



Town of Henniker, New Hampshire
18 Depot Hill Road, Henniker NH 03242
(603) 428-3221 | www.henniker.org

SUBDIVISION OR LOT LINE APPLICATION

Property Address _____

Road Classification & Type _____

Tax Lot Number(s) _____

Zoning District(s) _____

Name of Project _____

Type of Application

Major Subdivision (4 or more lots total) | Number of Final Lots _____

Minor Subdivision (up to 3 lots total) | Number of Final Lots _____

Lot Line Adjustment (no new lots created)

Modification of Approval | Date Approval Granted _____

Modification of Phasing Plan | Date Approval Granted _____

Is this an Open Space Residential Development Subdivision? Yes No

Will property be serviced by Town Water? Yes No

Will property be serviced by Town Sewer? Yes No

Type of Intended Subdivision (Check all that apply)

Single Family (1-Unit Detached)

Condominium Ownership

Townhouse (1-Unit Attached)

Multifamily (3 or more Units Attached)

Duplex (2-Units Attached)

Manufactured Housing (Mobile Homes)

Commercial

Industrial

FOR OFFICE ONLY:

Case Number: _____

Amount Rcvd: _____

Name of person/firm to return Escrow to: _____

Hearing Date: _____

Date Received Stamp: _____

Property Owner(s)*

Name _____	Name _____
Address _____	Address _____
Tel. # _____	Tel. # _____
Fax # _____	Fax # _____
Email _____	Email _____

*** 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.**

Applicant

Agent or Landowner's Legal Representative

Name _____	Name _____
Address _____	Address _____
Tel. # _____	Tel. # _____
Fax # _____	Fax # _____
Email _____	Email _____

SIGNATURES

I, the property owner or Applicant as property owner's duly authorized agent, do hereby submit this Application and Plan for review as required by the Subdivision Regulations of the Town of Henniker, New Hampshire. I understand that by submitting this application, I agree to be fully responsible for payment of all fees, costs, and expenses incurred with respect to this application. I understand that if I am not the owner of the property named above, this application shall be signed by the owner(s) of the property showing recognition and approval of the subdivision application and approval for the Applicant/duly authorized agent to represent the owner(s) in this subdivision application. I further grant the Planning Board, Town Office Staff, and authorized agents the right to enter the premises at reasonable times for the purpose of gathering additional information during the review process and inspections of the project during its construction phase. **If the Applicant/Agent is not the property owner, signatures of both parties shall be notarized.**

Applicant/Agent: _____

Signature: _____

Date: _____

Acknowledgement:

State of _____, County of _____

on _____ before the undersigned officer, personally appeared the individuals above or satisfactorily proved to be the individuals whose names are signed.

Notary/Justice of the Peace (printed)

Notary/Justice of the Peace (signature)

My Commission Expires _____

Applicant/Agent: _____

Signature: _____

Date: _____

Acknowledgement:

State of _____, County of _____

on _____ before the undersigned officer, personally appeared the individuals above or satisfactorily proved to be the individuals whose names are signed.

Notary/Justice of the Peace (printed)

Notary/Justice of the Peace (signature)

My Commission Expires _____

Owner: _____

Signature: _____

Date: _____

Acknowledgement:

State of _____, County of _____

on _____ before the undersigned officer, personally appeared the individuals above or satisfactorily proved to be the individuals whose names are signed.

Notary/Justice of the Peace (printed)

Notary/Justice of the Peace (signature)

My Commission Expires _____

Owner: _____

Signature: _____

Date: _____

Acknowledgement:

State of _____, County of _____

on _____ before the undersigned officer, personally appeared the individuals above or satisfactorily proved to be the individuals whose names are signed.

