

**LOT LINE ADJUSTMENT  
MINOR SUBDIVISION APPLICATION  
MAJOR SUBDIVISION APPLICATION**

**Property Address:** \_\_\_\_\_

**Parcel Lot # :** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_

**Parcel Lot Size:** \_\_\_\_\_ **Road Frontage:** \_\_\_\_\_

**Type of Application:** Lot Line Adjustment  
(Circle Type) Minor Subdivision (3 or less total lots & no new streets)  
Major Subdivision

**PROPERTY OWNER(s)**

<b>Name:</b> _____	<b>Name:</b> _____
<b>Address:</b> _____	<b>Address:</b> _____
_____	_____
<b>Tel #:</b> _____	<b>Tel #:</b> _____
<b>Fax #:</b> _____	<b>Fax #:</b> _____
<b>Email:</b> _____	<b>Email:</b> _____
<b>Signature:</b> _____	<b>Signature:</b> _____

**APPLICANT(s)**

<b>Name:</b> _____	<b>Name:</b> _____
<b>Address:</b> _____	<b>Address:</b> _____
_____	_____
<b>Tel #:</b> _____	<b>Tel #:</b> _____
<b>Fax #:</b> _____	<b>Fax #:</b> _____
<b>Email:</b> _____	<b>Email:</b> _____
<b>Signature:</b> _____	<b>Signature:</b> _____

If the property owner is not the applicant and/or wishes the applicant to act on their behalf, the property owner **MUST** provide a notarized letter (original) authorizing the applicant to file an application.

CASE # \_\_\_\_\_

## **DATA TO BE PROVIDED WITH SUBDIVISION APPLICATION**

- Narrative description of proposed development
- Planning Board meeting minutes from Conceptual Consultation, which is required for Major Subdivision Applications and optional for Lot Line Adjustments and Minor Subdivisions (Copies may be researched and obtained at Town Hall)
- Copy of the property tax map showing subject parcel and abutting properties (**Copies may be researched and obtained at Town Hall**)
- Copy of Property assessment card (**Copies may be researched and obtained at Town Hall**)
- Copies of any ZBA Notices of Decision (Variance or Special Exception) for project
- Planning Board Application Fees
- Abutter Notification List
- Plan Sets
  - 11” x 17” size copies of the plans for each address on abutter notification list
  - Fourteen\* 11” x 17” size copies of the plans for the Planning Board  
(\* Number is subject to change. Confirm with Town Hall Staff to ensure accuracy)
  - Nine\* 22” x 34” size copies of the plan for Department/Committee/Staff Review  
(\* Number is subject to change. Confirm with Town Hall Staff to ensure accuracy)
- Copies of any State or Federal permits
- Copies of any deeds or easements
- Copies of Condominium declaration, bylaws, and floor plan (condo conversion)
- All required material as outlined in 202-9 and 202-10, as applicable, in the Town of Henniker Land Subdivision Regulations
- Waiver requests for any of the required material under 202-9 or 202-10 of the Town of Henniker Land Subdivision Regulations. Request must be in writing and explain why conformity to the requirements would pose an unnecessary hardship and how granting the waiver would not be contrary to the spirit and intent of the Regulation

## **FEES**

Lot Line Adjustment:	\$150 application fee; \$500 escrow account
Minor Subdivision Application:	\$250 application fee, \$100 per lot fee; \$500 escrow account
Major Subdivision Application:	\$500 application fee, \$100 per lot fee; \$1,000 escrow account
Newspaper Notice Fee:	\$90
Abutter Notification Fee:	\$10 per abutter notification address
Recording Fee:	\$30 per plan sheet, \$25 per document \$25 LCHIP fee per plan set/document

Fees **MUST** be paid at the time the application is submitted or the application will not be accepted. Fees can be paid in cash or by check made out to the “Town of Henniker”.

## **ABUTTER NOTIFICATION LIST**

An abutter notification list (no mailing labels) must be provided that consists of the **mailing address** and map and lot numbers for all abutters, applicants, property owners, and any professional hired by the applicant/property owner.

An abutter is defined as any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the Planning Board. The term abutter includes all holders of conservation, preservation, or agricultural easements; the officers of a condominium or other collective form of ownership; the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the Planning Board; and any professionals hired by the applicant/property owner (surveyors, engineers, etc.). See NH RSA 672:3.

Information for the property abutters can be obtained at the Town Hall during regular business hours. Abutter information must be obtained no more than 1 month prior to application submittal.

## **APPLICATION SUBMISSION**

Submissions must be made in accordance with the adopted Planning Board submission deadline, which is posted at the Town Hall. All applicants are encouraged to meet with the Planning Board Clerk prior to submitting an application to avoid delays due to incomplete information.

