

Town of Hillsborough, NH Planning Board
Subdivision Review Application

Case No. _____

Date Received _____

Date Advertisement Submitted _____

Public Hearing Date _____

Office Use Only

1. Applicant Information

Name _____

Company Name _____

Mailing Address _____

Preferred Phone No. _____ Email Address _____

2. Property Owner Information [] Same as Applicant [] Multiple Owners (attach list)

Name _____

Company Name _____

Mailing Address _____

Preferred Phone No. _____ Email Address _____

3. Property Information

Address _____

Map(s) _____ Lot(s) _____ Total Acres _____

Zoning District(s) _____ Other Districts(s) _____

Existing Use of Property _____

4. Application Type

[] Minor Subdivision - Up to 3 lots/Lot Line Adjustment

[] Major Subdivision - More than 3 lots

[] Amendment of previously-approved Subdivision

[] Lot Line Adjustment

5. Description of Project/Proposal [] Check here if description is attached

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6. Fee Calculation

Applications are subject to the fees indicated below. Please use the following table to calculate the amount of fees due to the Town.

Item	Fee	Unit	Quantity	Total
Subdivision	\$100.00	Per lot		
plus	\$50.00	Per dwelling unit		
plus	\$100.00	Per 1,000 sq. ft. of non-residential gross building area		
Request for Subdivision amendment	\$75.00	Per application		
Lot Line Adjustment	\$75.00	Per application		
Scenic Road Review	\$75.00	Per application		
Subtotal				

Applications requiring public hearings are also subject to the following fees:

Item	Fee	Quantity	Total
Certified Notice of Hearing	\$10.00	Per address	
Certified Notice of Decision to Applicant	\$10.00		\$10.00
Newspaper Legal Notice			\$50.00
Recording Fee*			\$18.00
Subtotal			

*Decisions consisting of more than two pages will require an additional \$4.00/page to be paid prior to the issuance of any other permits.

TOTAL \$ _____

PLEASE NOTE: All fees must be paid by the applicant at the time of filing the application with the designated agent of the Board. Failure to pay all applicable fees as determined by the Town will be valid grounds for refusal to accept the application as complete or for disapproval of the application.

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In reviewing applications, the Board may contract with consultants to review all or portions of an application. This review shall be at the applicant's expense and related costs shall be paid in advance. The Board, at its discretion, may request that an applicant prepare special studies, or contract with a consultant to perform these studies, at the applicant's expense.

All fees must be paid by check payable to "**The Town of Hillsborough, NH**".

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7. Acknowledgement and Signature

The named Applicant must sign this application where indicated below. The Owner(s) of the subject property shall also sign where indicated below or submit a signed original letter authorizing the applicant to submit the application on their behalf. All correspondence and notices from the Town regarding the project and any plans will be transmitted to the Applicant.

By signing this application, the Applicant is indicating that all information contained in this application and all supporting and accompanying plans, documents and attachments are complete, true and accurate to the best of their knowledge. The Applicant further agrees that if any such information is found to be false or misleading, any permit or other approval granted on the basis of such information shall be deemed null and void.

The undersigned acknowledge that the Board may require additional information and a site visit to the subject property in order to adequately determine compliance with ordinances and regulations, and to better assess impacts that may be generated by the project/proposal.

It is further understood that approval of an application by the Board does not constitute approval of a Building Permit. Please contact the Town's Building Inspector.

Applicant Signature

Date

Applicant Print

Date

Property Owner Signature

Date

Property Owner Print

Date

Property Owner Signature

Date

Property Owner Print

Date

Property Owner Letter of Authorization

Attached **Yes** **No**

The applicability, process and requirements of the Subdivision Regulations are contained in [Chapter 201](#) of the Code of the Town of Hillsborough. Subdivision Plats shall contain all information as indicated below, and as more specifically indicated in [Section 201-5](#) of the Subdivision Regulations. A waiver of specific submission requirements may be requested and shall be made in writing. Applications shall include an electronic copy, 3 full sets of plans measuring 22" X 34" with original signatures and stamps, and 15 copies of the full set of plans measuring 11" X 17".

