

GREENFIELD PLANNING BOARD
GREENFIELD, NH 03047

Instructions for Subdivision Applicants

1. Applications are filed with 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 mylar for filing.

Subdivision Fee Schedule (All fees are paid to the Town of Greenfield)	
Item	Fee
Filing Fees:	
Preapplication Consultation	None
Basic Application Filing Fee (includes newspaper notice and Consultant Technical Review)	
• Minor or Technical Subdivision/Lot Line Adjustment	\$200
• Major Subdivision	\$300
Abutters/Notification Fee	\$10.00 per notification per hearing.
Advertising Fee(Newspaper, Etc)	\$50.00/Per Advertisement
Consultant/Technical Review	As Incurred
	Total for Filing \$
Approval Fees:	
Per Lot Application Fee (Waived for Lot Line Adjustments)	\$50 per lot = \$ _____
Registry Recording Fee (includes shipping and handling)	♦ 8.5 x11 or 11 x 17 = \$20/Page ♦ 17 x 22 = \$30/Page ♦ 22 x 34 = \$40/Page
LCHIP Surcharge (Separate Check made out to the Hillsborough County Treasurer)	\$25.00
Total	\$
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.	

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. 8		
		10. Location of existing and proposed streets, classifications, widths of travel and right-of-way; surface material.	Sec. IV, C.9		
		11. Existing and proposed buildings, other structures, and building setback lines.	Sec. IV, C.10		
		12. Watercourses, ponds, standing water; rock ledges, stone walls and other natural features; existing and proposed foliage lines.	Sec. IV, C.11		
		13. Any open space to be preserved.	Sec. IV, C.12		
		14. USGS contour lines.	Sec. IV, C.13		

Required			Sub. Reg. Citation	Submitted	
Yes	No			Yes	No
		15. Soil data, including wetland designation.	Sec. IV, C.14		
		16. Special flood hazard areas.	Sec. IV, C.15		
		17. Methods of sewage disposal; location of percolation tests test results; identification of 4,000 square-foot septic area.	Sec. IV, C.16		
		18. Location of 75-foot well radius on property.	Sec. IV, C.16		
		19. Location & profiles of existing and proposed water mains, sewers, culverts, drains and connections.	Sec. IV, C. 17		
		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. Any additional reports or information required by the Board.	Sec. IV, D. 8		

COMMENTS:
