

TOWN OF SANBORNTON

APPLICATION FOR SUBDIVISION REVIEW

FOR PLANNING BOARD USE ONLY

_____ Date Completed Application Filed
_____ Date Application Fees and Postage Fees Paid; Amount _____
_____ Date of Public Hearing
_____ Date of Final Plat () Approval () Disapproval
_____ Date of Registry Recording

1. Name of Legal Owner(s) of Record _____

Address _____

E-Mail _____ Phone Number _____

2. Name of Authorized Applicant/Agent _____

Address _____

E-Mail _____ Phone Number _____

[Section 18 must be completed if an agent is authorized by the property owner(s).]

3. Type of Application () Lot Line Adjustment () 2-Lot Subdivision () Major subdivision () Amendment

4. Zoning District _____ Zoning Overlay District _____

5. Location of Property (Road Name/Street Address) _____

6. Tax Map and Lot Number _____

7. Total Acreage _____ Number of Lots _____

8. Application Fee: _____ (See page 6 of this form – not subject to waiver by the Planning Board)

9. NHDES Subdivision Approval (for new lots under 5 acres):

Number _____ Date _____

10. Is the Property enrolled in the New Hampshire Current Use Program (For Tax Purposes)? _____

11. Brief Description of Project: _____

12. List any impact studies or statements submitted:

13. USEPA/NPDES Storm Water Permit # _____ Date: _____

14. NHDOT/Sanbornton Hwy Dept. Driveway Permit # _____ Date: _____

- 15. Abutters of Record:** Enclose a business size (#10) envelope addressed to each abutter, applicant, and each NH Licensed professional. Please fill out certified slips. **Note:** Abutters are required to be as indicated in Sanbornton's assessing records not more than 5 days before the date of filing application (RSA 676:4, I(b)).

Abutters were obtained on: _____

(date)

Name _____ Tax Map # _____

Address _____

Name _____ Tax Map # _____

Address _____

Name _____ Tax Map # _____

Address _____

Name _____ Tax Map # _____

Address _____

Name _____ Tax Map # _____

Address _____

Name _____ Tax Map # _____

Address _____

NOTE: If there are any additional abutters, check here _____ and list names and addresses on separate sheet.

- 16. Professionals:** The name and business address of every architect, landscape architect, engineer, land surveyor, or soil scientist whose professional seal appears on the plat. (Please fill out certified slips.)

Name _____

Address _____

_____ Phone Number _____

Name _____

Address _____

_____ Phone Number _____

NOTE: If there are any additional professionals, check here _____ and list names and addresses on separate sheet.

17. Authorization of Owner

I hereby submit to the Sanbornton Planning Board a completed application as required by the Town of Sanbornton Subdivision Regulations and respectfully request approval of said application.

I certify that this application and the accompanying plans and supporting information have been prepared in conformance with all applicable Town regulations, including but not limited to the Town of Sanbornton Subdivision Regulations and the Town of Sanbornton Zoning Ordinance.

I hereby grant permission to the Sanbornton Planning Board to enter onto the property proposed for subdivision and to make on-site inspections of said property as part of the subdivision review process. (RSA 674:1,IV)

I hereby authorize the Sanbornton Planning Board to record all accepted subdivision plats with the Belknap County Registry of Deeds and any other authority, as appropriate.

Owner(s) Signature _____ Date _____
_____ Date _____

18. Authorization of Agent

I hereby authorize the named agent to act on my behalf in all matters pertaining to the above application for subdivision approval to the Sanbornton Planning Board.

I hereby acknowledge responsibility for all agreements negotiated by the named agent pertaining to the above application for subdivision approval.

Name of Authorized Agent _____

Address _____

Phone Number _____

Owner(s) Signature _____ Date _____
_____ Date _____

STATE OF NEW HAMPSHIRE

COUNTY OF _____

_____ personally appeared before me on this _____ day of _____, 20 ____, and acknowledged that he/she executed the foregoing instrument for the purposes stated therein.