Please be advised that it is the applicant's responsibility to submit a complete and accurate application package. The Planning Board will not take jurisdiction over incomplete applications.

Review the Henniker Subdivision Regulations, Chapter 202 of the Town Code, to ensure full compliance with the Regulations. Regulations are available online at [www.henniker.org](http://www.henniker.org)

## LAND SUBDIVISION REGULATIONS

### 202-9 Plat Details Required for all Subdivisions and Lot Line Adjustments

The plat shall be prepared to a scale of not less than one inch equals 100 feet or at greater detail as directed by the Board to indicate clearly the existing and proposed features of the site. Said plat shall be prepared on standard sheets 22 by 34 inches measured from cutting edges. If one sheet 22 by 34 inches is not of sufficient size to contain the entire area for the site and environs, the plat shall be divided into sections to be shown on separate sheets of equal size with reference on each sheet to the adjoining sheets.

The following information must be provided on the plat and/or submitted to the Board.

- A. Date, name and location of subdivision, name of record owner and Applicant, graphic scale and tie to the State Grid Coordinate System (standard title block).
- B. Data listing:
  1. Area of land subdivided; total area and buildable area
  2. Number of building lots
  3. Length, width, and class of abutting streets.
  4. Area of open space/conservation land
  5. List of abutters with mailing addresses and map and lot numbers
  6. Zoning District
  7. Owner of land
- C. Name, address, seal, and signature of every engineer and surveyor.
- D. Locus map at a scale of one inch equals 1,000 feet and suitable for use in updating the Town Tax Map showing all proposed lots and streets and all existing lots and streets within 1,000 feet of the proposed subdivision.
- E. Tract boundary lines, right-of-way lines of streets, street names, easements and other right-of-way, park areas or land to be reserved or dedicated to public use.
- F. All lot lines and other site lines, watercourses, wetlands, flood zone locations, and base flood elevations that may exist within 250 feet of the subdivision boundaries with dimensions and soil types, with accurate dimensions, bearing or reflection angles and radii, arcs and central angles of all curves.
- G. Graphic scale and tie to the State Grid Coordinate System, where an established point is within 500 feet. A tape and compass survey is acceptable for lot line adjustments and for lots of five acres or more in minor subdivisions. Subdivisions using a tape and compass survey are not required to provide a tie to the State Grid Coordinate System.

- H. At least one bench mark tied to USGS data which shall be established on each section or submission of a subdivision. The bench mark shall be tied to previously established bench marks on previously submitted plats. Said bench mark shall be plainly marked in the field and station on the final plat with its elevation.
- I. The tax block parcel number and owners of property abutting the tract to be divided. The list of owners shall be based on the Town Hall records, shall include the addresses of the owners and shall be prepared no more than 30 days prior to submittal.
- J. Existing ground elevation contours based on acceptable photogrammetric mapping methods or ground survey with a maximum of five-foot contour intervals. (Contours shall be accurate within 1/2 a contour interval). All slopes equal to or greater than 20%, as specified in 202-7B(2)(iv) shall be noted.
- K. The purpose of any easement or land reserved or dedicated to public use shall be designated, and the proposed use of sites other than residential shall be noted.
- L. Monuments that delineate survey points shall be set on the right-of-way lines, at the beginning and end of the project, beginning and end of curves, angle points and on tangents with a maximum distance between bounds of 1,000 feet. Similar monuments shall be installed on all front lot corners at the right-of-way line and shall be installed upon the completion of the road construction but prior to the issuance of any building permits. The front lot corners for lots fronting on existing streets shall also be marked with similar monuments, at the right-of-way line. All rear lot corners shall be marked with permanent objects, i.e., iron pipes, iron pins, monuments, etc.
- M. Existing soils delineation based on the "Soils Survey, Merrimack County, New Hampshire" and a legend which explains the map symbols. Soil types will typically range as follows:
  - 1. Group 1: well to excessively well drained with rapid permeability.
    - (a) Colton (CoA, CoB, CoC, CtE).
    - (b) Gloucester (GcB, GcC, GcD, GrB, GrC, GrD, GrE, GsD, GsE).
    - (c) Hermon (HmB, HmC, HmD, HnB, HnC, HnD, HoD, HoE).
    - (d) Hinckley (HrE, HsA, HsB, HsC).
    - (e) Merrimack (MmA, MmB, MmC).
    - (f) Windsor (WdA, WdB, WdC, WdE).
  - 2. Group 2: well drained with moderate permeability.
    - (a) Agawam (AfA, AfB)

3. Group 3: moderately well drained and well drained with hardpan.
    - (a) Acton (AcB, AdB, AdC).
    - (b) Belgrade (PcB).
    - (c) Duane(DuB).
    - (d) Ninigret (NnA).
    - (e) Paxton (PaB, PaC, PaD, PnB, PnC, PnD, PnE).
    - (f) Sudbury (SuA, SuB).
    - (g) Woodbridge (WoB, WoC, WvB, WvC).
  
