

# HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead New Hampshire 03841-2033

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## Subdivision Application Information

This information is provided as a guide to the Preliminary Application filing information required. For the complete detail see the Subdivision Plan Regulations of the Town of Hampstead.

**PROJECT NAME:** \_\_\_\_\_ **MAP** \_\_\_\_\_ **PARCEL** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

1. Three (3) copies of a completed Application Form;
2. Two (2) copies of an Application Checklist;
3. Two (2) copies of a Plan which complies with Section VI of these Regulations;
4. Two (2) copies of supporting documentation which complies with Section VI of these Regulations;
5. Sufficient legible copies of the Plan, reduced in size to no more than 11 X 17 inches, to provide twelve (12) copies to the Board and one (1) copy to each Abutter and to each Town official referred to in Section V, Subsection 2-T:1 of these Regulations;
6. The appropriate filing fee based upon the fee schedule;
7. If the Applicant signs the form rather than the Owner, certification that the Applicant is agent for the Owner;
8. One list of Abutters, complete with envelopes addressed and set up for certified mailing, including the return receipt forms properly filled out;
9. Electronic Submission of the application, plans, and other supporting information required under the Subdivision Regulations. All subsequent submittals shall also be submitted in pdf format; and,
10. One (1) copy of items 1 through 4 shall be submitted to Keach-Nordstrom Associates, Hampstead's Engineering Consultant, no later than 4:30pm of the last date to file as identified by the Hampstead Planning Board Public Hearing & Filing Deadline Schedule.

Completed Applications must include all of the items listed in Section III, Subsection 1-B:2 and must be filed with the designated Agent as outlined on the Hampstead Planning Board's *Public Hearing & Filing Deadline Schedule* prior to a regular meeting of the Board in order to be considered by the Board at such meeting. If any of the items listed in Section III, Subsection 1-B:2 are missing or incomplete as of the filing deadline, the Applicant shall not be placed on the agenda for the next Planning Board meeting. For complete information refer to the Subdivision Regulations.

I certify that this application is complete and all required supporting documentation is provided.

\_\_\_\_\_  
Print Applicant Name

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Planning Board

\_\_\_\_\_  
Date Received

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## Subdivision Application

PROJECT NAME: \_\_\_\_\_ MAP \_\_\_\_\_ PARCEL \_\_\_\_\_

ADDRESS: \_\_\_\_\_

• ZONE \_\_\_\_\_ CURRENT USE \_\_\_\_\_

• APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_

• OWNER \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_

• DEVELOPER \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_

• REPRESENTATIVE \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS/ \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_  
PROFESSION \_\_\_\_\_  
(Surveyor, Engineer, Legal Counsel, etc.)

• TOWN ENGINEER \_\_\_\_\_ Steve Keach, PE of Keach-Nordstrom Associates  
ADDRESS \_\_\_\_\_ 10 Commerce Park North, Suite 3B, Bedford, NH 03110

1<sup>st</sup> PUBLIC HEARING DATE \_\_\_\_\_  
65-Day Deadline \_\_\_\_\_  
EXTENSION \_\_\_\_\_

DESCRIPTION OF PROPOSAL \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Print Applicant Name \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Planning Board Agent \_\_\_\_\_ Date \_\_\_\_\_

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**Application for Approval  
Under the Subdivision Regulations**

**PROJECT NAME:** \_\_\_\_\_ **MAP** \_\_\_\_\_ **PARCEL** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

The undersigned Applicant/Subdivider hereby submits to the Hampstead Planning Board a Final Subdivision Plan entitled \_\_\_\_\_ and respectfully requests its approval of said plan. Deeds, easements or other documentation required are to be submitted with the final plans. In consideration for approval and the privileges thereto, the Applicant/Subdivider hereby agrees:

1. To carry out the improvements agreed upon and as shown and intended by said plan, including any work made necessary by unforeseen conditions which may become apparent during construction.
2. To provide and install standard street signs as approved by the Town of Hampstead for all street intersections.
3. To give the Town on demand, proper deeds for land or right-of-way reserved on the Plan for streets, drainage or for purposes as agreed upon.
4. To save the Town harmless from any obligation it may incur, or repairs it may make, because of my failure to carry out any of the foregoing provisions.
5. To make no changes whatsoever in the Final Plan as approved by the Board unless a revised Plan or a re-subdivision is submitted and approved by the Board.
6. To execute the Planning Board's standard Performance Guarantee in the form of Attachment A, hereto, secured by a cash bond, or irrevocable letter of credit in the form of Attachment B, hereto, to guarantee completion of the improvements as shown on the Plan and related drawings, such bond to expire no sooner than sixty (60) days after the date call for final completion of all improvements as set forth on the attached Performance Guarantee Bond.
7. \_\_\_\_\_ of \_\_\_\_\_ is hereby designated as the person on whom all communications to the subdivision may be addressed and the person whom legal process may be served in connection with any proceedings arising out of the agreement herein.