Notary/Justice of the Peace (printed)

Notary/Justice of the Peace (signature)

My Commission Expires _____

INSTRUCTIONS AND INFORMATION

1. Applications are filed at the Planning Office / Selectmen's Office during regular business hours. The filing deadline is no later than Wednesday 4:30 PM of the 29th day before the Board's meeting. The Planning Board Schedule with submission dates is available at the Planning Office. See the following Subdivision Regulations Checklist for details on what needs to be submitted.
2. All Applicants are encouraged to consult with the Planning Consultant prior to submitting an application. This is especially encouraged for larger subdivisions or housing developments to ensure compliance with all the applicable regulations and for Applicants who are not familiar with the requirements or process. The Planning Consultant's schedule is available at the Planning Office.
3. Applicants are encouraged to undertake a non-binding Conceptual Consultation with the Planning Board at their regularly scheduled monthly business meetings prior to submitting an application. Applications for Major Subdivision are required to meet with the Planning Board for a Conceptual Consultation. The requirements for a Conceptual Consultation and the Planning Board Schedule are available at the Planning Office.
4. All projects shall comply with the Town's Zoning Ordinance before being considered for subdivision. Any approvals required from the Zoning Board of Adjustment should be obtained before submitting the application for Subdivision.
5. Enclosed you will find a Checklist of the requirements that shall be submitted as part of a completed application. As part of your application, please check off the documentation that has been submitted or items that you are requesting waivers for. Waivers may be granted if it is determined that they are consistent with the overall objectives of the Subdivision Regulations. All requests for waivers shall be requested in writing at the time an application is submitted. **The Checklist is not comprehensive, and the Subdivision Regulations shall be consulted for more detail on what is required.**
6. This application will be formally reviewed by the Planning Consultant, and the review will be provided to the Planning Board for their use. The staff review will also be provided as a courtesy to the Applicant prior to or at the meeting so any missing items can be brought or issues can be addressed at the meeting.
7. The Planning Board will submit a set of preliminary plans to the Fire Department for review. The Fire Department will be checking for compliance with NH State Fire Codes. New Hampshire has adopted NFPA 1 and NFPA 101 through the NH Department of Safety State Fire Marshal's Administrative Rules (Saf-C 6000 State Fire Code). This code is State law per RSA 153:5 and 153:14. The Fire Department review will include adequacy of water supply, road details including width, grade, and vertical clearance, and other safety items. A set of preliminary plans may also be submitted to the Police Department, Highway Department, and Conservation Commission for their review and comment.
8. When all of the minimum application components are submitted, your project will be placed on the agenda within thirty (30) days or for the next available regular business meeting for the Board to decide on acceptance of the application. Working from the abutter's/notification list supplied by the Applicant, the Planning Office will send written notification by certified mail of the time, date, purpose, and place of

the meeting, at the Applicant's expense, to the Applicant, owner, abutters and every engineer, architect, land surveyor, or soil or wetlands scientist whose professional seal appears on the plan.

9. The Planning Board shall first make a determination at a properly noticed public meeting as to whether an application is complete or incomplete. If the application is complete, the Board may continue with a public hearing approve or disapprove the application. Per RSA 676:4(l)c, this decision must be made within sixty-five (65) days of acceptance of the application. When possible, the Board may take action during the same meeting that an application is determined by the Board to be complete.
10. The Applicant shall receive a written notice of decision from the Planning Board which states the approval or disapproval of the application along with any conditions. This notice of decision shall be publicly posted within 72 hours in accordance with RSA 676:3.
11. After approval and fulfillment of the conditions, three 22"x34" paper copies of each final map PLUS one set of mylar maps shall be submitted to the Planning Office. All conditions of approval shall be fulfilled before the project can commence. Be aware that approvals from other Boards or other regulatory entities may be necessary after the Planning Board process has ended.

