Easton Planning Board
MAJOR AND MINOR SUBDIVISION APPLICATION CHECKLIST

This checklist is intended as a tool. It may be incomplete, and is not a substitute for the Easton Subdivision Regulations.

As stated in the Regulations, some items may not be required. It is strongly suggested that the Applicant meet with the Planning Board for a Preliminary Conceptual Review.

1. Name of Subdivision __________________________ Date ________________

2. Name of Applicant (and Agent) __________________________
Address of Applicant (or Agent) __________________________
Telephone __________________________ e-mail __________________________

To obtain an official Planning Board decision on a proposed subdivision, the Applicant must file a Completed Application and Final Plat as provided in the Easton Subdivision Regulations Section III.

The Completed Application must contain the following items.

- Official Application form (& agent authorization)
- Cost estimates of improvements
- Approved abutter, etc. list, with addresses
- Additional studies, and material deemed necessary
- Fees and costs of notices
- Proposed lot lines flagged on the ground
- Site survey maps (3)
- Final Plat as described below
- Engineer’s statement of suitability
- Soils map
- Other information required for major subdivisions
- Percolation test data
- Separate soil erosion plan if needed
- Watershed outline/drainage computations
- Road profiles & cross sections as noted below
- Statement of existing street work
- Copy of road cut application when needed
- Fees and costs of notices
- Proposed street centerlines flagged on the ground
- Engineer’s statement of suitability
- Soils map
- Other information required for major subdivisions
- Proposed lot lines flagged on the ground
- Site survey maps (3)
- Final Plat as described below
- Engineer’s statement of suitability
- Soils map
- Other information required for major subdivisions
- Percolation test data
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- Watershed outline/drainage computations
- Road profiles & cross sections as noted below
- Statement of existing street work
- Copy of road cut application when needed
- Proposed street centerlines flagged on the ground

Information to be included on the Final Plat (RSA 478:1(a) and Subdivision Regulations III.H. Submit a mylar and 4 paper copies with the completed application. Applicants are best served if the Preliminary Plan conforms as nearly as possible to the Final Plat requirements.

- Name & Type of subdivision and date/revision date
- Scenic interests and historic resources
- Owner(s) of record and deed reference
- Soils conditions, wetlands & flood hazard identification
- Name of town
- Erosion control/drainage locations
- Tax map number
- Benchmark(s)
- Written & Graphic Scale and north arrow
- Sewage structures (existing and proposed)
- Key (locational) insert scaled to town base map
- Wells (existing & proposed) & required pollution approvals
- Boundaries of tract & its acreage
- Location of all permanent boundary markers
- Names of abutters on their lots with lot numbers
- Proposed street names
- Proposed lot lines with acreage, setback lines
- Location and purpose of all easements and rights-of-way
- Rights of way lines of existing or proposed streets and easements with accurate dimensions, radii etc.
- Approval box for signature of Planning Board Chair & date
- Topography (5-foot intervals)
- Seals of all professional persons responsible
- Man-made features, and natural features
- for preparation of subdivision proposal, & State approvals
- Location of all proposed and existing utilities
- 4 copies with all identification, approvals and seals as on Plat
- Location of plantings, parks and open spaces
- Final proposed road profiles
- Delineation and description of all buffer zones
- Final proposed road cross sections & drainage structures
Certification required from the following authorities (as needed)

Selectmen

___ Road cut permit(s)
___ Satisfactory performance bond
___ All outstanding fees and bills paid
___ Permission for blasting

Road Agent and/or Designated Engineer

___ Regarding work on town roads
___ Satisfactory completion of improvements

State Approval

___ Sewage systems (for lots ≤ 5 acres)
___ DES

Other Town Agencies

___ Conservation Commission
___ Health Officer

Other Town Agencies

___ Sewage systems (for lots ≤ 5 acres)
___ DES

Soils, and other reports/approvals

___ Soils, and other reports/approvals

Town Attorney

___ Easements, land titles, drainage rights, any land rights issues..