Notary Public or Justice of the Peace

My commission expires _____

TOWN OF SANBORNTON

CHECKLIST FOR SUBDIVISION APPLICATION

This checklist is to be completed as a guide for complying with the Town of Sanbornton Subdivision Regulations. Please complete this checklist by marking each item in the column labeled "Applicant" with one of the following: "X" (information provided); "NA" (not applicable); or "W" (waiver requested). All waiver requests will be acted on by the Planning Board at a public hearing. *For items marked with "NA" or "W", applicant shall submit a separate sheet explaining the reason for such indication.*

SUBDIVISION APPLICANT NAME: _____

SUBDIVISION LOCATION: _____

Applicant	Planning Board	Section #	Plan Requirements
		Section 6.A.2	Standard sheet size, 22"x34" or 24"x36". Scale: 1" = 50' (preferably), not smaller than 1" = 100'. If more than one sheet, number and relationship to each other.
		Section 6.A.3	PDF version of the plan
		Section 6.B.1	Subdivision Name or identifying title. Names and addresses of owner(s), including tax map and lot number; and name of applicant if other than owner.
		Section 6.B.2	North Arrow. Date of preparation. Planning Board signature and stamp block. Zoning District(s) and Zoning Overlay(s) with Zoning District boundaries.
		Section 6.B.3	Name, address, license #, and seal of architect, landscape architect, engineer, land surveyor, soil or wetlands scientist.
		Section 6.B.4	Names and mailing addresses of owners of record of abutter(s), including tax map and lot number.
		Section 6.B.5	Location key sketch, Scale: 1"=2000' (Preferable).
		Sections 6.B.6&7	Boundary survey including bearings, distances, location of permanent markers. Include statement on the plan specifying survey method and minimum error of closure.
		Section 6.B.8	Location of existing and proposed easements, driveways, roads (names and width), bridges, buildings and other structures within 100 feet of the subdivision on abutting land.
		Section 6.B.9	Existing and proposed cemeteries and their rights-of way.
		Section 6.B.10	Proposed boundary(s), areas (in acres and square feet) of all lots within the subdivision. Dimensions to nearest foot, bearings to nearest minute. Each lot shall be numbered according to the town tax map
		Section 6.B.11	Location of and approval for utilities including, but not limited to water mains, wells, sewers, septic systems, culverts, drains, storm water systems.
		Section 6.B.12	Location of permanent and seasonal water courses, wetlands, ponds, rock ledges, stone walls, existing and proposed treelines, and other significant features.
		Section 6.B.14	Location and results of all test pits and percolation tests, including date tests were performed.
		Section 6.B.15	Topographic contour lines at 5' intervals unless otherwise specified by the Planning Board.
		Sections 6.B.16-18	Soil data, wetland delineation and flood hazard areas as well as base flood elevations.
		Section 6.B.19	Location, dimensions, boundaries and area of all land proposed for common ownership or for common use or for conservation easement. Copy of the proposed agreement, easement, deed restrictions, and/or any conditions associated with such land shall be attached to the subdivision plan.
		Section 7.C	Location and boundaries of all: a. "Steep Slope" areas (area with a dominant slope greater than 15%) b. Aquifers, c. Floodplains and d. Wetlands
		Section 8.H	Location of Land Conservation Area as required for subdivisions greater than 10 acres. (The Planning Board urges applicants to submit their plan to the Conservation Commission for review and comment prior to submission to the Planning Board).

FEE SCHEDULE

Adopted by Board of Selectmen on April 22, 2026 (not subject to waiver by the Planning Board).

- ☐ Boundary Line Adjustment: \$100
- ☐ Minor (2-Lot) Subdivision: \$150
- ☐ Major Subdivision: \$100 for each of the first two lots plus \$50 for each additional lot
- ☐ Amendment to a prior approved valid subdivision: \$50.00.

A \$50.00 fee shall be charged when only a private family cemetery, with a maximum capacity of 25 plots, is proposed to be subdivided.

ABUTTER MAILING FEES:

\$10.00 fee for each abutter, applicant, and each NH licensed professional. Payable to Town of Sanbornton.

Fees are due as part of the application. Payable to Town of Sanbornton.

PLAT RECORDING FEES (after plan approval):

- Recording fees as established by the Belknap County Registry of Deeds for both the plan set and the Notice of Decision. Payable to Belknap County Registry of Deeds.
- Separate check for Land and Community Heritage Investment (LCHIP) fee. Payable to Belknap County Registry of Deeds.
- Third check in the amount of \$50.00 for the Sanbornton administration and processing charge. Payable to Town of Sanbornton.