

APPENDIX G
SUBDIVISION PLAN REVIEW CHECKLIST

(Amended November 27, 2012)

This checklist is to be used as a guide for complying with the Town of Litchfield Subdivision Regulations. It is to be used for each individual subdivision plan review application submitted.

The following information shall be required for a complete application. The Litchfield Subdivision Regulations are available at the Litchfield Town Office or to download at: www.litchfield-nh.gov/government/planning/.

All items below for which “No” or “NA” has been checked must be accompanied by a waiver request for relief from the applicable Subdivision Regulation requirement.

510.00 Plat Standards.

Yes No NA

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. a standard title block, contained in Appendix E, which includes: the proposed subdivision name, name and address of the owner of record, name of the subdivider and engineer or surveyor, and the date of the first draft located in the lower right corner of the plat; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. the tax map and lot number(s) of the parcel(s) being subdivided and the zoning districts within which it is located; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. the signature of the owner or his/her designated (in writing) representative; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d. the seal and signature of a land surveyor licensed in the state of NH; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | e. the seal and signature of a professional engineer licensed in the state of NH (where required for engineering designs); |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | f. horizontal scale not to exceed 100 feet to the inch; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | g. a bar scale for the plat; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i. sheet size 22 x 34 inches; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | j. separate sheets shall be numbered consecutively, showing their relationship to each other; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | k. a margin of at least 1 inch shall be provided outside ruled border lines on 3 sides and at least 2 inches along the left side for binding; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | l. the purpose of the subdivision; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | m. lots will be numbered consecutively starting with 1 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | n. signature block located in the lower right above the title; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | o. place for the recording of the HCRD number and date recorded above the signature block; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | p. a locus map depicting the site with regard to surrounding development at a scale of 1 inch equals 2,000 feet; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | q. north arrow; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | r. a revision block sectioned off to record the date and the changes of each revision; and |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | s. a “notes” section for information relative to the plan. |

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520.00 Abutting Property Information.

The following information shall be provided on the plat for all abutting properties:

Yes No NA

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|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. tax map and lot numbers; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. the names and addresses of owners of record; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. abutting subdivision names; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d. the names, locations and dimensions of existing streets, easements, setbacks, alleys, parks and public open space; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | e. the location of existing buildings, septic system leachfields, water supply wells and protective well radii within 100 feet of the property boundaries; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | f. the location of property lines; and |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | g. the location of existing driveways within 200 feet of the property boundaries. |

530.00 Subdivision Information.

The applicant shall provide the Board with the following information regarding the parcel to be subdivided.

Yes No NA

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|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. A copy of the deed for the parcel(s) being subdivided. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. A boundary survey for the entire parcel including bearings, distances and the location of permanent markers with a maximum error of closure of 1 part in 10,000. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. The locations, bearings and distances of proposed lot lines, including length of frontage on a public right-of-way, and the location of monuments, pins and drill holes clearly and accurately identified on the plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d. The area of all proposed lots denoting wetland area, dry area and total area (in acres). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | e. Existing and proposed topography for the entire parcel with contour intervals not to exceed 5 feet. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | f. The location of the 100 year floodplain as designated on the National Flood Insurance Program, Flood Insurance Rate Maps for the Town of Litchfield. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | g. Soil types and location of soil boundaries as delineated on the SCS Soil Survey Maps. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | h. The location of existing and proposed water bodies, watercourses, wetlands, rock/ledge outcrops or other significant natural features. Any areas proposed for dredge and fill shall be noted on the plat. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i. Show the locations of existing and proposed stump disposal areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | j. Any easements, buildings, utility lines or other features existing on the parcel. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | k. The location of existing and proposed water, sewer and drainage systems accompanied by plans for the proposed system indicating interconnections, profiles and elevations; drainage plans will be based on a 25 year storm. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | l. If public water is proposed for use, a letter from the water company stating the availability of and the intent to provide service. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | m. Erosion and sediment control plans based on a 25 year storm event in accordance with the standards in Appendix E. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | n. If on-site water is to be provided, the locations of proposed water supply wells, protective well radii and any proposed well radii easements. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | o. If on-site waste disposal is to be provided, the locations of the 4,000 square foot septic reserve area, test pits and test pit information for each lot. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | p. The locations and specifications for fire protection - fire hydrants, fire ponds or cisterns. |

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Yes No NA

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|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>q. The center line of all roads shall be indicated with 150 foot increments delineated and house numbers assigned.</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>r. The locations, names and widths of existing and proposed streets and highways showing grades, radii, culvert locations, bridge designs and connecting stubs in conformance with the standards set forth in Appendix A.</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>s. Proposed driveway locations.</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>t. The locations and dimensions of any proposed easements.</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>u. The location of all parcels of land to be dedicated for public use.</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>v. If the proposed subdivision covers only a portion of the entire tract, a statement concerning the intended future use of the remainder and a sketch of the prospective future street system. The street system for the submitted portion will be considered with regard to adjustments and connections with the street system for the entire parcel.</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>w. The existing zoning district boundaries as designated on the Town of Litchfield zoning map.</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>x. Any revisions made to any sheets are to be so noted in the revision block.</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>y. A Curb-cut Approval Permit from the NH Department of Transportation for subdivision driveways and/or streets accessing a state highway or state maintained road.</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>z. Copies of all federal, state and local permits which may be required for the project including:</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>1) NH Department of Environmental Services (DES) Water Supply and Pollution Control Division (WSPCD) Subdivision Septic Approval Permit,</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>2) NH DES WSPCD Site Specific Permit,</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>3) NH Wetlands Board Dredge and Fill Permit, and</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>4) Army Corps of Engineers Dredge and Fill Permit.</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>aa. A letter from the Fire Chief confirming adequacy of the proposed fire protection method for all major subdivisions per section 407 and that access for emergency vehicles is adequate.</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>ab. The proposed use of the subdivision (i.e. single-family, duplex, industrial).</p> |

