PROCEDURE FOR SUBDIVISION PLAN REVIEW

PLEASE READ, COMPLETE AND RETURN ENTIRE PACKET

If you have any questions, contact the Town Planner at (603) 436-7640 or by e mail at jkrebs@newingtonnh.gov

1. You may request an appointment for a preliminary discussion with the Town Planner by contacting the office at 436-7640.
2. Contract with a State of New Hampshire licensed professional land surveyor to prepare the Subdivision application and plan. The New Hampshire land surveyor will sign and stamp the plan. If the subdivision plan involves roads, you will require the services of a New Hampshire licensed professional civil engineer.
3. File application with the abutters list[1], copies of any required State and Town permits or pending applications, eight (8) copies of the plan, supporting documents and necessary fees to the Planning Board no less than twenty-one (21) days before the scheduled public hearing. Public hearings are held on the second and fourth Mondays of each month, unless otherwise posted. **All submitted documents must include the property address and property tax map and lot number.**
4. After the Planning Board accepts the subdivision plan as complete and starts the public hearing process, the applicant shall clearly identify all changes in future revisions by clouding or another suitable method and identify each revised plan by number and date.
5. Before your Subdivision Plan is signed and recorded by the Planning Board, all fees must be paid according to the State and Town regulations. Please have your agent bring the mylar plan, proposed for recording to the RCRD, and have it "pre-approved" by the Rockingham County Registry of Deeds (RCRD) before submitting it to the Town of Newington for signature. Note that the RCRD's recording requirements can be quite exacting and often mylar plans are rejected at the time of recording. Preapproval is necessary.

I have read the procedures for a Subdivision Plan and the Town of Newington's Subdivision Plan Regulations (SPRs) and I understand them.

_____ _____

Signature of Applicant(s) Date

_____ _____

Co-Applicant's Signature Date

[1] This form must be signed by all property owners of the affected property. If you are unable to attend the Planning Board hearing for application, this form or other Letter of Authorization must be notarized. The "abutters" list includes not only the names and addresses of all abutters to the property as indicated in Town records but names and addresses of the following: Applicant; holders of conservation, preservation or agricultural preservation restrictions (as defined in RSA 477:45); upstream dam owners, the NHDES Dam Bureau; any engineer, architect, land surveyor or soil scientist whose professional seal appears on any plat submitted.

PROPERTY OWNER'S ACKNOWLEDGEMENT[2]

Note: To be completed when the Applicant is not the Property owner.

This document must be notarized if the Property Owner is unable to attend the Public Hearing for the review of the proposal.

_____ _____
Property Owner(s) Name (Printed)

_____ _____
Property Address Mailing Address

_____
Property Tax Map and Lot Number

I am aware of, and support, the Subdivision Plan application being submitted to the Newington Planning Board by _____
(Applicant's Name)

_____ _____
(Property Owner's Signature) (Date)

_____
(Property Owner's Signature) (Date)

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[2] This form must be signed be all property owners of the affected property. If you are unable to attend the Planning Board hearing for this Subdivision Plan application, this form or other Letter of Authorization must be notarized.

Upon approval of a Subdivision Plan by the Planning Board, the Planning Board requires the following prior to the Board Chairman signing the Mylar:

- All mylars must be preapproved by the Rockingham County Registry of Deeds. Prior to the Planning Board Chairman signing the approval on a Mylar, the applicant, or his/her representative, **must provide the date** that the Registry reviewed and approved the Mylar as adequate for recording.

Tax Map, Lot Number: _____

Date of Rockingham County Registry Review: _____

_____

(Signature of Applicant or their Agent)

- A copy of the entire approved plan set must be provided to the Planning Board in an electronic PDF format.
- Two (2) Mylar copies and one (1) paper copy of the entire approved "D" sized plan set must be provided to the Board; the Chairman will sign and date each page as confirmation of the approval. In addition, two (2) copies of the entire approved plan set in 11x17 format must be provided to the Planning Board as a "paper copy".
- All associated fees must be received.
- Certificate of Monumentation must be completed and submitted to the Planning Board.
- For each page of the plan to be recorded at the RCRD, make two checks out payable to the Rockingham County Registry of Deeds for:
    - $26 recording fee per page and
    - $25 for LCHIP per page or plan set.[3]

[3] Note: Recording fees are subject to change. The Town of Newington may charge an administrative fee for recording plan to cover time and mileage. A plan set has the same title block

