

**PLANNING BOARD  
TOWN OF CANDIA, NEW HAMPSHIRE  
INSTRUCTIONS FOR MAKING APPLICATION FOR MINOR SUBDIVISION**

- I. **DEFINITION:** A minor subdivision of land into three or fewer lots with no potential for re-subdivision and requiring no new roads, utilities or other municipal improvements.
- II. **SUBMISSION REQUIREMENTS:** The subdivider shall file a complete application for Final Plan approval with the Land Use Assistant at least 30 days prior to the public meeting at which time the application is to be considered for acceptance by the Planning 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.*
- III. **PROCEDURE:** 1) The plat shall be drawn in permanent blue or black ink on permanent reproducible polyester film. It shall be submitted in 2 polyester film copies and 4 blue/black line paper prints. Sheet sized shall be in accordance with the requirements of the Rockingham County Register of Deeds. Space shall be reserved on the plat for endorsement by the Chairman and 3 other board members. The Final Plat shall contain the following:
- “The Subdivision Regulations of the Town of Candia and Notice of Action are a part of this plat, and approval of the plat requires the completion of all the requirements of said subdivision regulations, excepting only any relaxation of requirements granted in writing by the board.”
- 2) Complete attached application for subdivision. Provide necessary supporting statements and pay required application fee.
- IV. **STANDARDS:** All minor subdivisions shall conform to the requirements of Article V and Article X (where referenced by Article V) of the Candia Subdivision regulations.
- V. **ACTION OF THE BOARD:** After acceptance of the application by the assistant, within 30 days the board shall begin formal consideration of the application at a noticed public hearing. The board shall act to approve, disapprove or approve with modifications within 90 days of the date of acceptance of the application by the board. The board may apply to the Board of Selectmen prior to expiration of the 90-day period, for an extension of time not to exceed 90 days before acting to approve or disapprove the application. The subdivider may consent to an extension of time for the board to act beyond the initial 90 day period on the condition that such consent shall be in writing and shall be made part of the board’s records.

**APPROVAL:** The board shall notify the subdivider by notice in writing signed by the Chairman, of its actions on the final plat.

**DISAPPROVAL:** 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.

The subdivider shall acknowledge receipt of the notice and acceptance of all provisions set forth therein and shall return a signed copy of same to the board for its records. Until such acknowledgements and acceptance has been filed with the board, no further action shall be taken with regard to the final plat. Failure to acknowledge receipt of the Notice of Action will cause approval to lapse.

**APPLICATION FOR MINOR SUBDIVISION – SCHEDULE A**

1. Name and street address of subdivider \_\_\_\_\_  
\_\_\_\_\_ phone # \_\_\_\_\_
2. Name and street address of property owner \_\_\_\_\_  
\_\_\_\_\_ phone # \_\_\_\_\_
3. Name and street address of authorized agent (if any) \_\_\_\_\_  
\_\_\_\_\_ phone # \_\_\_\_\_
4. Name and street address of land surveyor \_\_\_\_\_  
\_\_\_\_\_ phone # \_\_\_\_\_
5. Location of subdivision: Street \_\_\_\_\_  
Tax Map and Lot # \_\_\_\_\_  
Total number of acres in parcel \_\_\_\_\_
6. Number of new lots to be created \_\_\_\_\_ Acreage of each \_\_\_\_\_
7. Intended use: Commercial \_\_\_\_\_ Residential \_\_\_\_\_ Industrial \_\_\_\_\_
8. Name and street address of abutters – complete attached abutters list – also show all abutters names and addresses on plat
9. Statement of intent \_\_\_\_\_

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**THIS APPLICATION MUST BE ACCOMPANIED BY THE FOLLOWING**

- A. Subdivision plat – 4 blue line/black line paper prints
  - B. Completed abutters list
  - C. Approval from Department of Public Works and Highways for driveways (if land to be Subdivided abuts state highway) or driveway permit from Road Agent
  - D. Notarized statement authorizing agent to represent owner at hearings\*
  - E. Payment to the Town of Candia for the following application fees:
    1. application fee \$100.00
    2. lot origination fee (\$75.00 per newly created lot) \$
    3. abutter notices (\$7.67 per abutter) \* \$
    4. legal notice fee \$ 100.00
    5. Mylar recording fee \*\$26 per sheet \$
    - L-Chip fee \$25 per set – delivery fee may apply \$
    5. total all 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 applicant \_\_\_\_\_ Date \_\_\_\_\_
  11. Date of receipt of application with all required information \_\_\_\_\_
  12. Application classified as \_\_\_\_\_

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

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 (Ref. RSA 672:3).



5.06j \_\_\_\_\_ 1. Where the minor Subdivision is to be supplied by public water supply or sewers, the Plat shall show the location of such existing service. A statement from the municipal department or company involved attesting to the availability of such service shall be submitted.

5.06k \_\_\_\_\_ 1. A statement from the Candia Tax Collector indicating whether the property is under current use taxation status or not.

**5.07**

**When in judgment of the Board additional information is required to serve the purposes of these Regulations, the Board may require such other information as set forth in Articles 10.06, 10.11, and 10.12, Final Plat Requirements.**

This Minor Subdivision Application is accepted as complete this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_.\*

By: \_\_\_\_\_  
Candia Planning Board

ACCEPTANCE OF THE APPLICATION DOES NOT IMPLY APPROVAL OF THE SUBDIVISION

Other information

\_\_\_\_\_ Correct new lot numbers

\_\_\_\_\_ WSPCD approval for subdivision (for new lots less than 5 acres)

\_\_\_\_\_ Article 12.04 requires that all new lot corners be marked with granite blocks and adjacent iron detection pins prior to recording of the final plat.