

**Town of Dalton**  
**Application for Subdivision Approval**

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Subdivision: \_\_\_\_\_

Location: \_\_\_\_\_

Current Tax Map Lot #: \_\_\_\_\_

Current Acreage: \_\_\_\_\_ Proposed # of lots: \_\_\_\_\_

Proposed Use:

Residential \_\_\_\_\_

Commercial \_\_\_\_\_

Industrial \_\_\_\_\_

Agricultural \_\_\_\_\_

Type of Subdivision:

Major \_\_\_\_\_

Minor \_\_\_\_\_

Technical \_\_\_\_\_

To have an application accepted as complete by the Planning Board, the applicant must 1) submit this form to the Board at least fifteen (15) days prior to a regularly scheduled monthly meeting; and 2) provide all information required by the Subdivision Regulations. Payment of fees is due at each step of the process.

The undersigned owner submits to the Dalton Planning Board a subdivision plat herein described and requests approval of this plat. In consideration of its approval, the applicant agrees to:

- 1) Carry out the improvements as shown and intended on the plat, including any work made necessary by unforeseen conditions which become apparent during construction;
- 2) Post all streets "private" until accepted by the Town and to provide and install standard street signs as approved by the Town for all street intersections;
- 3) Give to the Town on demand, proper deed descriptions for land or rights-of-way reserved on the plat for streets, drainage or rights-of-way or other purposes as agreed upon;
- 4) Reimburse the Town for the cost of any aforementioned provisions; and
- 5) Make no changes whatsoever in the Final Plat as approved by the Board unless a revised plat or re-subdivision is submitted to and approved by the Board.

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**For Planning Board Use Only:**

Date Application Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Accepted: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Approved: \_\_\_\_/\_\_\_\_/\_\_\_\_ or Date Denied: \_\_\_\_/\_\_\_\_/\_\_\_\_

Book & Page of Recorded Plans: \_\_\_\_\_

The undersigned owner designates \_\_\_\_\_ as the agent  
(surveyor, broker, etc.) to carry out the application process:

All owner(s) of record:  
Signatures(s) and Address(es):

Owner Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Owner Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Owner Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Agent Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## **Abutter's Mailing List**

The applicant must supply the tax map & lot number as well as the current owner and mailing address for each abutting property. This information can be found at the Town Offices of the town in question

“Abutter means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the Board. For the purposes of receiving testimony only, and not for the purpose of notification, the term “abutter” shall include any person who is able to demonstrate that his / her land will be directly affected by the proposal under consideration.

In response to your request for information, the following introduction is being sent with any other related materials that you may have requested.

***What is a subdivision?*** New Hampshire state law (RSA 672:14) defines a subdivision as “the division of a lot, tract or parcel of land into 2 or more lots, plats, sites or other division of land for the purpose, whether immediate or future, of sale, rent, lease, condominium conveyance or building development. It includes re-subdivision, and when appropriate to the context, relates to the process of subdividing, or to the land or territory subdivided.

***What is the subdivision process?*** The Town of Dalton Subdivision Regulations set forth the standards which your subdivision must meet for Planning Board approval and the specific procedures to follow in the application process. In general, the regulations provide for multiple review phases of any proposed subdivision.

**Preliminary Conceptual Consultation:** The applicant should appear at a regularly scheduled meeting to discuss a proposal in conceptual form and in general terms to receive information and resolve issues before a formal application is submitted. Statements made are non-binding on the board and the applicant. The board may determine the proposal as a major, minor or technical subdivision. Because the conceptual phase does not require notice to the public or abutters, the discussion may take place at any regularly scheduled meeting.

**Design Review Phase:** This phase provides a more detailed review of the subdivision and discussion may concern engineering and design details and the character and completeness of the proposal. Because this phase requires notice of abutters and the public, materials including at least a site sketch with lot lines and measurements must be submitted fifteen (15) days prior to a scheduled meeting of the Planning Board. All costs of notification are borne by the applicant. Though it is noticed, this meeting does not constitute a Public Hearing on the application.

Prior to the third and mandatory phase of board action on an application, all applications for subdivision must be Accepted as Complete by the Planning Board. This review to accept as complete requires prior notice to the public and abutters according to RSA 676:4, I (d) and takes place at a public meeting of the Board, but does not constitute a Public Hearing unless warned as such.

All materials required for a completed application must be delivered to the Planning Board or its designee for acceptance at the next regular meeting of the board. A completed application consists of all the materials required as per the Subdivision Regulations for a major, minor or technical subdivision. Once the application has been accepted by the board as complete the 65 day period for board action on the completed application (Final Approval), including a Public Hearing if required, begins. All costs of noticing as well as filing fees are borne by the applicant.