8. Project Summary Data

Application is being submitted for: [] Preliminary Review [] Final Review/Application

A. Area of entire tract: _____ acres, _____ square feet

B. List number and size of all lots that will result from the proposed subdivision:

9. Development Data

A. Construction of Homes:

Number of dwelling units _____ Number of buildings _____

B. Construction of Apartments:

Number of dwelling units _____ Number of buildings _____

C. Construction of non-residential units: [] Yes [] No

Explain _____

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10. Subdivision Plat Checklist (see Town Code Section [201-5](#) for more detail)

Data and information:	INFO SUBMITTED	WAIVER REQUEST	COMMENTS
1. Approval Block			
2. Title Block			
3. North arrow			
4. Names, addresses and assessor's lot numbers			
5. Locus plan			
6. Boundaries with angles, bearings and distances			
7. Radii for curvatures			
8. Irregular boundaries			
9. Tie lines			
10. Lot size and buildable area in acres and square feet			
11. Zoning district designation and boundary			
12. Monuments			
13. Legend			
14. Setback lines/building envelopes			
15. Existing/proposed easements			
16. Existing/proposed utilities, buildings, parking, and drainage			
17. Licensed Surveyor seal, signature and attestation			

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Data and Information	INFO SUBMITTED	WAIVER REQUEST	COMMENTS
18. Test pits			
19. Soils map			
20. Wetlands boundaries			
21. Surface waters			
22. Certified Wetlands Scientist statement, seal and signature			
23. Topographic survey of buildable area and access route with 2' contour intervals			
24. Protective well radii and sewage disposal systems			
25. Special Flood Hazard Areas			
26. Topographic survey of entire site with 20' contour intervals			
27. Construction Plans with Engineer's seal and signature – plan/profile, details, and sequence/phasing			
28. Certified Septic Designer seal and signature			
29. Existing/proposed drainage structures			
30. Existing/proposed driveways, roads and sidewalks			
31. Existing/proposed street names			
32. Proposed addresses for new lots			

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Data and Information	INFO SUBMITTED	WAIVER REQUEST	COMMENTS
33. Right-of-way landscape plan			
34. List of all required local, State and Federal permits			
35. Copies of all applications, correspondence and approvals from other agencies having jurisdiction			
36. Scale of no less than 100' per inch			
37. Yield plan for Cluster Development			
38. Abutters List – Required of all applications.			
39. Site Photographs should be submitted			

11. List of required approvals from other agencies

Agency	Approval Required	Status

RETURN APPLICATION TO:

Office of Community Planning
 27 School Street, PO Box 7
 Hillsborough, NH 03244

Application Questions may be directed to:

Robyn Payson, Planning Director
 Phone: 603-464-3877, ext. 227
 Email: robyn@hillsboroughnh.net

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12 Certified Notification List

Please type US Postal Service mailing address for Project/Public Hearing Notification (*Attach additional sheets as necessary*)

Applicant

Property Owner

Surveyor

Engineer

Soil/Wetlands

Scientist

Architect

MAILING LABELS

This form must be accompanied by 4 sets of pre-printed mailing labels for each addressee listed. Individual labels can be no larger than 1" X 2 ³/₄".

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ABUTTERS: All owners of property located in New Hampshire that adjoin or are directly across the street or stream from the subject property must be notified (see RSA 672:3). The list of abutters shall be those indicated in the Town Assessor's Office not more than 5 days prior to submission of the application (see RSA 676:4.1.(b)). The accuracy and completeness of the abutter notification list is solely the responsibility of the applicant.

1. _____ Map _____

_____ Lot _____

2. _____ Map _____

_____ Lot _____

3. _____ Map _____

_____ Lot _____

4. _____ Map _____

_____ Lot _____

5. _____ Map _____

_____ Lot _____

6. _____ Map _____

_____ Lot _____

7. _____ Map _____

_____ Lot _____

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8. _____ Map _____

Lot _____

9. _____ Map _____

Lot _____

10. _____ Map _____

Lot _____

11. _____ Map _____

Lot _____

12. _____ Map _____

Lot _____

13. _____ Map _____

Lot _____

14. _____ Map _____

Lot _____

15. _____ Map _____

Lot _____