

Appendix A - Subdivision & Lot-Line Adjustment Application

MAP # _____, LOT # _____

TO BE COMPLETED BY APPLICANT

1.

2. Owner of Record: _____

Address _____

Telephone # _____

Name of Applicant if different than owner:
(Attach a letter authorizing representation)

Address _____

Telephone # _____

3.

Name of Lien Holder if different than owner:

Address _____

Telephone # _____

4.

Name of licensed engineer and/or land surveyor:

Address _____

Telephone # _____

5. Location of Subdivision (Street/Road Name):

6. Type of Subdivision?

_____ Major _____ Minor _____ Open Space

_____ Re-subdivision _____ Lot Line Adjustment

7. a. Total acreage of parcel: _____ Acres

b. Total acres of wetland: _____ Acres

c. Total acres of wetland impact: _____ Acres

d. Number of lots being created: _____

8. Zoning District: Residential (R-1) _____ Commercial (C) _____

9. Will there be further subdivision of this parcel within five (5) years of this approval?

_____ Yes _____ No

10. Is the road this subdivision is on paved _____ or gravel _____?

11. Was this property the subject of a variance from the Zoning Board of Adjustment at any point in time?

_____ YES If Yes, Case #: _____

_____ NO

DO YOU HAVE THE FOLLOWING ITEMS ATTACHED?

Application Fee _____

Completed Checklist _____

List of Abutters _____

Subdivision Plans **X** six (6) _____

Other Required Documents per
Ordinance/Regulations/Checklist _____

Signature of Applicant _____ Date _____

Signature of Applicant _____ Date _____

Signature of Representative _____ Date _____

Signature of Owner of Record _____ Date _____

05/01/02

Appendix B - Checklist for Subdivision & Lot-Line Adjustment Application

MAP #_____, LOT #_____

Date: _____

Plan Title: _____

Owner of Record: _____

Applicant: _____

Authorized Representative: _____

Street / Road Location: _____

Is this subdivision on a Class 5 or better road? _____

A. Show the following on your plot plan. Submit six full-size hard copies and a pdf of the plan set:

1.	Names of and Map & Lot Numbers for all abutters.	
2.	Locus drawn to an adequate scale.	
3.	3" X 5" Signature block for Planning Board Chairperson and Coordinator.	
4.	Name of Proposed Subdivision or Lot Line Adjustment.	
5.	Name and Address of the Owner of Record with signature.	
6.	Name and Address of the Licensed Civil Engineer and/or Land Surveyor.	
7.	Name and Address of the Wetland and Soil Scientists and their seal.	
8.	Title, scale, north arrow, date and surveyor's seal.	
9.	Error of Closure Statement and Signature.	
10.	Certificate of Title (Deed Reference).	
11.	Streets and Street Names.	
12.	Existing structures, wells, septic and leach field on property, if applicable.	
13.	Services and Utilities.	
14.	Boundaries, Rights-of-Way, Easements.	
15.	Total acreage and square footage of lot.	
16.	Individual acreage and square footage of each lot.	
17.	Location and description of all permanent lot boundary markers inclusive of easement markers, if required.	
18.	Reference to any Variance/s or Special Exceptions from the ZBA.	
19.	State Approvals:	

	Subdivision	
	Site Specific	
	Wetland Board	
	Natural Heritage	

B. Detailed Information to be included in the Application for Subdivision Acceptance.

1. Wetlands:

a.	Water courses and watersheds.	
b.	Open bodies of water.	
c.	Hydric A and B soils.	
d.	Application for Conditional Use Permit (If applying to NH DES Wetlands Board).	

2. Soil Data:

a.	Topographic survey of entire parcel.	
b.	Subsoil data on individual lots.	
c.	Verification of subsoil testing from Building Inspector.	
d.	Prime Farmland. Identify in area _____ sq. ft.	

3. Roads:

a.	Drainage Calculations.	
b.	Calculate water velocity.	
c.	Road Name Application/s.	
d.	Road Plans with Road Profile.	
e.	Traffic Impact Study (for four or more lots).	
f.	Total length of pavement from last point of multiple access (includes distance/s around cul-de-sac/s).	

4. Additional Information:

a.	Open Space Unit Density Calculation.	
b.	*Copy of Notification Letter to Utility (see attached).	
c.	Application for Conditional Use Permit.	
d.	*Authorization of Representation Letter.	
e.	*Drainage Calculations on all subdivisions.	

*** Must be provided**

For more detailed information regarding wetlands, soils and roads, refer to the Chester Zoning Ordinance and Subdivision Regulations. Both may be obtained from the Planning Board Office during regular business hours or online from the Board's webpage on the Town's website. Should the Board have any concerns about the soils, they may choose to involve a consultant. This is done at the expense of the applicant.

Signature of Owner of Record

Date

Authorized Representative of Owner of Record

Date

(Revised 10/25/2018)

Subdivision / Site Plan Requirement - Waiver Request Form

Name of Subdivision / Site Plan: _____

Street Address: _____

I _____ hereby request that the Planning Board waive the requirements of item _____ of the Subdivision / Site Plan checklists or regulations in reference to a plan presented by _____ (name of surveyor and engineer) dated _____ for property tax map(s) and lot(s) _____ in the Town of Chester, NH.

As the aforementioned applicant, I, herein, acknowledge that this waiver is requested in accordance with the provisions set forth in RSA 674:36, II (n), i.e., without the Planning Board granting said waiver, it would pose an unnecessary hardship upon me (the applicant), and; due to specific circumstances relative to the subdivision, or conditions of the land in such subdivision, the granting of this waiver would not be contrary to the spirit and intent of the Subdivision / Site Plan regulations.

Hardship reason(s) for granting this waiver (if additional space is needed, please attach the appropriate documentation hereto):

Reason(s) for granting this waiver, relative to not being contrary to the Spirit and Intent of the Subdivision / Site Plan regulations: (if additional space is needed, please attach the appropriate documentation hereto):

Signed: _____
Applicant or Authorized Agent

Planning Board Action:

Waiver Granted: _____

Waiver Not Granted: _____