

TOWN OF GREENFIELD

Subdivision Packet

Approved 1/11/2022

Please complete and return this packet to the Planning Board no less than twenty one (21) days before a regular schedule meeting.

***Applicants are encouraged to meet with the Planning Board for a Preliminary Conceptual Consultation prior to filing. See Section III A of the Subdivision Regulations.**

1. If another person is representing the owner, a letter of authorization signed by the property owner must be submitted as part of this application.
2. **In addition, you must also submit a letter of acknowledgment from any mortgage holder upon the land that is to be subdivided. You are encouraged to seek your mortgage holder's acknowledgement as it may take time to obtain.**
3. A completed packet includes:
 1. A list of abutters¹ (abutters names should be taken from the town tax records no longer than five days prior to filing the application)
 2. Three (3) sets of mailing labels for each abutter
 3. Three (3) copies of any required State and Town permits or pending applications with supporting documents.
 4. Six (6) paper copies of plats,
 5. A letter with any requested waivers,
 6. A check for payment of necessary fees
 7. A completed application with checklist
 8. A letter from any mortgage holders

¹ The "abutters" list includes the names and addresses of all abutters to the property as indicated in Town records. Additionally, the "abutters" list includes other parties that require notification. The names and addresses of the following must be provided (if applicable): Applicants; holders of conservation, preservation or agricultural preservation restrictions (as defined in RSA 477:45); any upstream dam owners, the NHDES Dam Bureau; any engineer, architect, land surveyor or soil scientist whose professional seal appears on any plat submitted to the Board. RSA 676:4.

Town Fees

Application Fee: _____

Minor (up to 3 lots) - \$200; Major (4 or more lots) - \$300

Abutter Notifications _____

(\$15/each abutter - Incurred Per Notification)

Advertising Fee(s) _____

(Newspaper, etc - Incurred Per Advertisement)

Technical Review Fees Incurred _____

Total Amount Due _____

(Make check payable to Town of Greenfield)

Approval Fees:

(Make check payable to Town of Greenfield. Approval fees are collected only if subdivision is approved)

Per Lot Fee (\$50.00 per Lot)... _____

Registry of Deeds filing fee for the mylar to be recorded _____

***There is an additional L-CHIP Fee for the amount of \$25.00.** This should be paid by a separate check payable to: **The Hillsborough County Registry of Deeds**

As the owner or duly authorized agent for the owner of the property named above, I do hereby submit this plan for review as required by the Subdivision regulations of the Town of Greenfield, NH. I agree to be fully responsible for payment of all fees, costs and expenses (including fees for professional reviews deemed necessary by the Planning Board) incurred with respect to this application.

Signature: _____

Name (Please print): _____ Date: _____

Application for Subdivision

*In order to hold a public hearing, this application must be submitted at least 21 days prior to a regular scheduled meeting.

Name of Applicant: _____

Address: _____

Name of Owner(s): _____

Address of Owner(s): _____

Name of Preparer: _____

Phone Number of Preparer: _____

Email: _____

Greenfield Tax Map and Lot number: _____

Zoning District: _____

Have all necessary permits and legal documents been applied for or granted _____
(Examples include: NH WSPCC for septic system approval; NH DOT for new access to State highways; documentation for use of private easements)

Is the applicant requesting a waiver to any requirements? _____

Is this a Major Subdivision (4 or more lots created) or Minor Subdivision (up to 3 lots created)?

Number of proposed lots: _____

Planning Board Use

Application for Subdivision has been:

Approved _____ Date: _____

Denied _____ Date: _____

Conditionally Approved _____ Date: _____

Before an approved plan is signed the following must be provided to the Planning Board.