***NH Water Supply and Pollution Control Commission:*** For proposed parcels five (5) acres and under a state WSPCC permit for Subdivision Approval must be received by the

planning board before the application can be accepted as complete by the Planning Board. Test pit information submitted to the WSPCC must also be submitted as part of the subdivision application to the Planning Board

**Access Permits:** RSA 249:17 requires approval from the Commissioner of the Department of Transportation for Class I, II and III highways for any new or altered access to those roads. This means you must obtain a written permit prior to commencing any construction or alteration on any entrance, exit, driveway or approach to a state highway. Study this statute for procedures and specifications. Design approval of the Planning Board for access to town roads is also required as part of the subdivision process.

**Fees:** See attached "Checklist for Subdivision Applications" or inquire of the Planning Board or its designee at the Town Office for current filing fees.

If the Board requires Special Investigative Studies or documentation of environmental or economic impacts, legal review of documents or other matters to make an informed decision, the cost shall be paid by the applicant prior to Board approval or disapproval of the final plat.

**Planning Board Meetings:** The Planning Board holds its regular monthly meeting on the first Wednesday of each month at 7:00 pm in the Town Hall. Submission of materials for Design Review or Application for Final Approval must be made at least fifteen (15) days prior to the regular meeting.

## Town of Dalton

### Checklist for subdivision applications

Fee Schedule: All fees are due and payable at the time of submission of an application.

Application Fee			25.00
Major Subdivisions (3 lots and over additional fee):		@ \$5.00 / Lot:	
Certified Letters to Abutters:		@ \$Current USPS cost/Letter:	
Advertising Fee (Notice of Public Hearing):		Direct town cost	
Courthouse Filing Fees:			n/a
Delivery Charge to Coos County Courthouse:			6.00
Total Application Fee:			

A second check must be made out to Coos County Registry of Deed for \$26.00 and delivered to the Dalton Planning Board the night of the public hearing.

Applicants are responsible for any additional expenses incurred.

Method of payment: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Received by: \_\_\_\_\_

# SUBMISSION REQUIREMENTS

**Design Review Phase:** This phase provides a more detailed review of the subdivision and discussion may concern engineering and design details and the character and completeness of the proposal. Because this phase requires notice of abutters and the public, materials including at least a site sketch with lot lines and measurements must be submitted prior to fifteen days prior to a scheduled meeting of the Planning Board.

A Completed Application for final subdivision review of shall consist of the following items unless a written request for a waiver(s) is granted by the Board:

## I. Information required for all subdivisions:

- \_\_\_\_\_ Name(s) and address(es) of the Applicant(s), Owner(s), and list of all abutters and their addresses taken from the town records not more than five (5) days before delivery of the application;
- \_\_\_\_\_ Names(s) and address(es) of all persons whose seal appears on the plat;
- \_\_\_\_\_ Names and addresses of all holders of conservation, preservation, or agricultural preservation restrictions;
- \_\_\_\_\_ Payment to cover filing and notification fees costs to date;
- \_\_\_\_\_ An Application for Subdivision Approval properly filled out and executed by the Applicant and delivered to the Board;
- \_\_\_\_\_ Three (3) paper copies of the Plat, prepared according to the standards of the NH Land Surveyors Association and the Coos County Register of Deeds. See *Plat Format* for the layout of acceptable plats.

## II. Additional Information required for a Technical Subdivision

- \_\_\_\_\_ Identification as a "Technical Subdivision"
- \_\_\_\_\_ Names of owners of all lands involved and corresponding map and lot numbers
- \_\_\_\_\_ Existing buildings, streets, rights-of-way, streams and easements;
- \_\_\_\_\_ Lot areas and dimensions
- \_\_\_\_\_ Building setbacks lines;
- \_\_\_\_\_ Natural features in the vicinity of the affected land
- \_\_\_\_\_ Name, address and seal of surveyor; and
- \_\_\_\_\_ A small locational map indicating the parcels in relation to major streets and intersections, the tax maps and parcel numbers.

## III. Additional Information for a Minor Subdivision:

- \_\_\_\_\_ The proposed subdivision name or identifying title; the name and address of the owner(s) of record and subdivider; and the name license number and seal of the surveyor; date; scale; and north point;
- \_\_\_\_\_ Boundary survey including bearings, distances, and location of permanent markers;
- \_\_\_\_\_ Tax map and lot numbers, lot lines, dimensions, acreage numbering;
- \_\_\_\_\_ Building setback lines;

- \_\_\_\_\_ Topography from field data at five foot contour intervals, and at two foot contour intervals when conditions warrant this information;
- \_\_\_\_\_ Existing and final proposed lines of streets, ways, lots, easements for utilities and drainage and public areas within the subdivision. All dimensions shall be shown to the hundredths of a foot and bearings at least to minutes and seconds. The error of closure shall not exceed 1 to 10,000 for both raw and traverse plat closure.
- \_\_\_\_\_ Existing and proposed streets and right-of-way;
- \_\_\_\_\_ Final cross-sections and profiles certified by a licensed Professional Engineer, if applicable;
- \_\_\_\_\_ Final drainage system certified by a Licensed Professional Engineer, if applicable;
- \_\_\_\_\_ Location of soils, groundwater and percolation test pits;
- \_\_\_\_\_ Buildings and other man-made prone areas;
- \_\_\_\_\_ Open space and flood-prone areas;
- \_\_\_\_\_ A time schedule including the anticipated starting and completion dates of the subdivision;
- \_\_\_\_\_ Deed restriction, including drainage easements for each parcel when applicable.