  4. Group 4: bedrock relatively close to surface.
    - (a) Canaan (CaC, Cad).
    - (b) Shapleigh (SgB, SgC, ShC, ShD, SoD, SoE).
  
  5. Group 5: poorly drained.
    - (a) Au Gres (AgA, AgB, AuB).
    - (b) Ridgebury (RbA, RbB, RdA, RdB).
  
  6. Group 6: floodplain or very poorly drained.
    - (a) Limerick (Lm).
    - (b) Ondawa (Of,Oh).
    - (c) Podunk(Po).
    - (d) Rumney (Ru).
    - (e) Scarboro (Sc).
    - (f) Suncook(Sy).
    - (g) Muck and Peat (Mp).
- N. The locations of proposed individual sewage disposal systems and wells, with protective radius indicated. If individual sewage disposal systems are to be used, the location of the percolation tests and the results of such tests need to be submitted.
- O. Plans and profiles of sewers, storm drains, culverts, catch basins, headwalls and other drainage structures, as well as sanitary sewers, water, gas and underground electric layouts showing feasible connections to existing or proposed utility systems.
- P. The location of proposed driveways and buildings.
- Q. In the event that a flood zone may exist within 500 feet of the subdivision boundaries, base flood elevations and utilities and drainage which will be located and designed to be consistent with the need to minimize flood damage and to provide adequate drainage for the area.
- R. Cross sections and profiles of proposed streets (cross sections at fifty-foot intervals plotted at one inch equals 10 feet horizontal and vertical); profiles plotted with the same horizontal scale as the plans and a horizontal to vertical scale ratio of five to one, respectively; all data based on a field survey.

- S. Where an applicant proposes a temporary turnaround, sufficient documentation must be submitted to demonstrate that the road terminus is suitably located to facilitate the future extension of the road into adjoining properties.
- T. Where an applicant proposes to extend a street which currently ends in a T-type turnaround, a plan for restoring the "ears" of the turnaround to a natural condition (to include topsoil and seeding) and continuing surface drainage must be submitted. The "ears" may be left where the abutting property owners specifically request such treatment and where surface drainage is appropriately accommodated.
- U. Certifications: The following listed certifications which shall be affixed to the final plan, together with the appropriate signatures and seals (when available) prior to the approval of the Planning Board.

It is hereby certified that the lands subdivided on this map are owned by title of record and that consent to the approval of said map is given.

\_\_\_\_\_

Date

\_\_\_\_\_

Corporate or individual name

I hereby certify that this map and survey has been made under my supervision.  
 The date of the survey was \_\_\_\_\_.

\_\_\_\_\_

Date

\_\_\_\_\_

licensed land surveyor

This map is hereby approved by the Henniker Planning Board at an official meeting held on \_\_\_\_\_ and shall be filed with the Merrimack County Registry of Deeds.

\_\_\_\_\_

Date

\_\_\_\_\_

Chair of Henniker Planning Board

- V. State approvals: Copies of all applications to the State of New Hampshire for approval of the design of on-site septic systems, for terrain alteration approval, for dredge and fill permits, for driveway cuts or for any other permit or approval required by the State of New Hampshire with regard to the subdivision must be filed with the application. Approval of any application will be conditioned upon filing with the Planning Board evidence of the issuance of all such state approvals. The applicant shall also submit certification of approval accompanied by a duplicate copy of all data submitted and any stipulations related to the approval.

W. Driveway access:

1. The provisions of RSA 236:13, Driveways and Other Accesses to the Public Way, and RSA 236:14, Penalty, are adopted by reference into these regulations, and the provisions and conditions thereof are extended to include town classified roads.
2. When an applicant requests to have 2 or more houses served by a common driveway, the following requirements shall apply:
  - a) Language shall indicate that the shared driveway is a private agreement and not under the jurisdiction of the Town, which will be recorded in the deeds of the lots that will be using the common driveway.
  - b) Where a common driveway serves 3 or more houses the roadway shall be built to town road specifications, except that the Planning Board may consider a minor reduction in width requirements not to exceed 25%.

X. Review by other town officials: Before approval of a **Major Subdivision** the Board will require the Chief of the Police Department, the Chief of the Fire Department, the Highway Superintendent, and the Conservation Commission to review and comment on the submitted plan. The Board may also request that The Engineer, Water Commissioner, Sewer Commissioner, and other Town officials review the plans. The Board may require **Minor Subdivision** applications to be reviewed by Town officials.

