

CANDIA PLANNING BOARD

INSTRUCTIONS FOR MAKING APPLICATION FOR PRELIMINARY LAYOUT AND REVIEW – MAJOR SUBDIVISION

- I. DEFINITION: A major subdivision is the subdivision of land into four or more plats, lots or other sites for the purpose whether immediate or future, of sale or building development.
- II. PROCEDURE:
1. Description of Layout: The preliminary layout shall be drawn in pencil or ink and submitted in 4 black line paper prints. Dimensions may be approximate, date may be tentative, but plan shall be sufficiently clear to establish the basis of, and to clarify the design requirements for the subdivision Final Plat. Maps shall be at a scale of no more than 100 feet per inch unless otherwise specified by the Board. *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.* Additional required information is shown on the attached checklist.
 2. Complete attached application for subdivision. Provide necessary supporting statements and pay required application fees.
 3. Submit 1 and 2 above to the Land Use Office.
- III. STANDARDS All major subdivisions shall conform to the requirements of Articles 11 through 17, Standards for Subdivision Design, and to Articles 18 and 19, Standards for Subdivision Construction, of the Candia Subdivision Regulations. Copies of the regulations are available at the Land Use Office.
- IV. ACTION OF THE BOARD
- After review of the preliminary layout by the Board, the Board shall submit in writing, its recommendations and reservations with respect to the proposed subdivision and the advisability of preparing a Final Plat.
- NOTE: All items on the attached checklist shall be completed and submitted before the proposal is scheduled for a meeting with the Planning Board.**
- NOTE: For a major subdivision, there are two application forms, this preliminary application and a final application. Submission of both in their completed form is a requirement that must be satisfied prior to noticing of the second required public hearing on the proposal.**
- NOTE: The final plat shall contain the following statement:**
- “The Subdivision Regulations of the Town of Candia and Notice of Action within 90 days are a part of this plat, and approval of the plat requires the completion of all the requirements of said Subdivision Regulations, accepting only any relaxation of requirements granted in writing by the Board.”

**APPLICATION FOR PRELIMINARY LAYOUT AND REVIEW – MAJOR SUBDIVISION –
SCHEDULE A**

1. Name and address of subdivider _____
_____ phone # _____
2. Name and address of property owner _____
_____ phone # _____
3. Name and address of authorized agent _____
_____ phone # _____
4. Name and address of surveyor preparing plat _____
_____ phone # _____
5. Location of subdivision: Street _____ Total acreage _____
Tax Map # _____ Lot # _____
6. Number of new lots to be created ___ Acreage of each _____
7. Intended Use: Commercial _____ Residential _____ Industrial _____
8. Name and address of abutters: (complete attached list) include property owner, agent and surveyor
9. Statement of intent: _____

THIS APPLICATION MUST BE ACCOMPANIED BY THE FOLLOWING:

- A. Subdivision plat prepared by licensed land surveyor – 4 black line paper prints. *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.*
- B. Completed abutters list
- C. Approval from Department of Transportation (if land to be subdivided abuts state highway) or approval from Candia Road Agent for driveway permit
- D. Notarized statement for property owner to agent for representation at public hearings*
- E. Payment to the Town of Candia for the following application fees:

1. APPLICATION FEE	\$150.00
2. LOT ORIGINATION FEE (\$75 PER NEWLY CREATED LOT)	\$
3. ABUTTERS NOTICES (\$7.56 PER ABUTTER*)	\$
4. LEGAL NOTICE FEE	\$100.00
5. TOTAL ALL APPLICATION FEES	\$

*Postal rates plus \$1

IF AN APPLICANT IS NOT THE OWNER OF THE LAND TO BE SUBDIVIDED, A NOTARIZED STATEMENT GIVING AUTHORITY TO THE APPLICANT TO SUBDIVIDE THIS LAND MUST BE SUBMITTED WITH THIS APPLICATION. THIS STATEMENT MUST INCLUDE ANY CONDITIONS OR RESTRICTIONS SET FORTH BY THE OWNER, AND AN EXPIRATION DATE, IF ANY.

10. Signature of subdivider _____ Date _____
11. Date of receipt of required information _____
12. Application classified as _____ By _____

Additional Notes:

SCHEDULE A – ABUTTERS LIST

* Include property owner, agent and surveyor/engineer on the abutters list *

Subdivider/applicant _____

Property owner _____

Property Tax Map and Lot No. _____

ABUTTER NAME & STREET ADDRESS	LOT #	ABUTTER NAME & STREET ADDRESS	LOT #
1. _____ _____ _____	_____ _____ _____	10. _____ _____ _____	_____ _____ _____
2. _____ _____ _____	_____ _____ _____	11. _____ _____ _____	_____ _____ _____
3. _____ _____ _____	_____ _____ _____	12. _____ _____ _____	_____ _____ _____
4. _____ _____ _____	_____ _____ _____	13. _____ _____ _____	_____ _____ _____
5. _____ _____ _____	_____ _____ _____	14. _____ _____ _____	_____ _____ _____
6. _____ _____ _____	_____ _____ _____	15. _____ _____ _____	_____ _____ _____
7. _____ _____ _____	_____ _____ _____	16. _____ _____ _____	_____ _____ _____
8. _____ _____ _____	_____ _____ _____	17. _____ _____ _____	_____ _____ _____
9. _____ _____ _____	_____ _____ _____	18. _____ _____ _____	_____ _____ _____

All the above names and addresses must be shown on the site plan, *for a definition of an abutter refer to RSA 672.3*. Applicant bears full responsibility that all required abutters notices were given. The Planning Board reserves the right to continue the hearing if proper notice was not given.

