

# GREENFIELD PLANNING BOARD

## GREENFIELD, NH 03047

### Instructions for Subdivision Applicants

1. Applications are submitted to the Planning Board at a regularly-scheduled meeting.
2. If another person is representing the property owner, a letter of authorization signed by the property owner must be submitted as part of this application.
3. The application consists of a completed Application Form, at least one paper copy of the plat, and a check to cover the filing fees (see Fee Schedule below).
4. Applicants are encouraged to meet with the Planning Board for a preliminary discussion prior to filing. At that time the Board will review the Subdivision Checklist and guide the applicant, as to the items required for submission. The Planning Board meets on the second and fourth Monday of each month.
5. Applications can only be accepted by majority vote of the Planning Board at its regularly scheduled meeting. All public hearings on completed applications are scheduled in the order in which applications are filed.
6. At the time of the public hearing, the applicant must provide four (4) paper copies of the plat. Following approval, the applicant must submit six (6) paper copies and one (1) mylar for filing.

| <b>Subdivision Fee Schedule (Fees are payable to the Town of Greenfield)</b>   |   |
|--|---|
| Item   | Fee   |
| <b>Filing Fees:</b>  |   |
| Pre-application Consultation   | None  |
| Basic Application Filing Fee   |   |
| • Minor or Technical Subdivision/Lot Line Adjustment   | \$200   |
| • Major Subdivision  | \$300   |
| Abutters/Notification Fee  | \$10.00 per notification per hearing.   |
| Advertising Fee (Newspaper, Etc)   | As Incurred Per Advertisement   |
| Consultant/Technical Review  | As Incurred   |
| <b>Total Filing Fees:</b>  | \$  |
| <b>Approval Fees:</b>  |   |
| Per Lot Application Fee<br>(Waived for Lot Line Adjustments)   | \$50 per lot = \$ _____   |
| Registry Recording Fee (includes shipping and handling)  | ♦ 8.5 x 11 or 11 x 17 = \$20/Page<br>♦ 17 x 22 = \$30/Page ♦<br>22 x 34 = \$40/Page |
| LCHIP Surcharge ( <b>Separate Check made payable to the Hillsborough County Treasurer</b> )  | \$25.00   |
| <b>Total Approval Fees:</b>  | \$  |
| Applications that are determined to be of Regional Impact will require additional notification.  |   |
| All Fees are subject to change. Notice of any changes will be posted in the Town Offices and Post Office. Applicants are responsible for verification with the Greenfield Planning Board that they have the latest revision of the application form and the latest fee structures. |   |

## Application for Subdivision

- Major Subdivision (4 or more lots created)  
 Minor Subdivision (up to 3 lots created)                      Number of proposed lots: \_\_\_\_\_  
 Lot Line Adjustment/Technical Subdivision (no new lots created)
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1.      Name, Mailing Address and Telephone Number of Property Owner of Record:  
\_\_\_\_\_
2.      Name of and Location of Subdivision/Tax Map and Lot Number(s):  
\_\_\_\_\_
3.      *Abutters: Attach a separate sheet listing the names, mailing addresses and tax map and lot numbers of all abutters, including those across a street, brook or stream. Abutters' names should be taken from the Town tax records no longer than five (5) days prior to the filing of the application. The abutters' list shall also include the names of all holders of conservation, preservation, or agricultural preservation restrictions, and any engineer, architect, land surveyor, or soil scientist who professional seal appears on the plat.*
4.      *The Subdivision Checklist on the following pages lists the items to be shown on the plat, or to accompany this application.*
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I, \_\_\_\_\_ hereby give the Greenfield Planning Board, the Public Works Director, or any other representative of the Planning Board permission to enter upon the subject property as necessary.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

**FOR INTERNAL USE ONLY**

**Application #** \_\_\_\_\_

***Is this a project that has Regional Impact?***                      **Yes** \_\_\_\_                      **No** \_\_\_\_

**Summary:**

|   |                                      |
|---|--------------------------------------|
| Application Received by Planning Board:                     | Date: _____                          |
| Application Not Accepted as Complete by the Planning Board: | Date: _____                          |
| Application Accepted as Complete by the Planning Board:     | Date: _____                          |
| Application:  |                                      |
| Approved  | <input type="checkbox"/> Date: _____ |
| Conditionally Approved (see Attached)                       | <input type="checkbox"/> Date: _____ |
| Disapproved   | <input type="checkbox"/> Date: _____ |