APPLICATION FEES

	Fees	Qty	Cost	Total
	Lot Line Adjustment	----	\$190	\$
	Minor Subdivisions (3 or fewer lots)	----	\$315	\$
	Major Subdivisions (4 or more lots)	----	\$625	\$
	New Lots Created [per lot]		\$125	\$
Select 2	Major Subdivision Escrow*	----	\$1,000	\$
	Minor / Lot Line Adj. Subdivision Escrow*	----	\$500	\$
X	Newspaper Notice	----	\$125	\$
X	Abutters, Easement Holders, Applicant, Owners, Professionals Notice (from mailing label list) [per name]		\$10	\$
X	Recording Fees [per sheet]		\$30	\$
x	Documents: \$10 first page, \$4 additional			\$
x	LCHIP SURCHARGE: \$25 per plan set Separate check to payable to Registry required			
	GRAND TOTAL	----	----	\$

*Additional fees for professional consulting may be required after the application has been received by the Planning Office. Additional funds may be necessary for any escrow accounts depending on the professional consulting required by the Planning Board.

Major SUBDIVISION REGULATION CHECKLIST

This checklist is for purposes of administrative efficiency. **It does not take the place of the comprehensive requirements of the Subdivision Regulations, which shall be consulted for the complete requirements for your application.** For minor subdivisions or lot line adjustments, the Board may waive certain items if they are deemed not relevant. All waiver requests shall be submitted in writing clearly stating the reason why each waiver is being requested.

	Submitted		Waiver Request
	YES	NO	X
Administrative Requirements			
COPIES OF CONCEPT PLAN: Seven (7) copies of a concept plan, 10 (ten) in 11"x17" size, prepared by the Applicant, in sufficient detail to allow the Planning Board to discuss the proposal.			N/A
CONTACT INFO: Correct names and mailing addresses of owner(s) of record (and the Applicant, if different). 202-7.A.2			N/A
COPIES OF NARRATIVE: Seven (7) copies of a brief, clear, typewritten narrative description of the proposed project describing the current conditions on and characteristics of the property and, generally describing the intended project, including scope of the operation, purpose and projected impact on the immediate are of influence and on the town in general. The narrative shall include the map and lot number, zoning district, and street address of the property. 202-9 and 202-9.A.3			N/A
PRELIMINARY DESIGN: Prior to submission of formal application the prospective applicant shall submit a preliminary design of the subdivision and meet with the Board for non-binding discussions beyond the conceptual and general. 202-4			
MAILING LABELS: Three (3) sets of 1" x 2 5/8" mailing labels containing names and addresses of those on the mailing notification list, including abutters, property owners, agents, prospective Applicants, easement (conservation, preservation, agricultural) holders, and any professional whose seal appears on the plan 202-9.A			
WAIVER REQUESTS: The prospective Applicant shall also include any request for waivers of the submission 202-9.C , any administrative and notification fees based upon the fee schedule, and any other information that the prospective applicant feels will be helpful. 2			

	Submitted		Waiver Request
	YES	NO	X
Plat Details Required for All Subdivisions and Lot Line Adjustments. Section 202-11			
1. Date of the survey, name and location (street, map and lot number) of subdivision, name of owner of record and Applicant, graphic scale (standard title block). The title block is to appear in the bottom right hand corner of the plan.			
2. All surveys, control, and boundary information tied to the State Plane Coordinate System.			
3. Plan oriented north with the north arrow facing up. True north and magnetic north displayed.			
4. 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 stationed on the final plat with its elevation.			
<p>5. Data Listing</p> <p>The following data shall be displayed in the plan notes and/or on the plan as appropriate:</p> <ul style="list-style-type: none"> a. Total area of the parent lot to be subdivided. b. Total area of each of the subdivided lots. c. Buildable area of each lot. d. Number of building lots. e. Length, width, and class of abutting streets. f. Area of open space/conservation land. g. List of abutters with mailing addresses and map and lot numbers. h. Zoning District. i. Overlay District j. Owner of the property. k. Plan and deed references. l. Phasing plan in accordance with the Henniker Zoning Ordinance. 			
6. Name, address, seal, and signature of every engineer, scientist, and surveyor.			
7. Names of all holders of conservation, preservation, agricultural, utility, or other easements and the locations of such easements on the plan with accompanying citations in the plan notes.			
8. Display of the parcel boundaries, driveways, map and lot number of the parcels and names of owners of parcels abutting the tract to be divided. The abutter information shall be based on the Town Hall records, shall include the mailing addresses of the owners, and shall be prepared no more than five (5) days prior to submittal.			
9. Complete and detailed legend. Revision block with accurate dates of any revisions.			

