

## 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 (\$7.67 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:

**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. \_\_\_\_\_

<b>ABUTTER NAME &amp; STREET ADDRESS</b>	<b>LOT #</b>	<b>ABUTTER NAME &amp; STREET ADDRESS</b>	<b>LOT #</b>
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.