**Comments:**

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

## SUBDIVISION APPLICATION CHECKLIST

**NOTE:** The following items are considered to be the minimum requirements for an application. The Board reserves the right to request additional information if the Board deems it necessary in order to make a reasoned decision. Applications for minor or technical subdivisions may not need to provide all of the items listed below. The Board will make that determination at the time of application submission.

| Required |    |   | Sub. Reg. Citation | Submitted |    |
|----------|----|---|--------------------|-----------|----|
| Yes      | No |   |                    | Yes       | No |
|          |    | 1. Plat prepared according to RSA 478:1-a and Hillsborough County Register of Deeds.  | Sec. IV, B         |           |    |
|          |    | 2. Proposed subdivision name; name and address of owner or applicant.   | Sec. IV, C.1       |           |    |
|          |    | 3. North arrow; scale; date of Plan; name, license number and seal of surveyor and any other professional whose seal appears on the plat.                                 | Sec. IV, C.2       |           |    |
|          |    | 4. Locus plan showing general location of the tract within the town.  | Sec. IV, C.3       |           |    |
|          |    | 5. Boundaries and designations of applicable zoning districts; statement as to compliance with zoning requirements.   | Sec. IV, C. 4      |           |    |
|          |    | 6. Names and addresses of owners of record of all abutting properties.  | Sec. IV, C. 5      |           |    |
|          |    | 7. All subdivisions within 100 feet, intersecting roads and driveways within 200 feet, easements, parks or public places, or similar facts regarding abutting properties. | Sec. IV, C.6       |           |    |
|          |    | 8. Boundary survey and location of permanent markers; lot areas in square feet and acres; and tax map and lot numbers.  | Sec. IV, C.7       |           |    |
|          |    | 9. Identification of frontage; location of existing and proposed driveways.   | Sec. IV, C. 9      |           |    |
|          |    | 10. Location of existing and proposed streets, classifications, widths of travel and right-of-way; surface material.  | Sec. IV, C. 10     |           |    |
|          |    | 11. Existing and proposed buildings, other structures, and building setback lines.  | Sec. IV, C. 11     |           |    |
|          |    | 12. Watercourses, ponds, standing water; rock ledges, stone walls and other natural features; existing and proposed foliage lines.  | Sec. IV, C. 12     |           |    |
|          |    | 13. Any open space to be preserved.   | Sec. IV, C. 13     |           |    |
|          |    | 14. USGS contour lines.   | Sec. IV, C. 14     |           |    |

| Required |    |  | Sub. Reg. Citation | Submitted |    |
|----------|----|--|--------------------|-----------|----|
| Yes      | No |  |                    | Yes       | No |
|          |    | 15. Soil data, including wetland designation.  | Sec. IV, C. 15     |           |    |
|          |    | 16. Special flood hazard areas.  | Sec. IV, C. 16     |           |    |
|          |    | 17. Methods of sewage disposal; location of percolation tests test results; identification of 4,000 square-foot septic area. | Sec. IV, C. 17     |           |    |
|          |    | 18. Location of 75-foot well radius on property.   | Sec. IV, C. 17     |           |    |
|          |    | 19. Location & profiles of existing and proposed water mains, sewers, culverts, drains and connections.                      | Sec. IV, C. 18     |           |    |
|          |    | 20. Plans for soil erosion and sedimentation control.  | Sec. IV, D. 1      |           |    |
|          |    | 21. Copy of state septic approval or certification from septic designer.   | Sec. IV, D. 2      |           |    |
|          |    | 22. Road plans, if applicable  | Sec. IV, D. 3      |           |    |
|          |    | 23. Copy of driveway permit.   | Sec. IV, D. 4      |           |    |
|          |    | 24. Copies of any other state or federal permits.  | Sec. IV, D. 5      |           |    |
|          |    | 25. Existing and proposed easements  | Sec. IV, D. 6      |           |    |
|          |    | 26. Copy of any deed restrictions.   | Sec. IV, D. 7      |           |    |
|          |    | 27. Copy of deeds covering land to be used for public easements and rights-of-way.   | Sec. IV, D. 7      |           |    |
|          |    | 28. Location of boundaries of Groundwater Protection District.   | Sec. IV, C. 8      |           |    |
|          |    | 29. Any additional reports or information required by the Board.   | Sec. IV, D. 8      |           |    |

**COMMENTS:**

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