Y. Town sewer: If any portion of a subdivision containing five or more lots fronts on an existing street served or reasonably expected to be served by town sewer; or, a new street leading directly from a street served or reasonably expected to be served by town sewer; or, an existing street lies within 1,000 feet of a street served or reasonably expected to be served by town sewer, the plat shall show appropriate extensions to the existing sewer lines and appropriate sewer connections from all improvements to the new or existing sewer lines. On-site sewage disposal systems shall not be permitted in such a subdivision. Appropriate extensions of sewer lines and connections are required for subdivisions containing four or fewer lots where the extension of the sewer line is equal to or less than a ratio of 200 feet per lot.

Z. Drainage plan: All applications involving new roads shall include a drainage and watershed map showing the entire area which is directly involved. The plan shall show areas and computed flowage volumes. All drainage plans for the subdivision shall be based on hydrological calculations from said watershed maps. These maps and accompanying calculations shall be prepared and stamped by a New Hampshire registered professional engineer.

AA. Erosion plan: All applications involving new roads shall include a soils erosion and sediment control plan, conforming to the recommendations and specifications of the United States Department of Agriculture, Soil Conservation Service. Said plan shall address slopes, embankments, ditches, drainageways and the effect of the subdivision on water bodies and all disturbed areas. These plans shall be stamped by a New Hampshire registered professional engineer.

BB. Parks and recreation: Pursuant to RSA 674:36 II(d) and (g), the Board may require the applicant to dedicate buildable land in a subdivision to the town for public playgrounds, park trails, open space or recreation uses. The Board has final approval of the land to be dedicated.

CC. An applicant who is seeking approval of a condominium shall also file, at the time of an application, copies of:

1. Condominium declaration.
2. Condominium bylaws.
3. Condominium site plan
4. Condominium floor plan.
5. Where applicable, evidence of filing of application for registration of the condominium with the New Hampshire Attorney General.

DD. Other material as required by the Planning Board.

## 202-10 Special requirements for large-scale developments

The following requirements apply to certain large-scale developments, at the determination of the Planning Board, which may have a significant impact on the town, its services or facilities, as specifically provided herein.

- A. Fiscal impact analysis (FIA): Where the Planning Board finds that a commercial or industrial subdivision may have an adverse fiscal impact upon the town, the applicant must submit an analysis of the projected tax and fee income to the town and projected service costs of the town with the preliminary application.
- B. School impact analysis (SIA): Where a subdivision would generate a school age population equal to one classroom (currently an average of 25 students per classroom and an average of 0.7 students per unit according to 2000 United States Census data for the Town of Henniker), the applicant must submit an analysis of the impact of the subdivision on the school system with the application.
- C. Traffic impact assessment (TIA):
  - 1. Where a subdivision will result in the generation of an average of 200 weekday vehicle trip ends (according to Trip Generation, An Informational Report, Institute of Transportation Engineers), the applicant must submit a TIA to the Board with its preliminary application. The TIA shall include, but not be limited to, information with respect to:
    - a) Estimated vehicular trips per day.
    - b) An analysis of approaches.
    - c) An analysis of the circulation and channelization patterns.
    - d) A description and analysis of the location and type of existing and proposed traffic control devices.
    - e) Pedestrian traffic and systems.
    - f) An analysis of signal warrants.
    - g) A description of the condition and capacity of the road network.
    - h) Other analysis of specific impacts as identified by the Planning Board.
  - 2) A "trip end" is defined as a vehicle movement either entering or leaving the site.
- D. Environmental impact assessment (EIA): The applicant of each development containing 20 or more acres shall submit a report from the New Hampshire Natural Heritage Inventory (New Hampshire Department of Resources and Economic Development) which identifies rare plant and animal species and exemplary natural communities in or near the proposed subdivision with the preliminary application. If any of the species or communities are identified within or adjacent to the subdivision, an EIA addressing the impacts on the species and communities shall be submitted with the application.

- E. Community services impact assessment (CSIA): Where a subdivision contains 100 lots, 100 residential units, 8,500 gross square feet of office or commercial space, or 17 gross acres of industrial land, the applicant shall submit an assessment of the demands that the development will place on existing or proposed community services, including but not limited to police, fire, emergency, water, sewer, solid waste, roads, recreation and town offices with the application.
  
- F. Other consideration: The requirements contained in this section are based on thresholds at which the expected impacts will be measurable and at which point mitigation measures by the applicant may be required by the Board. Nothing contained in this section shall be construed to prevent the Planning Board from requiring other special investigations or from requiring the above-identified investigations at lower thresholds where, in the opinion of the Board, circumstances related to the development or the area warrant such special studies. An applicant may not evade the application of the provisions of this through phased or scattered development of a parcel. The Board may, in its discretion, consider the effects of both prior and potential developments of the land owned by the applicant or other prior or future owners of the subdivision and require compliance with the terms of this section.