SITE PLAN REVIEW CHECKLIST

(Adopted November 27, 2012)

This checklist is to be used as a guide for complying with the Town of Litchfield Site Plan Review Regulations. It is to be used for each individual site plan review application submitted.

The following information shall be required for a **complete application**. The Litchfield Site Plan Review Regulations are available at the Litchfield Town Office or to download at:
www.litchfield-nh.gov/government/planning/.

All items below for which "No" or "NA" has been checked must be accompanied by a waiver request for relief from the applicable Subdivision Regulation requirement.

150 SUBMISSION REQUIREMENTS

When the owner of the property or his authorized agent makes formal application for site review, his application shall contain the following exhibits and information presented in a clear and distinct manner:

Yes No NA

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|--------------------------|--------------------------|--------------------------|-------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 150.1 | A fully executed and signed copy of the application for site plan review. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 150.2 | Site plan sheet size: 22" X 34" maximum with match lines if needed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 150.3 | Approval as required by law from any other municipal, state or federal agency which may have jurisdiction. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 150.4 | A traffic impact study as described under Section 120.1 (a). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 150.5 | An internal circulation plan as described under section 120.1 (c). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 150.6 | Renderings and illustrations as required under Section 120.13. |

150.7

Four (4) copies of a site plan drawn at a scale sufficient to allow review of the items listed under the preceding general standards, but at not more than 50 feet to the inch and showing the following:

Yes No NA

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|--------------------------|--------------------------|--------------------------|----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. | Name of development or project. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. | Owners name, address and signature; and name and address of applicant if different from owner. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. | Names and addresses of all abutting property owners. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d. | Signature and seal of registered surveyor, engineer or architect. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | e. | Scale |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | f. | Contour interval: not greater than 2' for the developed portion of the site and not greater than 5' elsewhere. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | g. | North point. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | h. | Date |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i. | Key map sketch showing the general location of the site within the town. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | j. | Boundary of the entire parcel held in single ownership regardless of whether all or part is being developed at this time. |

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|--------------------------|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | k. | The bearings and distances of all property lines and the source of the information. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | l. | Zoning classification(s) of the property and the location of zoning district boundaries if the property is located in two or more zoning districts. Description of any variances or special exceptions from the Zoning Ordinance granted for use of the property and a description of any conditions or stipulations placed on such use. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | m. | Soil types, location of soil boundaries and accompanying information mapped in accordance with the Site Specific Soil Maps for New Hampshire and Vermont, SSSNNE Special Publication No. 3, June 1997, as amended, prepared and stamped by a certified soil scientist. (March 2000) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | n. | All building setbacks required by the zoning district (through shading, hatching or overlay). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | o. | The lot area of the parcel, street frontage and the zoning requirements for minimum lot size and frontage. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | p. | The location of all buildings within 200 feet of the parcel to be developed and the location of intersecting roads or driveways within 200 feet of the parcel. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | q. | A storm water drainage plan showing: <ol style="list-style-type: none"> 1. The existing and proposed method of handling storm water run-off. 2. The direction of flow of the run-off through the use of arrows. 3. The location, elevation, and size of all catch basins, drywells, drainage ditches, swales, retention basins, and storm sewers. 4. Engineering calculations used to determine drainage requirements based upon a 25-year storm frequency, if the project will significantly alter the existing drainage pattern due to such factors as the amount of new impervious surfaces (such as paving and building area) being proposed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | r. | Existing and proposed topography of the site at 2-foot contour intervals if major changes to the existing topography are being proposed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | s. | The location of existing and proposed topographic features, watercourses, water bodies, large trees and other features within 200 feet of the parcel which should be considered in the site design. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | t. | The location of any easement. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | u. | The location, dimensions, number of floors, total area and first floor elevation of all existing and proposed buildings. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | v. | The number of non-residential units in each building with the floor area and proposed use for each unit. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | w. | The description of any potential vehicular visibility obstructions created by signs or other proposed developments at the site. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | x. | The location of existing and proposed roads showing center lines, edges of pavement and right-of-way lines and widths. The estimated traffic volumes that will travel on the proposed and existing roads affected by the development. The location of all proposed and existing driveways within 200 feet of the site. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | y. | The location of sidewalks or shoulders for pedestrian safety. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | z. | The location of all existing or proposed fire hydrants, cisterns, wells, or ponds within 200 feet of the site. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | aa. | The location of all existing or proposed underground storage tanks on the site. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ab. | A written description of the purpose and intent of the proposal including a description of proposed uses, number of units, and estimated number of employees. A description of the previous use(s) of the property should also be included. |

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