

FRANCONIA PLANNING BOARD
Checklist for Completed Application
For Minor Subdivision

This checklist applies to any application for subdivision which involves three lots or less with no potential for re-subdivision and fronting on an existing public street.

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, including 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.
- Final Mylar and four paper copies of the plat to include:
 - Proposed subdivision name
 - Names and address of owner(s) of record
 - Name, address, license number, and seal of NH licensed surveyor or firm
 - Date of plan
 - Bar scale
 - North arrow
 - Boundary survey, including bearings, distances, and location of permanent markers.
 - Property lines, dimensions, square footage and numbering
 - Contour lines at 10-foot intervals
 - Existing and final proposed lines within the subdivision of streets, ways, lots, easements for utilities and/or drainage, and public areas
 - Sufficient data to determine the exact location, direction, and length of every street line, easement, lot line, and boundary line and to reproduce these lines upon the ground.
 - Existing and proposed streets with names and right-of-way widths
 - Proposed locations of any wells
 - Location of wetlands, groundwater and percolation test pits
 - Building and other man-made features to remain
 - Open space, including ownership and management system
 - Existing deed restrictions, easements, right-of-ways
 - Any other permits, if required
- Letters of Authorization from the owner if represented by an agent

The application shall be formally submitted for acceptance by the Board only at a regularly scheduled public meeting after due notification to applicant, abutters, and the general public of the date the completed application will be submitted and received by the Board.

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

- Location of all parcels of land proposed to be dedicated to common or public use and the conditions of such dedication.
- Copy of such private deed restrictions as are intended to cover part or all of the tracts.