	Submitted		Waiver Request
	YES	NO	X
Plat Details Required for All Subdivisions and Lot Line Adjustments. Section 202-11 CONTINUED	YES	NO	X
10. Locus map at a scale appropriate to indicate its location in the community.			
11. 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.			
12. 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.			
13. In the event that a flood zone may exist within 250 feet of the subdivision boundaries, base flood elevations shall be indicated.			
14. Note on the plan whether the site is within a flood zone or flood hazard area.			
15. 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 ½ a contour interval. All slopes equal to or greater than 25% shall be noted.			
16. 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.			
17. 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.			
18. The location of proposed driveways and buildings.			
19. Existing soils delineation based on the current "Soils Survey, Merrimack County, New Hampshire", Include a legend which explains the map symbols.			
20. 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 shall be submitted.			
21. Locations of all stormwater management facilities, including but not limited to catch basins, culverts, drainage swales, rip-rap areas, detention/retention areas, and dams and weirs, and/or a separate stormwater drainage plan in accordance with 202-12 .			

	Submitted		Waiver Request
	YES	NO	X
Plat Details Required for All Subdivisions and Lot Line Adjustments. Section 202-11 CONTINUED			
22. Locations of existing and proposed aboveground and underground utilities, including telephone lines, electrical service, waterlines, sewerlines, etc and proposed connections to these utilities, and/or a separate utilities plan in accordance with 202-12			
23. Best Management Practices for Soil Erosion and Sedimentation Control All subdivisions require adherence to best management practices to minimize erosion, sedimentation, stormwater run off, nonpoint source pollution, etc when constructing on the site. Sources of information to manage these issues include NH Department of Environmental Services, University of New Hampshire, US Environmental Protection Agency, and NH Department of Transportation. A note shall be included on the plan stating that best management practices will be utilized during construction and which techniques/reference sources will be utilized, and/or a Soil Erosion and Sedimentation Control Plan shall be submitted in accordance with 202-12.F.			
24. Certifications Certifications shall be affixed to the final plan together with the appropriate signatures and seals (when available) prior to the approval of the Planning Board. 202-12.B.25			
25. Other material as required by the Planning Board.			
Supplementary Requirements for Subdivisions. Section 202-12			
A. Drainage Plans, Profiles, and Permits (Best Management Practices, Stormwater Management Plans, USEPA Phase II Permit, Drainage easements)			
B. Utility Plans and Profiles (plans showing feasible connections to existing or proposed systems; water, sewer, electrical, etc)			
C. Utility Documentation (easement documentation or letters from utilities stating said utilities will service lots)			
D. Zoning Board Documentation (any variances or special exceptions obtained)			
E. Construction Sequencing Plan (construction processes for all improvements)			
F. Soil Erosion and Sedimentation Control Plan (Best Management Practices)			
G. Road Cross Sections and Profiles (submitted in accordance with Article V)			
H. Landscaping Plan (native plantings, retain all possible trees, maintained by property owner)			
I. Street and Neighborhood Lighting (low intensity, dark sky policy)			
J. Pedestrian Ways and Bicycle Routes (5 foot separation minimum for pedestrian ways)			
K. State Approvals (shall be filed with application)			
L. Federal Approvals (shall be filed with application)			
M. Town Sewer (Waste Water Department review and comment)			
N. Town Water (Cogswell Springs Water Works review and comment)			
O. Condominium Documentation (declaration, bylaws, site plan, floor plan, NH Attorney General filing)			
P. Fiscal Impact Analysis (commercial or industrial subdivision)			