### **Additional Information for a Major Subdivision**

- \_\_\_\_\_ Type of survey
- \_\_\_\_\_ Title of Plan
- \_\_\_\_\_ Name of the town(s)
- \_\_\_\_\_ Tax map and lot number
- \_\_\_\_\_ Plan date and revision dates
- \_\_\_\_\_ The plat shall contain the following statement "The subdivision regulations of the Town of Dalton, New Hampshire, are part of this plat, and approval of this plat is contingent upon completion of all requirements of said subdivision regulations, excepting only any variances or modifications made in writing by the Board and attached hereto."
- \_\_\_\_\_ Proposed subdivision name or identifying title; name and addresses of applicant and of the owner if other than the applicant.
- \_\_\_\_\_ North arrow; scale, written and graphic; date of the plan; name, license number and seal of the surveyor or other person whose seal appears on the plan.
- \_\_\_\_\_ Locus plan showing general location of the total tract within the town.
- \_\_\_\_\_ Boundary survey including bearings, horizontal distances, and the location of permanent markers. Curved boundary lines shall show radius, delta and length.
- \_\_\_\_\_ Names of all abutters, streets, parks and public places, and similar facts regarding abutting properties.
- \_\_\_\_\_ Location of all property lines and their dimensions; lot areas in square feet and acres.
- \_\_\_\_\_ Lots numbered according to the Town tax map numbering system.
- \_\_\_\_\_ Location and amount of frontage on public rights-of-way.
- \_\_\_\_\_ Location of existing and proposed buildings and other structures.
- \_\_\_\_\_ Location of all parcels of land proposed to be dedicated to public use or as open space.
- \_\_\_\_\_ Location and name of grantor and grantee of any existing or proposed easements.

- \_\_\_\_\_ Existing and proposed water mains, culverts, drains, sewers; proposed connections or alternative means of providing water supply and disposal of sewage and surface drainage.
- \_\_\_\_\_ Existing and proposed streets with names, travel surface widths, right of way widths. (See town road standards.)
- \_\_\_\_\_ Location and width of existing and proposed driveways.
- \_\_\_\_\_ Water courses, ponds, standing water, rock ledges, stone walls, existing foliage lines, and any other man-made or natural features.
- \_\_\_\_\_ Existing and proposed topographic contours at five (5) foot intervals.
- \_\_\_\_\_ Soil type units, existing size in square feet, required size in square feet, and wetland delineation.
- \_\_\_\_\_ Location of percolation tests and test results and outline of required leach field.
- \_\_\_\_\_ Location of existing and proposed well(s), with 75 foot radius.
- \_\_\_\_\_ 100-year flood elevations and flood hazard areas based on available FEMA maps as applicable.

**Other Information that may be required:**

Should the board determine that any of the information below is to be required, the applicant will be notified in writing within ten (10) business days of the meeting at which the determination was made.

- \_\_\_\_\_ Plan for storm water management and erosion control, if applicable.
- \_\_\_\_\_ Septic design approval where applicable; or certification by septic designer of adequacy of existing system
- \_\_\_\_\_ Alteration of terrain permit from NH Department of Environmental Services if applicable
- \_\_\_\_\_ State / town driveway permit, as applicable
- \_\_\_\_\_ Report from the Fire Chief, Police Chief and / or Conservation Commission if applicable.
- \_\_\_\_\_ Approval for municipal water / sewer connections if applicable.
- \_\_\_\_\_ Any deed restrictions; easements, rights-of-way over property to remain in private ownership, and rights of drainage across private property, submitted in a form satisfactory to the Board's counsel and all deeds covering land to be used for public purposes including streets, highways or parks. Transfer of title to such interests to be effective on such date as the Town accepts the land. Approval of the plat shall NOT constitute an acceptance by the Town of the dedication of any street, highway, park or other public open space.
- \_\_\_\_\_ Any other state or federal permits
- \_\_\_\_\_ Any additional reports or studies deemed necessary by the Board to make an informed decision, including but not limited to traffic, school, fiscal, and environmental impact analyses. The Board reserves the right to request such information after an application has been accepted as complete, as well as before acceptance.