ENGINEERING and RELATED REVIEW COSTS AGREEMENT

Date: _____

_____

Applicant

_____

Co-applicant

_____

Property Address

_____

Tax Map, Lot Number _____

The Newington Planning Board requires the applicant to submit $5,000.00 to pay all reasonable engineering costs, legal fees (to include document review and responding to any legal questions by the Planning Board, including the expense of possible meeting attendance by legal counsel) and Town Planner review fees, incurred by this application. For good reason presented by the applicant, the Planning Board may reduce or waive this requirement. This will include costs directly associated with the checking of my application by the Town Engineer, Town Planner and other professionals as required, including onsite inspections. I(we) also understand that any engineering costs which the board feels it must incur in order to reach final approval of my application will be billed to me. Fees will be discussed at a public hearing prior to the beginning of any work. Any portion of this $5,000 that is not expended during the course of the review will be returned after the approval of the application by the Planning Board. The applicant has the responsibility to request the release of the balance of any remaining escrow funds held by the Town of Newington. If the application review costs exceed $5,000, the Town will request that additional funds be placed in escrow. NH RSA 676:4 I (g) allows the Planning Board to assess reasonable fees to cover investigative studies, the review of documents and other matters related to the application.

_____ _____

Applicant Signature Date Co-Applicant Signature Date

_____

Chair, Newington Planning Board Date

Town of Newington

Application for Subdivision Plan Review

Name of proposed application for subdivision plan: _____

_____

Print or type clearly

Name of Owner of Record: _____

Mailing Address of Owner of Record: _____

Telephone Number of Owner of Record: _____Cell Phone: _____

E mail address - Owner of Record: _____

Tax Map: _____ Lot: _____

Name of Owner of Record:[4]_____

Mailing Address of Owner of Record: _____

Telephone Number of Owner of Record: _____Cell Phone: _____

E mail address - Owner of Record: _____

Tax Map: _____ Lot: _____

Name of all Agents (i.e. engineer, land surveyor, attorney or other)

_____

Mailing Address of Agent: _____

Telephone Number of Agent: _____Cell Phone: _____

E mail address: _____

Location (address) of proposed Subdivision Plan: _____

Purpose of the proposed Subdivision Plan:

_____

[4] Complete if the property is owned by more than one entity.

Town of Newington

Subdivision Plan Review Application and Checklist

Date: _____

Name of Applicant: _____

Location of Property: _____

Name of Project: _____

Tax Map and Lot Number: _____

In order for the Planning Board to determine that the application is complete, the Subdivision Plan Review application shall contain the following information where applicable:

_____ List of abutters and addresses, current, based on Town record, five days prior to application submission.

_____ Eight (8) copies of the plat (plan) showing the following information, where applicable:

_____ Current owner's name and address

_____ Option holder's name and address

_____ Agent's name, address, signed stamp and error of closure certification

_____ North Arrow

_____ Scale

_____ Date

_____ Location (Locus) map

_____ Horizontal and vertical datum

_____ Tax map and parcel number

_____ Location and dimension of property lines including entire lot.

_____ Each lot must be numbered according to the tax map numbering system.

_____ Abutting subdivision names, streets, easements, building lines, parks and public places, similar facts regarding abutting properties

_____ Compliance with the Town of Newington's Subdivision Plan Regulations starting with **Section 3 – Procedures on Plans C -Preliminary Plan to Section 5 Standards for Subdivision Design.** See pages SUB – 8 to SUB – 18.

_____ List of all anticipated state and federal permits

_____ Waiver requests - Cite the section and subsection and provide the justification for the waiver request.

Fees: Town Fees

Application fee:

Fee Per Lot	$1,000	_____
Abutter Notifications:	$20.00/each	_____
Newspaper Notice	$300	_____
Amount Due: (Make check payable to Town of Newington)		_____

The applicant and/or owner or agent certifies that this application is correctly completed with all required attachments and requirements and that any additional costs for engineering or professional services incurred by the Newington Planning Board or the Town of Newington in the final Subdivision Plan review process of this property shall be paid for by the applicant and/or owner.

Applicant and/or Owner: _____

Date: _____

Agent: _____

Date: _____

I hereby authorize the Newington Planning Board and its agents to access my land for the purposes of reviewing this proposed subdivision plan, performing site and utility inspections and any other inspections deemed necessary by the Board or its agents, to insure conformance of the on-site improvements with the approved plan and all Town of Newington ordinances and regulations. The applicant and/or owner shall pay all costs associated with site inspections during construction.

Once an application has been submitted to the Newington Planning Board for subdivision plan approval, I understand that no site work nor land disturbance of any kind, including the cutting of trees, shall occur on the site until the Planning Board grants **FINAL APPROVAL** to the subdivision plan. See NH RSA 674:39 regarding vesting of the approval.

Owner or Agent: _____ (signed)

Date: _____