

FRANCONIA PLANNING BOARD
Checklist for Completed Application
For Major Subdivision (Planned Development or over 10 lots
or over 25 acres)

This checklist applies to any application for subdivision which involves:

- More than 10 lots after subdivision,
- More than 25 acres, or
- Planned Development

A completed application for subdivision approval must be properly filled out and executed by the applicant and filed with the secretary at least 15 days prior to a scheduled public meeting of the Board. It shall include:

- A completed application form,
- The names and addresses of the applicant and all abutters (as indicated in Town records not more than five days before the day of filing).
- A check payable to the Board to cover filing fees, mailing, advertising, recording, and other costs.
- Four paper print copies of the preliminary layout at a horizontal scale of not more than 100 feet to the inch.
- Letters of Authorization from the owner if represented by an agent.

SUBDIVIDER

In addition to the filing of a plat (see requirement of following pages), the completed application for major subdivision shall include the following information about the subdivider:

1. The subdivider's name and address and the form, date, and jurisdiction of organization; and the address of each of its offices in this state.
2. Applicable deeds and surveys.
3. Copies of instruments creating easements, conditions, covenants and restrictions, or other encumbrances, affecting the lands to be subdivided, if any, with data as to recording.

PLAT

In the preliminary stage of application, the subdivider shall file with the Board four paper copies of the plat. After final approval of the plat by the Planning Board, the subdivider shall file with the Board a Mylar and four paper copies of the plat. A plat should be showing or accompanied by the following information:

1. ___ Proposed subdivision name
___ Name and address of owner of record
___ Name and address of designer, planner, or surveyor
___ Date
___ North Arrow and Bar scale
___ Vicinity map at scale of Town's base map
___ Name and address of subdivider (FINAL PLAT ONLY).
2. ___ Names and addresses of owners of record of abutting properties
___ Abutting subdivision names, streets, easements, public open spaces and similar facts regarding abutting property.
3. ___ Location of outside property lines and their dimensions
___ Location of proposed lots and acreage of each lot
___ Dimension of lot frontage(s) on a public right-of-way
___ Existing on-site easements, buildings, watercourses, ponds, rock ledges, and other essential site features
___ Boundary survey, including bearings, distances and location of permanent markers (FINAL PLAT ONLY).
4. ___ Identify existing and abutting water supplies and mains, septic systems or sewers, culverts, drains, and proposed water and sewerage facilities
___ Final drainage system and erosion & sediment plan, if required (FINAL PLAT ONLY).
5. ___ Location, name, and widths of on-site existing and proposed streets with their grades and their rights-of way
___ Preliminary profile of proposed streets including existing intersections of walks and driveways and percent slope
___ Final road construction specifications, cross sections, and profiles, if required (FINAL PLAT ONLY).
6. ___ Contours of the property to indicate the site topography at a contour interval of not greater than 10 feet
___ If Planning Board requires a high intensity soil survey, 5-foot contours will be required.
7. ___ Soil types shall be shown as determined by reference to the Soil Survey Report for Grafton County prepared by the USDA Natural Resources Conservation Service, as amended.
8. ___ Flood hazard areas.

9. ___ Location of all existing and proposed fire ponds, cisterns or dry hydrants and the adequacy of water in or near the subdivision for fire protection shall require written approval by the Franconia Fire Chief.
10. ___ Designated wetlands and wetland soils to be identified and shown on the plan.

The following items may be required at the discretion of the Board:

11. ___ A copy of the completed application as prescribed by law from any other municipal, state or federal agency which may have jurisdiction, including:
 - NHDES
 - NHDOT
 - US Army Corps of Engineers.
12. ___ Whenever the preliminary layout, as submitted, covers only part of the subdivider's entire contiguous holding, a Master Plan, in sketch form, showing the potential future extension of the subdivision shall be submitted. A sketch of the prospective future street system of the area not subdivided may be required as part of the Master Plan and this street system may be considered in relation to the street system shown on the preliminary layout. If such future development exceeds 16 parcels, a copy of the approved NHAG Lot Sales Agreement has to be submitted.
13. ___ An environmental an/or economic impact statement shall be prepared by a qualified consultant when required by the Board. Such a statement may require documentation of any factors that could impact the short-term and long-term well being of the public in the Town of Franconia.

ITEMS TO BE ADDED FOR THE FINAL PLAT

1. ___ If subdivided parcels are five acres or larger, a statement from a NH licensed septic system designer that the soil test pit data and location are sufficient for septic design approval under current NHDES design standards is required
 - ___ Location and data for all soil test pits and all percolation pits
 - ___ Location and data for all wells and septic systems
 - ___ A minimum of one test pit 6 feet deep is required for each lot, with a description of soil horizons, texture, depth to seasonal high water table, depth to observed water table, and depth to restrictive layer or ledge.
2. ___ Design of any bridges or culverts which may be required.
3. ___ Open space, including ownership and management system (if any).
4. ___ Grading and drainage plan, showing all pertinent engineering plans, cross sections, construction drawings and specifications
 - ___ Other data on existing and finished grading, surface and sub-surface drainage system and storm drainage system when deemed necessary by the Board.

PLANNED DEVELOPMENT

In addition to the requirements listed above for a major subdivision, the submission requirements for a Planned Development shall also include the following:

1. ___ All requirements of the Zoning Ordinance for Planned Development shall be met and indicated on the final plat.
2. ___ The proposed Planned Development shall conform to the requirements of the Site Plan Review Regulations.
3. ___ The Board may require the subdivider to pay the costs of professional review of the proposed Planned Development upon such terms and conditions as the Board deems appropriate.
4. ___ Typical elevations, location, size, and type of all buildings shall be shown on the final plat.
5. ___ Suitably landscaped buffer areas, as required by Site Plan Review Regulations and the Board
6. ___ Requirements for off-street parking shall be as set forth in the Zoning Ordinance.
7. ___ A reduction in the allowable density of the Planned Development, at the discretion of the Board, with reasons for such being clearly stated in the Board's records.
8. ___ Phased construction may be required, as determined by the Board.