

CHECKLIST - FOR EASTON SUBDIVISION APPROVAL

(This list from Sections III & IV of the Easton Subdivision Regulations may be incomplete.
It is a tool and not a substitute for the Regulations.)

NAME OF SUBDIVISION

SECTION III

A. PROCEDURES AND REQUIREMENTS

General requirements for approval. Whenever any subdivision is proposed to be made and before any contract for the sale of, or offer to sell, such subdivision or any part thereof shall have been negotiated, and before any application for a permit for the erection of a structure thereon shall be made, the owner(s) thereof or the owner's agent shall apply in writing to the Planning Board of the Town of Easton for approval of such subdivision. The application shall conform to the specifications contained in the Easton Subdivision

B. PRELIMINARY STAGES OF REVIEW

These are recommended and are non-binding

___ **CONCEPTUAL CONSULTATION** (Sec III B,1)

Informal. Application and Public Notice not required.

Plans in sketch form permitted

___ **DESIGN REVIEW** (Sec III B,2)

Application and Public Notice required.

Preliminary (draft) plat required.

Strongly recommended for major subdivisions.

APPLICANT TASKS

PLANNING BOARD TASKS

___ Fully filled-out Application filed 21 days before PB mtg

___ Fees & costs of notices included

___ Approved abutter list/professionals/others w. addresses

___ 3 paper copies of preliminary plat

___ Sketch of future street systems if applicable

___ Timely notice to public, abutters, professionals etc.

(incl. NHDES if required) SEC III C & D

___ Reviewed at Public mtg.

___ Specific written suggestions to Applicant after review

___ Determination of Regional Impact (Sec. III D)

___ Determination if Scattered or Premature (Sec. IV A)

*See other side for Checklist for
Formal Submission of a Completed Application
06/16/2020*

Checklist

FORMAL SUBMISSION OF COMPLETED APPLICATION FOR APPROVAL

Notice Required. Other Requirements as applicable

APPLICANT TASKS

- Fully filled-out Application form (if not already filed)
- w. current abutter list etc. filed 21 days before PB mtg
- Paid: fees, costs (administrative, studies/reports)
- Final Plat w. detail per Sub Reg. Sec III I, 1-3
- Mylar (*PB may defer to later*) 4 paper copies
- Agent Authorization (if applicable)
- Copy of deed restrictions Existing & to be registered
- Special purpose of lot other than building
- Road maintenance Utilities, Easements, etc
- Site survey maps - Appendix B & Zone Ord 605:C
- Soils map - Appendix C & Zoning Ord 604:E
- Percolation test data
- Watershed outline/drainage computations
- Additional studies, material deemed necessary
- Statement of existing street work
- Cost estimates of pending improvements
- Separate soil erosion/sediment control plan
- Road cut permit (State/Local)
- Road Sign(s) in place
- Proposed street center lines flagged on ground at site
- Separate street cross-sections/profiles (Sec III:H,6)
- Proof of Sewage Disposal adequacy (Sec IV:A,4)
- Concrete boundary monuments in place (Sec V:B)

PLANNING BOARD TASKS

- Timely notice of submission to: public, abutters, professionals etc. incl NHDES if req'd (Sec III C&D)
- Determination of Regional Impact (Sec III D)
- Determination if Scattered or Premature (Sec IV A)
- Application accepted, receipt provided, clock started
- Consideration/Hearing begun w/n 30 days (Sec IV)
- Site/inspection visit(s) by Board and/or professionals
- Decision:
 - w/n 65 days 90-day extension other
 - Approve Deny Conditionally Approve
- If Decision is Conditional:
 - Fulfillment deadline set
 - Precedent Subsequent Hearing if required
- Verification:
 - Fees paid
 - Required studies, certifications etc. obtained/rec'd
 - Plat signed, recorded at Registry
 - Applicant notified

Planning Board Notes

Zoning Ordinance Considerations:

- Permitted By Exception Wetlands (WCOD)
- Steep Slope (SHRD) Groundwater (GPOD)
- Flood (FZOD) Lot Size Avg.

CERTIFICATIONS/VERIFICATONS (as needed for approval)

ZBA

- Compliance

Select Board

- Road cut permit(s)
- Satisfactory performance bond
- All outstanding fees & bills paid

Road Agent and/or Designated Engineer

- Regarding work on town roads
- Satisfactory completion of improvements

Town Attorney

- Easements, land titles, drainage rights, etc.
- Wording in deeds for road maintenance.

Other Town Agencies

- Conservation Commission
- Fire Chief

State Approval

- Septic (ISDS) suitability for lots ≤ 5 acres
- Other NHDES (Terrain Alt., Dredge/Fill etc)
- Soils, & other reports/approvals to be determined
- DOT and other

Name of Subdivision