**APPLICATION FOR PRELIMINARY LAYOUT AND REVIEW – MAJOR SUBDIVISION
SCHEDULE B
INFORMATION REQUIRED ON PLANS AND PLAN CHECKLIST**

For Preliminary Layout, the plans shall contain or be accompanied by the following maps and information. Maps shall be drawn at a scale of no more than 100 feet per inch unless otherwise specified by the Board.

• **THIS LIST TO BE COMPLETED BY THE APPLICANT ***

10.06a

- _____ 1. Name of municipality
- _____ 2. Name of subdivision
- _____ 3. Name and address of subdivider, designer and agent
- _____ 4. Name and addresses of abutters

10.06b

- _____ 1. General site vicinity map (map may be shown on plat)
- _____ 2. Subdivision boundaries
- _____ 3. Proposed streets in relation to existing streets, highways, abutting parcels of land or other features shown on the town highway map

10.06c

- _____ 1. Boundaries and area of entire parcel, in acres and square feet, referenced to a public street intersection or USGS bench mark
- _____ 2. North Point
- _____ 3. Bar scale
- _____ 4. Dates of revision

10.06d

- _____ 1. Boundaries and designation of zoning districts
- _____ 2. Municipal boundary, where applicable
- _____ 3. Land use designation from zoning ordinance

10.06e

- _____ 1. Approximate contours at 5' intervals taken from a standard USGS map or a town map. Contour lines should be shown on a separate page.

10.06f

- _____ 1. The subdivision plan shall provide soil maps and information in accordance with Site Specific Soil Maps for New Hampshire Special Publication No. 3, June, 1997, and as amended. Maps prepared by field examination shall be prepared and stamped by a Certified Soil Scientist and include the date of the field examination. All costs of preparing soil data shall be borne by the applicant.

10.06g

- _____ 1. Subdivision buildings within 200 feet of parcel to be subdivided
- _____ 2. Roads, streets and driveways within 200 feet of the parcel

INFORMATION REQUIRED ON PLANS AND PLAN CHECKLIST – CONTINUED

10.06h

- _____ 1. Location of parks and other open space
- _____ 2. Watercourses and flood prone areas
- _____ 3. Stone walls
- _____ 4. Significant natural and man made features (large boulders, cemeteries, etc.)

10.06I

- _____ 1. Existing and proposed lot lines
- _____ 2. Existing and proposed easements
- _____ 3. Deed restrictions
- _____ 4. Deed covenants
- _____ 5. All buildings and accessory buildings

10.06k

- _____ 1. Preliminary road profiles showing grades, existing and proposed street r.o.w. lines, (including side slopes), width of streets
- _____ 2. Drainage structures and drainage ways
- _____ 3. Existing and proposed telephone, electricity, water and sewer lines
- _____ 4. Fire protection facilities
- _____ 5. Other proposed facilities or utilities

10.06l

- _____ 1. Preliminary drainage analysis
- _____ 2. Watershed areas

10.06m

- _____ 1. A statement from the Assessor's Office indicating whether or not the property is under current use taxation status (if yes, then include a note on the plan, too)

10.06n _____ 1. A Letter from the Fire Chief and the Police Chief regarding safety issues is required.

12.04 - Requires that all new lot corners be marked with granite blocks and adjacent iron detection pins unless a written waiver is granted by the Board

OTHER INFORMATION: NH State Septic Approval # for all new lots less than 5 acres in size _____

Correct new lot numbers _____

This Preliminary Layout Application is accepted as complete this _____ day of _____, 20 ____.

By: _____

Candia Planning Board

_____ * Also required is an approved local or state driveway permit for each new lot created.

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 black line 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.

CANDIA PLANNING BOARD

INSTRUCTIONS FOR MAKING APPLICATION FOR FINAL PLAT APPROVAL – MAJOR SUBDIVISION

A. PROCEDURAL INSTRUCTIONS

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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.

CANDIA PLANNING

APPLICATION FOR FINAL PLAT APPROVAL – MAJOR SUBDIVISION

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 black line paper prints of the final plat 20 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

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**

CANDIA PLANNING BOARD

INSTRUCTIONS FOR MAKING APPLICATION FOR FINAL PLAT APPROVAL – MAJOR SUBDIVISION

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

CANDIA PLANNING BOARD

INSTRUCTIONS FOR MAKING APPLICATION FOR FINAL PLAT APPROVAL – MAJOR SUBDIVISION

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.