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.”

CPB rev. 2/90 & 7/03
Hrs. rev. 6/99 & 2002
Rev. 1/2009
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 ($7.67 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:

Rev. 11/97, 2/88, 1/31/01, 7/1/01 P.O, 6/30/02 & 2003, 1/2009
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. ___________________________________________________

<table>
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<tr>
<th>ABUTTER NAME &amp; STREET ADDRESS</th>
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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.

CPB rev. 2/88, CPB rev 10/99