	Submitted		Waiver Request
	YES	NO	X
Supplementary Requirements for Subdivisions. Section 202-12			
CONTINUED			
Q. School Impact Analysis (25 students)			
R. Traffic Impact Assessment (200 weekday vehicle trips)			
S. Environmental Impact Assessment (20 or more acres)			
T. Community Services Impact Assessment (100 lots or 100 housing units)			
U. Other materials as deemed necessary by the Planning Board			
Requirements for Subdivisions with New Streets 202-15			
Show cross sections and profiles of proposed streets (cross sections at fifty-foot intervals plotted at one inch equals 10 feet horizontal and vertical) on a profile plan. All data shall be based on a field survey.			
For temporary turnarounds, documentation shall be submitted to demonstrate that the road terminus is suitably located to facilitate the future extension of the road into adjoining properties.			
For an extension of a street that currently ends in a "T", provide a plan for restoring the "ears" to a natural condition and a plan for continuing surface drainage.			
All applications involving new roads shall contain a drainage and watershed plan showing the entire area which is directly involved. The plan shall show areas and computed flowage volumes and shall be prepared and stamped by a registered professional engineer.			
All applications involving new roads shall contain a soil and erosion and sediment control plan, conforming to USDA NRCS standards. The plan shall include slopes, embankments, ditches, drainageways, and the affect of the subdivision on water bodies and all disturbed areas, and shall be prepared and stamped by a registered professional engineer.			
Construction Plans indicating new streets to be built to standards outlined in the Appendix.			
Requirements for Water and Wastewater. Section 202-16			
Common systems for water and wastewater shall require plans to include 2' contour intervals, well site with 200' protective radius, numbered lots, distribution system, and type of establishment served.			
Individual water and subsurface disposal systems to comply with all local and state requirements. Applicant to provide adequate information to the installation and operation of individual sewage disposal systems (tank and drain field).			
Permits, Approvals, and Other Documentation (as required)			
Fire Department Comments Addressed			
Police Department Comments Addressed			
Highway Department Comments Addressed			
Conservation Commission Comments Addressed			
Town of Henniker Driveway Permit			
NH DOT Driveway Permit			
NH DES Subdivision Approval (for lots less than 5.0 acres)			
NH DES Terrain Alteration [formerly Site Specific] (for earth disturbance > 2 acres) Permit			
NH DES Wetlands Dredge and Fill Permit			
NH DES Sewer Discharge Permit			
NH DES Water Supply Permit			

	Submitted		Waiver Request
	YES	NO	X
Permits, Approvals, and Other Documentation (as required) CONTINUED			
NH Shoreland Protection Provisions			
NH DRED Natural Heritage Inventory letter			
EPA Stormwater Pollution Prevention Plan (SWPPP) Notice of Intent			
Other Permit (explain):			
High Intensity Soil Survey			
Performance Guaranty			
Hydrological Study			
Exactions (Any off-site improvements limited to necessary road, drainage, and sewer and water upgrades)			
Other Study (explain):			
Easements, Deeds, and Agreements			
For shared driveways for 2 or more houses, submit language that the shared driveway is a private agreement which will be recorded in the deeds of those lots. Where a common driveway serves 3 or more houses, the roadway shall be built to town road specifications.			
Right-of-Way Easement			
Drainage Easement			
Slope Easement			
Temporary Easement (such as temporary turn around)			
Sewer/Septic Easement			
Utility Easement			
Conservation Easement			
Other Easement (explain):			
Deed Restrictions			
Deed to Property			
Common Ownership Deed			
Transfer of Ownership Deed			
Other Deed (explain):			

DEVELOPMENTS OF REGIONAL IMPACT

THIS SECTION FOR TOWN USE ONLY

DOES THE PROJECT:	YES	NO
1. Increase the housing stock by more than 25%		
2. Anticipate emissions (light, noise, etc.) that could transcend town boundaries?		
3. Locate on the border of another community?		
4. Have the potential for regional traffic impacts?		
5. Affect natural resources that cross town boundaries?		
6. Call for shared public facilities?		

