

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.

- | | |
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| <input type="checkbox"/> Official Application form (& agent authorization)
<input type="checkbox"/> Approved abutter, etc. list, with addresses
<input type="checkbox"/> Fees and costs of notices
<input type="checkbox"/> Site survey maps (3)
<input type="checkbox"/> Engineer's statement of suitability
<input type="checkbox"/> Soils map
<input type="checkbox"/> Percolation test data
<input type="checkbox"/> Watershed outline/drainage computations
<input type="checkbox"/> Statement of existing street work
<input type="checkbox"/> Deed restrictions | <input type="checkbox"/> Cost estimates of improvements
<input type="checkbox"/> Additional studies, and material deemed necessary
<input type="checkbox"/> Proposed lot lines flagged on the ground
<input type="checkbox"/> Final Plat as described below

<u>Other information required for major subdivisions</u>
<input type="checkbox"/> Separate soil erosion plan if needed
<input type="checkbox"/> Road profiles & cross sections as noted below
<input type="checkbox"/> Copy of road cut application when needed
<input type="checkbox"/> Proposed street centerlines flagged on the ground |
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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.*

- | | |
|--|---|
| <input type="checkbox"/> Name & Type of subdivision and date/revision date
<input type="checkbox"/> Owner(s) of record and deed reference
<input type="checkbox"/> Name of town
<input type="checkbox"/> Tax map number
<input type="checkbox"/> Written & Graphic Scale and north arrow
<input type="checkbox"/> Key (locational) insert scaled to town base map
<input type="checkbox"/> Boundaries of tract & its acreage
<input type="checkbox"/> Names of abutters on their lots with lot numbers
<input type="checkbox"/> Proposed lot lines with acreage, setback lines

<input type="checkbox"/> Rights of way lines of existing or proposed streets and easements with accurate dimensions, radii etc.
<input type="checkbox"/> Topography (5-foot intervals)
<input type="checkbox"/> Man-made features, and natural features
<input type="checkbox"/> Location of all proposed and existing utilities
<input type="checkbox"/> Location of plantings, parks and open spaces
<input type="checkbox"/> Delineation and description of all buffer zones | <input type="checkbox"/> Scenic interests and historic resources
<input type="checkbox"/> Soils conditions, wetlands & flood hazard identification
<input type="checkbox"/> Erosion control/drainage locations
<input type="checkbox"/> Benchmark(s)
<input type="checkbox"/> Sewage structures (existing and proposed)
<input type="checkbox"/> Wells (existing & proposed) & required pollution approvals
<input type="checkbox"/> Location of all permanent boundary markers
<input type="checkbox"/> Proposed street names
<input type="checkbox"/> Location and purpose of all easements and rights-of-way

<input type="checkbox"/> Approval box for signature of Planning Board Chair & date
<input type="checkbox"/> Seals of all professional persons responsible for preparation of subdivision proposal, & State approvals

<u>4 copies with all identification, approvals and seals as on Plat</u>
<input type="checkbox"/> Final proposed road profiles
<input type="checkbox"/> Final proposed road cross sections & drainage structures |
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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

- Other Town Agencies
- Conservation Commission
 - Health Officer

Road Agent and/or Designated Engineer

- Regarding work on town roads
- Satisfactory completion of improvements

State Approval

- Sewage systems (for lots \leq 5 acres)
- DES
- Soils, and other reports/approvals

Town Attorney

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