall lapse if such plat is not recorded in the Register of Deeds within three years (Section 10.20 ), unless the Planning Board extends the time.

B. INFORMATION REQUIRED

- I. Completed Application Form: See Schedule C attached.
- II. Information required on Final Plat: See Schedule D attached.
- III. Additional Information for Final Plat: See Schedule E attached.

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SCHEDULE C

Note: This application shall conform in all respects to the Subdivision Regulations of the Town of Candia and shall be submitted to the Land Use Assistant with 4 blackline paper prints of the final plat 30 days prior to the public meeting at which the application will be considered by the Board. The charge for the newspaper notice and abutters charges must accompany the application. A filing fee (Mylar recording fee), determined by the fee schedule, shall accompany this application.

1. Date on which Preliminary Layout was accepted by the Board \_\_\_\_\_.

2. The undersigned hereby makes application for approval of a Final Plat entitled \_\_\_\_\_, for \_\_\_\_\_, for

Tax Map \_\_\_\_\_ Lot No. \_\_\_\_\_, for which: (circle one of the following)

A. included on the Final Plat is all area of the entire parcel to be subdivided.

OR

B. included on the final plat is only phase \_\_\_\_\_ of the subdivision, as there is the potential for subdivision on lot \_\_\_\_\_, containing \_\_\_\_\_ acres.

3. The proposed final plat is submitted and contains all information as required and in accordance with the Candia Subdivision Regulations. All requests, if any, for the relaxation of requirements under 3.01 are contained herein.

Date \_\_\_\_\_ Signed \_\_\_\_\_  
Property Owner

Signed \_\_\_\_\_  
Authorized Agent, if applicable

4. I hereby acknowledge receipt of the Application for Final Plat approval.

Date \_\_\_\_\_ Signed \_\_\_\_\_  
Land Use Assistant

\*5. This Application for Final Plat approval is accepted as complete this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Signed \_\_\_\_\_  
Candia Planning Board

**\* ACCEPTANCE OF THE APPLICATION DOES NOT IMPLY APPROVAL OF THE SUBDIVISION**

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SCHEDULE D – INFORMATION REQUIRED ON FINAL PLAT AND PLAT CHECKLIST

The Final Plat shall contain or be accompanied by all of the following information listed in Article 10.06 for the Preliminary Layout. In addition, the Final Plat shall contain the following maps and information. Maps shall be drawn at a scale of not more than 100 feet per inch unless otherwise specified by the Planning Board.

\_\_\_\_\_ 10.11a – boundary survey certified and identified by a seal of a New Hampshire licensed land surveyor

\_\_\_\_\_ 10.11b – contour lines at 5 foot intervals for the entire parcel to be subdivided, preferably shown on a separate plan

\_\_\_\_\_ 10.11c – soil test data, sewage disposal information and approvals, as required in Article 11.07

10.11d:

\_\_\_\_\_ 1) existing and proposed lot lines and building sites

\_\_\_\_\_ 2) angles and dimensions

\_\_\_\_\_ 3) lot sizes in acres and square feet

\_\_\_\_\_ 4) consecutive numbering of new lots

10.11e:

\_\_\_\_\_ 1) existing and proposed street r.o.w. lines

\_\_\_\_\_ 2) dimensions of tangents, chords and radii

\_\_\_\_\_ 3) location of all monuments to be set at street intersections

\_\_\_\_\_ 4) points of curvature and tangency of curved streets

\_\_\_\_\_ 5) angles of all lots

\_\_\_\_\_ 6) names of existing and proposed streets

\_\_\_\_\_ 10.11f – wasting site noted on plat, as required in Article 17

\_\_\_\_\_ 10.11g - A Statement that all lots contain a minimum of 1 ½ acres of contiguous non poorly drained soils shall be placed on the final plan

\_\_\_\_\_ 10.12 c – Fire protection and Emergency Access Plan: This Plan shall be submitted to show conformity with the recommendations of the Candia Police and Fire Departments, and shall comply with Article 19.14.

\_\_\_\_\_ 12.04 - Requires that all new lot corners are to be marked with granite blocks and adjacent iron detection pins, unless otherwise written waiver is granted by the Planning Board

\_\_\_\_\_ \* Also required is an approved local or state driveway permit for each new lot

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SCHEDULE E

1. Subdivision Grading and Drainage Plan: See Article 10.12a of the Subdivision Regulations for complete details.
2. Subdivision Street and Utility Plan: See Article 10.12b of the Subdivision Regulations for complete details.
3. Fire Protection and Emergency Access Plan: See Article 10.12c of the Subdivision Regulations for complete details.
4. Request for Waiver or Relaxation of Requirements: as described in Article 3.01, shall be in writing and included with the application.
5. Cost Estimate of all Improvements and a description of the surety or security to be offered to secure the performance bond: See Article 10.12e of the Subdivision Regulations for complete details.
6. Other Plans: The Board may require such other information as it deems necessary to sense the purpose of these regulations. See Article 10.12f of the Candia Subdivision regulations for complete details.

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FINAL MAJOR SUBDIVISION FEES

Note: This application shall conform in all respects to the Subdivision Regulations of the Town of Candia and shall be submitted to the Land Use Assistant with 4 blackline paper prints of the final plat 30 days prior to the public meeting at which the application will be considered by the Board.

The charge for the newspaper notice and abutters charges must accompany the application. A filing fee (Mylar recording fee), determined by the fee schedule, shall accompany this application.

FILING FEES:

- A. Payment to the Town of Candia for the following application fees:
- |  |          |
|--|----------|
| 1. ABUTTERS NOTICES (\$7.67 PER ABUTTER*)                | \$       |
| 2. LEGAL NOTICE FEE                                      | \$100.00 |
| 3. MYLAR RECORDING FEE \$26.00 per sheet (22" x 34")     | \$       |
| L-CHIP CHARGE \$25.00 per set                            | \$25.00  |
| Delivery fees may apply – check with the Land Use Office | \$       |
| 4. TOTAL FEES  | \$       |
- \*Postal rates plus \$1