



TOWN OF ALBANY, NEW HAMPSHIRE

OFFICE OF THE PLANNING BOARD

MINOR SUBDIVISION CHECK LIST

In order to be complete, an application for a Minor Subdivision shall be in compliance with the Albany Subdivision Regulations and, at a minimum, contain the documentation and information specified below as applicable. **Please explain any omissions.**

Exception: Upon receipt of a written request from the applicant, the Albany Planning Board may waive a specific requirement. This written request for a waiver **shall accompany the Application** and shall be granted or denied within 30 days of receipt of such request.

NOTE: No new roads are permitted in a Minor Subdivision.

APPLICANT: _____

LOCATION OF PROPERTY: _____
(Street Address)

NAME AND DESCRIPTION OF MINOR SUBDIVISION: _____

LOT SIZE (Total Acres): _____ TAX MAP# _____ PARCEL# _____

DOCUMENTS REQUIRED

Applicant Use		Planning Board Use
_____	1. Completed Subdivision Application	_____
_____	2. 5 working copies of plat plan	_____
	3. Notification list of names and addresses plus 4 sets of pre-addressed labels for:	
_____	* Abutters (per RSA 676:4 I(b))	_____
_____	* Applicant	_____
_____	* Owner(s) (if other than applicant)	_____
_____	* NH Registered Land Surveyor, Engineer, Consultant, etc.	_____
	as listed on plat plan	

**MINOR SUBDIVISION CHECK LIST
DOCUMENTS REQUIRED**

(continued)

Applicant Use		Planning Board Use
_____	* Agent designated on application	_____
_____	* All holders of conservation, preservation, agricultural preservation restrictions as defined in RSA 477:45	_____
_____	4. Filing Fees	_____
_____	5. State or Town driveway permit	_____
_____	6. Copy of NH Subdivision approval	_____
_____	7. Copies of any existing or proposed protective or restrictive covenants and deed restrictions	_____
_____	8. All applicable federal, state and town approvals and/or certifications, in writing, as required by these regulations	_____

PLAT REQUIREMENTS
for subdivided lot(s) only

A plan drawn to scale, clearly showing all essential data pertaining to the boundaries of a tract of land, as determined by survey or protraction. A plat must contain enough information so that the boundaries can be located in the future by licensed Land Surveyors. Plat Size: not to exceed 24" x 36".

Applicant Use		Planning Board Use
_____	1. Vicinity Map showing location of the proposed subdivision drawn at the town tax map scale of 1 inch = 400 ft. showing relation of proposed plan to existing streets	_____
_____	2. TITLE BLOCK showing:	_____
_____	• Name of Minor Subdivision	_____
_____	• Location of Minor Subdivision	_____
_____	• Owner's Name and Address (Lot of Record) Deed Book # _____ Page(s) _____	_____
_____	• Applicant's/Subdivider's Name and Address (if other than owner)	_____
_____	• Preparer's Name and Address	_____
_____	• Date of Preparation and Revision Dates	_____

**MINOR SUBDIVISION CHECK LIST
PLAT REQUIREMENTS**

(continued)

**Applicant
Use**

**Planning Board
Use**

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|-------|--|-------|
| _____ | 3. APPROVAL BLOCK with signature space for Planning Board Chairman and Secretary | _____ |
| _____ | 4. Tax Map and Parcel Number | _____ |
| _____ | 5. Identification of abutting properties by property owners' name, tax map, lot #, roads, easements, building lines, parks & public places, and other facts regarding abutting properties. | _____ |
| _____ | 6. Name, address and signed seal of NH registered Land Surveyors, Engineers, Consultants, etc. as listed on plat plan | _____ |
| _____ | 7. Graphic scale not less than 1" = 40 ft. | _____ |
| _____ | 8. Symbol legend (unless symbols are clearly identified within the plat) | _____ |
| _____ | 9. North Reference | _____ |
| _____ | 10. Location of zoning district boundaries including wetlands and floodplains | _____ |
| _____ | 11. Topographical map @ 5 ft. intervals (existing and proposed or as noted in the context of the regulations) | _____ |
| _____ | 12. One (1) benchmark tied into any previously established benchmark. | _____ |
| _____ | 13. Survey of property lines showing: | _____ |
| _____ | • total acreage of each lot with bearings and distances | _____ |
| _____ | • boundary lines and set back lines of each lot | _____ |
| _____ | • location of permanent markers | _____ |
| _____ | • street rights-of-way and existing street names | _____ |
| _____ | • proposed new lot lines | _____ |
| _____ | • area of each new lot in acres and square feet | _____ |
| _____ | 14. Location of all existing and proposed deed restrictions, covenants, etc. | _____ |
| _____ | 15. Location of water courses, standing water, fire ponds, etc. | _____ |

**MINOR SUBDIVISION CHECK LIST
PLAT REQUIREMENTS**

(continued)

**Applicant
Use**

**Planning Board
Use**

_____ 16. Location and description of natural features, i.e., ledges and ponds, and manmade features (monuments, stone walls, & other essential features) _____

_____ 17. Soil types, slopes, tree lines, vegetative species common to the subdivided lot(s) and other essential features _____

_____ 18. Note any supplementary plans to the Minor Subdivision on the plat _____

_____ 19. Submit 7 (min.)* final plats to Planning Board for approval and subsequent filing with: _____

- _____ • Applicant _____
- _____ • Planning Board _____
- _____ • Registry of Deeds _____
- _____ • Board of Selectmen _____
- _____ • Town Clerk _____
- _____ • Tax Assessor _____
- _____ • Surveyor _____
- _____ • *Engineer, Consultant, etc. (as required) _____

_____ 20. The following may be required by the Planning Board before approval is granted: _____

- _____ • Engineer (Town-designated) Review of Proposal _____
- _____ • Other miscellaneous Engineering Studies _____
- _____ • Fill and Dredge Permit (RSA 482-A:1-15) _____
- _____ • WSPCD Major Alteration Permit (RSA 482-A: 17) _____
- _____ • Soils Scientist Approval _____
- _____ • Erosion and Sediment Control Plan _____
- _____ • Construction Bonding _____
- _____ • Phased Construction Plan _____
- _____ • Environmental Impact Statements _____
- _____ • Traffic Impact Analysis _____
- _____ • Tree protection and removal plan _____