



TOWN OF MIDDLETON PLANNING BOARD Subdivision Review Application Checklist

This Checklist may be completed by the Applicant and submitted with the Subdivision Review Application. Please use this checklist in combination with the Subdivision Regulations as a guide.

Owner or Project Name: _____ Tax Map No. _____ Lot No. _____

Owner Mailing Address: _____ Phone: _____

Subdivision Review Status: New Amendment to a Previously Approved Plan – Reference: _____

Site Plan Review Type: (check one): Major Minor

Checklist Prepared for Applicant by Agent: _____ Date: _____

Address: _____ Contact Info: _____

Checklist Reviewed for Planning Board by _____ Date: _____

Please check the appropriate blank boxes. Shaded boxes indicate the action in the heading cannot be taken.

SA – Submitted by Applicant

C – Item Complete Planning Board (PB)

NA – Not Applicable

WA – Waiver Action by Planning Board

RW – Requests Waiver (Applicant)

Recommendation:

Additional review prior to Planning Board action by: PB BI CC Other

Application Complete Yes No Conditional

APPLICATION FEE per Current Planning Board Fee Schedule

Article Section	<u>MINOR</u> SUBDIVISION REVIEW APPLICATION INFORMATION REQUIREMENTS	Applicant Checklist			PB Checklist	
		SA	NA	RW	C	WA
Art IV, 4.6	Submittal Requirements					
	A fully executed and signed copy of the application.					
	Five (5) reduced [11"x17"] copies of a plan.					
	Six (6) [24"x36"] large copies and one digital (PDF) copy to be determined at the time of application, shall be drawn at a scale sufficient to allow review of the items listed under the following requirements:					
	1. Name, address, and signature of the applicant.					
	2. Name and address and signature of the owner(s) of record, if different from the applicant.					
	3. Name and address of the person or firm preparing the plan.					
	4. Name and addresses of all abutting property owners as displayed in Assessing Dept records within five (days) of the application due date.					
	5. North Arrow on Plan.					
	6. Plan to Scale and so noted.					
	7. Date prepared.					
	8. Locus map showing the general location of the site within the Town					
	9. Property boundary lines, inclusive of distances and angles plotted to scale.					
	10. Areas of proposed lots in square feet and acres.					
	11. Delineation of all wetlands and wetland buffers.					



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MINOR SUBDIVISION REVIEW APPLICATION INFORMATION REQUIREMENTS (Cont.)		SA	NA	RW	C	WA
12.	Delineation of slopes over twenty-five (25%) percent.					
13.	Location of buildings within fifty (50) feet of the subject site.					
14.	Location of all roads or driveways within two hundred (200) feet of the subject site.					
15.	Existing access roads, recreational trails, and boundaries (such as stone walls, barbed wire, etc.)					
16.	Existing and proposed buildings and driveways on-site.					
17.	The current zoning classification of property, and location of district boundaries if located in two or more zones.					
18.	The location of all building setbacks as required by the Zoning Ordinance.					
19.	The on-site flow of traffic.					
20.	All existing and proposed services such as sewer, water, and utilities.					
21.	A note defining the purpose of the plan.					
22.	A brief history of the property, including other disturbances that have happened on the property					
23.	General description of the existing characteristics such as developed, productive farmland, meadow, forest, viewshed, archeological site, area contiguous with other open space, and wildlife corridors.					
24.	Summary description of drainage upstream onto property and discharge downstream from the property.					
25.	Flood hazard information provided in conformance with the requirements of 5.012 SPECIAL FLOOD HAZARDS AREAS.					
26.	A note referencing and delineations on the plan or all easements, rights-of-way, and deeded property restrictions.					
27.	State of New Hampshire Alteration of Terrain permit number(s) if required.					
28.	All parcels shall be numbered sequentially with no commissions of duplications. The notation of the plan shall on contain a list of the map and lot numbers of the parent tract(s) as identified in the Town of Middleton Assessing records.					
29.	Planning Board approval block with space for the Chairs signature and date Approval date.					
30.	The seal of a duly registered and licensed land surveyor shall be affixed to the final plan attesting that the final plan is substantially correct and that the survey will close within one ten-thousandth of a foot (1'/10,000'). All bounds or points are required to be set on each lot before the issuance of a Certificate of Occupancy.					
31.	Any approved waivers indicating the sections waived and a brief general description of the waiver.					
Article Section	MAJOR SUBDIVISION REVIEW APPLICATION INFORMATION REQUIREMENTS	Applicant Checklist			PB Checklist	
		SA	NA	RW	C	WA
Art IV, 4.7	<i>Submittal Requirements</i>					
	A fully executed and signed copy of the application.					
	Five (5) reduced [11"x17"] copies of a plan.					



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	<u>MAJOR SUBDIVISION REVIEW APPLICATION INFORMATION REQUIREMENTS (cont.)</u>	SA	NA	RW	C	WA
	Six (6) [24"x36"] large copies and one digital (PDF) copy to be determined at the time of application, shall be drawn at a scale sufficient to allow review of the items listed under the following requirements:					
1.	Name, address, and signature of the applicant.					
2.	Name and address and signature of the owner(s) of record, if different from the applicant.					
3.	Name and address of the person or firm preparing the plan.					
4.	Name and addresses of all abutting property owners as displayed in Assessing Dept records within five (days) of the application due date.					
5.	North Arrow on Plan.					
6.	Plan to Scale and so noted.					
7.	Date prepared.					
8.	Current Zoning of Property.					
9.	Lot area in square feet and acres, frontage, and associated minimum zoning requirements.					
10.	Locus map showing the general location of the site within the Town.					
11.	Property boundary lines, inclusive of distances and angles plotted to scale.					
12.	Delineation of all wetlands and wetland buffers.					
13.	Delineation of slopes over twenty-five (25%) percent.					
14.	Existing and proposed topography at five (5) foot intervals or two (2) foot intervals if major changes are proposed.					
15.	A balance sheet of proposed cut and fill quantities with maximum amounts stated.					
16.	Scaled roadway centerline at fifty (50) feet increments.					
17.	Location of a building within fifty (50) feet of the subject site.					
18.	Location of all roads or driveways within two hundred (200) feet of the subject site.					
19.	Locations of infiltrating drainage systems within two hundred (200) feet, where appropriate.					
20.	Existing access roads, recreational trails, snowmobile trails, and boundaries (such as stone walls, barbed wire, etc.).					
21.	Existing and proposed buildings, driveways, and roads on site.					
22.	New roads, shall have the centerline marked at fifty (50) intervals.					
23.	The location of all building setbacks as required by the Zoning Ordinance.					
24.	The on-site flow of traffic.					
25.	All existing services such as sewer, water, and utilities.					
26.	Provisions for storage of recycling and refuse, as necessary.					
27.	Location, size, and detail of signs.					



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	MAJOR SUBDIVISION REVIEW APPLICATION INFORMATION REQUIREMENTS (cont.)	SA	NA	RW	C	WA
28.	Location, size, and detail of exterior lighting.					
29.	Location, size, and detail of storage tanks.					
30.	A note defining the purpose of the plan.					
31.	A brief history of the property, including other disturbances that have happened on the property					
32.	General description of the existing characteristics such as developed, productive farmland, meadow, forest, viewshed, archeological site, area contiguous with other open space, and wildlife corridors.					
33.	Summary description of drainage upstream onto property and discharge downstream from the property.					
34.	Flood hazard information provided in conformance with the requirements of 5.012 SPECIAL FLOOD HAZARDS AREAS.					
35.	A brief history of the property, including other disturbances that have happened on the property					
36.	Deed references for the property.					
37.	A note referencing and delineations on the plan or all easements, rights-of-way, and deeded property restrictions.					
38.	A note indicating the ownership of any open space to be created as part of the subdivision specifications.					
39.	A utility plan per 5.013 MUNICIPAL AND PUBLIC UTILITIES.					
40.	Road, sidewalks, and drainage cross-sections, profiles, and engineering specifications.					
41.	All parcels shall be numbered sequentially with no commissions of duplications. The notation of the plan shall on contain a list of the map and lot numbers of the parent tract(s) as identified in the Town of Middleton Assessing records.					
42.	Planning Board approval block with space for the Chairs signature and date Approval date.					
43.	The seal of a duly registered and licensed land surveyor shall be affixed to the final plan attesting that the final plan is substantially correct and that the survey will close within one ten-thousandth of a foot (1'/10,000'). All bounds or points are required to be set on each lot before the issuance of a Certificate of Occupancy.					
44.	Planning Board approval block with space for the Chairs signature and date Approval date.					