Subdivider Include names and addresses \_\_\_\_\_ Date \_\_\_\_\_  
of all persons with 10% or more interest

\_\_\_\_\_ Date \_\_\_\_\_  
Subdivider Name and Address:

Signature of Owner of Record, \_\_\_\_\_ Date \_\_\_\_\_

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## **Abutters List**

**PROJECT NAME:** \_\_\_\_\_ **MAP** \_\_\_\_\_ **PARCEL** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

The Abutters list shall include the names and addresses of all abutters, the owner, developer, and applicant. An abutter means 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 local land use Board. For more detail see RSA 672:3.

RSA 676:4 now requires that every engineer, architect, land surveyor or soils scientist whose professional seal appears on any plat submitted shall be notified as an abutter.

### **Notice to Abutters and Public**

The Board shall notify the Applicant and all listed Abutters of its intent to consider an Application, by certified mail mailed not less than ten (10) days prior to the date for official submission to the Board of a completed Application. Such notice shall contain a general description (supplied by the Applicant) of the proposal and shall identify the Applicant and the location of the proposal and a reduced size copy of the Plan. The Applicant is responsible for the preparation of the mailing including the completed certified mailing forms. The Board will do the actual mailing and receive back the signed certified mail receipt card. For the purposes of notification any professional that seals and signs the plan is to be considered an abutter and notified as such. The Board shall also post such notice in two (2) public places in the Town and publish the notice in a local newspaper within 10 days of the date of the meeting date.

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## Fee Schedule

**PROJECT NAME:** \_\_\_\_\_ **MAP** \_\_\_\_\_ **PARCEL** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

### FILING

Site Plan	\$100.00	_____
Subdivision Plan	\$100.00	_____
Lot Line Change _____ @	\$ 30.00	_____
Consolidation of Lot _____ @	\$ 25.00	_____
Engineering Review Deposit*	\$1,500.00	_____
*costs are invoiced at a flat hourly rate		
Recording**	\$ 50.00	_____
**per visit to County Registry to have Registry accept plat/plan to be recorded		
Returned Check	\$ 50.00	_____

### 1<sup>ST</sup> PUBLIC HEARING

Certified Domestic Letter _____ @	\$ 10.00	_____
Certified International Letter _____ @	\$ 20.00	_____
Legal Advertisement	\$150.00	_____

**TOTAL** \_\_\_\_\_

### RECORDING FEE at ROCKINGHAM COUNTY REGISTRY OF DEEDS

As of 8/01/2019, Rockingham Country Registry of Deeds will no longer accept partial payments on recorded transactions. Two checks are required at the time of recording, one for the recording fee and the other for the LCHIP fee.

#### Registry Fees

8 1/2" x 11"	\$ 11.00
11" x 17"	\$ 11.00
17" x 22"	\$ 16.00
22" x 34"	\$ 26.00

LCHIP Check \$ 25.00

Authorized per RSA 676:4

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## Request to Begin Engineering Review

PROJECT NAME: \_\_\_\_\_ MAP \_\_\_\_\_ PARCEL \_\_\_\_\_

ADDRESS: \_\_\_\_\_

- I request that Town Engineering Consultant, Keach-Nordstrom Associates begin the technical review of my application. I have reviewed the Agreement as prepared by Keach-Nordstrom Associates and understand the fee for the review services is an estimate and agree to be responsible for all costs incurred in this review. A deposit of \$1,500 is to be posted for all applications.
- **Return of Funds:** Any unexpended funds will be returned to the Applicant.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Checks shall be made out to the TOWN OF HAMPSTEAD in the amount of \_\_\_\_\_

Name \_\_\_\_\_ Check# \_\_\_\_\_ Date \_\_\_\_\_