_____ A PDF copy of the entire approved plan set in electronic format.

_____ One (1) 11"x17" paper copy and one (1) Mylar of approved plan.

_____ All associated fees must be received.

_____ A completed Certificate of Monumentation

Signature: _____ Date: _____

Name (Please print): _____ (Planning Board Chairman)

Signature: _____ Date: _____

Name (Please print): _____ (Planning Board Secretary)

Conditions & Planning Board Comments:

Town of Greenfield, NH
Certificate of Monument Installation Form
(To be completed following approval)

Applicant's Name: _____

Mailing Address: _____

Street Address of Property: _____

Tax Map #: _____ Lot #: _____

Approved Plan #: _____ Date of Plan: _____

Date of Planning Board Approval or Conditional Approval: _____

Surveyor of Approved Plan: _____

Number of concrete or granite monuments required by approved plan: _____

Number of iron pipe monuments required by approved plan: _____

Surveyor's Statement:

"I hereby certify that the monumentation required on the above referenced plan has been accurately installed under my supervision and said monumentation complies with Section VI-L of the Greenfield, NH Subdivision Regulations."

Number of concrete or granite monuments installed: _____

Number of iron pipe monuments installed: _____

Number of other approved monuments installed: _____

Signature of Surveyor: _____ Date: _____

Surveying Company: _____ Telephone #: _____

Seal of Surveyor

For Planning Board Use Only:

Date of Receipt: _____ Received By: _____

Amended September 2019

Subdivision Application Checklist

Note: The following items are considered to be the minimum requirements for an application. The Planning Board reserves the right to request additional information if the Board deems it necessary in order to make a reasoned decision.

Required				Submitted	
Yes	No		Subdivision Reg. Citation	Yes	No
		1. Plat prepared according to RSA 478:1-a and Hillsborough County Register of Deeds.	Section IV B		
		2. Proposed subdivision name; name and address of owner or applicant	Section 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.	Section IV, C.2		
		4. Locus plan showing general location of the site within the town.	Section IV, C.3		
		5. Boundaries and designations of applicable zoning districts; statement as to compliance with zoning requirements.	Section IV, C.4		
		6. Names and address of owners of record of all abutting properties, holders of conservation, preservation or agricultural preservation restrictions (as defined in RSA 477:45); any upstream dam owners, the NHDES Dam Bureau; any engineer, architect, land surveyor or soil scientist whose professional seal appears on any plat submitted to the Board.	Section 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.	Section IV, C.6		
		8. Boundary survey and location of permanent markers; lot areas in square feet and acres; and tax map and lot numbers.	Section IV, C.7		
		9. Identification of frontage; location of existing and proposed driveways.	Section IV, C.9		
		10. Location of existing and proposed streets, classifications, widths of travel and right-of-way; surface material.	Section IV, C.10		
		11. Existing and proposed buildings, other structures, and building setback lines.	Section IV C.11		
		12. Watercourses, ponds, standing water; rock ledges, stone walls and other natural features; existing and proposed foliage lines.	Section IV C.12		

Required				Submitted	
Yes	No		Subdivision Reg. Citation	Yes	No
		13. Any open space to be preserved.	Section IV, C. 13		
		14. USGS contour lines.	Section IV, C. 14		
		15. Soil data, including wetland designation	Section IV, C. 15		
		16. Special flood hazard areas	Section IV C. 16		
		17. Methods of sewage disposal; location of percolation tests and results; identification of 4,000 square-foot septic area.	Section IV, C. 17		
		18. Location of 75-foot well radius on property.	Section IV, C. 17		
		19. Location and profile of existing and proposed water mains, sewers, culvers, drains and connections.	Section IV, C. 18		
		20. Plans for soil erosion and sedimentation control.	Section IV, D. 1		
		21. Copy of state septic approval or certification from septic designer.	Section IV, D. 2		
		22. Road plans, if applicable	Section IV, D. 3		
		23. Copy of driveway permit.	Section IV, D. 4		
		24. Copies of any other state or federal permits.	Section IV, D. 5		
		25. Existing and proposed easements	Section IV, D. 6		
		26. Copy of any deed restrictions.	Section IV, D. 7		
		27. Copy of deeds covering land to be used for public easements and rights-of-way.	Section IV, D. 7		
		28. Location of boundaries of Groundwater Protection District	Section IV, C. 8		
		29. Any additional reports or information required by the Board.	Section IV, D. 8		

Comments: