



**TOWN OF DURHAM**  
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## **SUBDIVISION APPLICATION CHECKLIST**

Date:

Name of Applicant:

Location of Property:

Tax Map and Lot Number:

Name of Plan:

- \_\_\_\_\_ Eighteen (18) copies of a letter of intent detailing the proposal
- \_\_\_\_\_ Eighteen (18) copies of a list of the names and addresses of all the abutters, as shown in town records not more than five (5) days before the day of filing; and a list of all holders of conservation, preservation, or agricultural preservation restrictions on the subject property and abutting parcels
- \_\_\_\_\_ Eighteen (18) copies of any additional documents, as requested by the Planning Office
- \_\_\_\_\_ Eighteen (18) copies of the current deed, purchase and sale agreement, and copies of all easements, deed restrictions, rights-of-ways, or other encumbrances currently affecting the property together with explicit authorization by the owner(s) for the applicant to submit the application if the owner(s) is (are) not the applicant.
- \_\_\_\_\_ The applicant has met with the Conservation Commission on the secondary open space.
- \_\_\_\_\_ The applicant has reviewed and submitted the "Energy Considerations Checklist" (strongly encouraged, although not required).
- \_\_\_\_\_ Three (3) copies, 24" x 36", and fifteen (15) additional legible, reduced size copies, 11" x 17", of the plat. However, the Planning Board or its designee may require the fifteen additional copies to be 24" x 36", as deemed necessary. The plat shall be prepared by a land surveyor, using a scale of 1 inch equals 100 feet or larger (i.e., 1 inch equals 50 feet, 1 inch equals 20 feet, etc.) and shall include:
  - \_\_\_\_\_ proposed subdivision name or identifying title

- \_\_\_\_\_ name and address of the applicant and the owner ( if different from the applicant)
- \_\_\_\_\_ names of owners of abutting properties
- \_\_\_\_\_ North Arrow (True Meridian);
- \_\_\_\_\_ locus plan showing general location of the total tract within the Town
- \_\_\_\_\_ name, address, license number, telephone and seal of the surveyor
- \_\_\_\_\_ boundary survey including bearings, distances, and the location of permanent markers
- \_\_\_\_\_ location of property lines, including entire undivided lot, lot areas, and frontage on public right-of-way; each lot shall be numbered according to the tax map numbering system
- \_\_\_\_\_ deed restrictions
- \_\_\_\_\_ open space to be preserved
- \_\_\_\_\_ existing and proposed streets with class, names, and right-of-way widths
- \_\_\_\_\_ evidence that an application has been submitted for State subdivision approval, if applicable
- \_\_\_\_\_ an approval block meeting the specifications of the Town

\_\_\_\_\_ Eighteen (18) copies of a Final Common Open Space Ownership and Stewardship Plan that includes but is not limited to the following if the subdivision contains any proposed common open space:

- \_\_\_\_\_ The boundaries, acreage, and proposed ownership of all proposed common open space and any other land that is proposed to be owned by the Town or other entity.
- \_\_\_\_\_ Provisions for the management of the common open space detailing the entities responsible for maintaining various elements of the property and describing management objectives and techniques for each parcel or part of the property.
- \_\_\_\_\_ Copies of proposed deeds, conservation easements, and other legal documents relating to the ownership and stewardship of the common open space.
- \_\_\_\_\_ Evidence that a municipal organization or an independent party will be designated to assure compliance with all conservation restrictions and that the designated party is willing to assume this responsibility including provisions for the creation and funding of a Stewardship Account to defray the cost of such oversight.
- \_\_\_\_\_ If ownership of any of the common open space will rest with a homeowners association, community association, or similar group, the following documents and evidence shall be provided:
  - \_\_\_\_\_ A description of all lands and facilities to be owned by the homeowners or community association. This description shall include a map of the proposal indicating the precise location of those lands and facilities.
  - \_\_\_\_\_ Provisions setting forth the powers, duties, and

responsibilities of the association, including the services to be provided.

- \_\_\_\_\_ A Declaration of Covenants, Conditions, and Restrictions, giving perpetual easement to the lands and facilities owned by the association. The Declaration shall be a legal document that also provides for automatic association membership for all owners in the subdivision or land development and shall describe the mechanism by which owners participate in the association, including voting, elections, and meetings. Furthermore, it shall give power to the association to own and maintain the common property and to make and enforce rules.
- \_\_\_\_\_ Provisions prescribing the process by which association decisions are reached and setting forth the authority to act.
- \_\_\_\_\_ Provisions requiring each owner within the subdivision or land development to become a member of the association including statements establishing cross covenants or contractual terms binding each owner to all other owners for mutual benefit and enforcement.
- \_\_\_\_\_ Requirements for all owners to provide a pro rata share of the cost of the operations of the association.
- \_\_\_\_\_ A process of collection and enforcement to obtain funds from owners who fail to comply.
- \_\_\_\_\_ A process for transition of control of the association from the developer to the unit owners.
- \_\_\_\_\_ Provisions describing how the lands and facilities of the Community Association will be insured, including limit of liability.
- \_\_\_\_\_ Provisions for the dissolution of the association, in the event the association should become non-viable, including provisions for the disposition of any common open space or other land and facilities owned by the association.

The Board may request additional information be submitted as part of the formal application where it finds it necessary in order to determine whether the Subdivision Plan meets the requirements of these regulations. This may include, but is not limited to, the following:

- \_\_\_\_\_ A hydrogeologic assessment prepared by a Certified Geologist or Registered Professional Engineer, experienced in hydrogeology.
- \_\_\_\_\_ A projection of the amount and type of vehicular traffic to be generated on an average annual daily basis and during peak hours. The trip generation rates used shall be taken from most recent edition of *Trip Generation Manual*, published by the Institute of Transportation Engineers. Trip generation rates from other sources may be used if the applicant demonstrates that these sources better reflect local conditions.

\_\_\_\_\_ A traffic impact analysis prepared by a Registered Professional Engineer with experience in traffic engineering. The analysis shall evaluate traffic impacts based upon typically daily peak hour traffic and any special traffic conditions identified by the Planning Board. The analysis shall indicate the expected average daily vehicular trips, peak-hour volumes, access conditions to the site, distribution of traffic, types of vehicles expected, effect upon the level of service of the street giving access to the site and neighboring streets which may be affected, and recommended improvements to maintain the desired level of service on the affected streets.

\_\_\_\_\_ Ground Control (both on the site and on the plat) Prior to the submission of the formal application, ground control shall be installed at the site. The ground control shall consist of numbered flags, stakes, walls, trees, or other easily identifiable points on the property. These points shall be well distributed throughout the site at a density of not less than four points per lot and identified by number on the plat. The purpose of this requirement is to provide easy identification for all parties required or interested in examining the site.

\_\_\_\_\_ A Construction Plan shall be submitted when it is necessary to detail the following information in conjunction with the subdivision application. When a Construction Plan is submitted, it shall include three (3) copies, 24" x 36", and fifteen (15) additional legible, reduced size copies, 11" x 17".

- \_\_\_\_\_ location and profiles of existing water mains, sewers, culverts, drains, and proposed connections or alternative means of providing water supply (including location of proposed wells, if applicable), disposal of sewage, and surface drainage;
- \_\_\_\_\_ location of existing wells and septic systems, both on and off-site, within 100 feet of any designated leach field on any proposed lot
- \_\_\_\_\_ existing and proposed easements, right-of-ways, buildings, water courses, ponds, standing water, rock ledges, stone walls and other essential site features
- \_\_\_\_\_ existing and proposed topographic contour boundaries at 2-foot intervals or less (i.e., 1-foot contour intervals)
- \_\_\_\_\_ location of ground water, and percolation tests and test results
- \_\_\_\_\_ soil mapping types/slopes and boundaries including location of soil tests and test results;
- \_\_\_\_\_ existing buildings and other structures to remain;
- \_\_\_\_\_ final road profiles and cross-sections
- \_\_\_\_\_ State highway/municipal access permit, as applicable
- \_\_\_\_\_ Name, address, license number, telephone, and seal of all professional surveyors, engineers, wetlands scientists, soil scientists, and septic designers who participated in the development of the construction plan.

A High Intensity Soils Survey submitted as part of a pre-application submission or an application shall be prepared by a New Hampshire Certified Soil Scientist and shall be verified by one of the following methods prior to its consideration by the Planning Board in the review of the project:

- \_\_\_\_\_ Written evidence provided by the applicant that the Strafford County Conservation District or its designee has reviewed the soils data and mapping and agrees that it accurately represents the soil conditions on the site, or
- \_\_\_\_\_ Written evidence that the Town's independent certified soil scientist has reviewed the soils data and mapping and agrees that it accurately represents the soil conditions on the site.
- \_\_\_\_\_ Sewage Disposal meets Section 9.01 of the Subdivision Regulations for the Town of Durham.
- \_\_\_\_\_ Water Supply meets Section 9.02 of the Subdivision Regulations for the Town of Durham.
- \_\_\_\_\_ Driveway and Roads meet Section 9.03 of the Subdivision Regulations for the Town of Durham.
- \_\_\_\_\_ Utilities meet Section 9.04 and 9.05 of the Subdivision Regulations for the Town of Durham.
- \_\_\_\_\_ Storm Water Drainage meets Section 9.06 of the Subdivision Regulations for the Town of Durham. Include evidence of a federal storm water NOI Permit of applicable.
- \_\_\_\_\_ Floodplain Requirements meet Section 9.07 of the Subdivision Regulations for the Town of Durham.
- \_\_\_\_\_ Independent Studies and Investigations meet Section 10 of the Site Plan Review Regulations for the Town of Durham.
- \_\_\_\_\_ Applicant has met with neighbors to discuss project and concerns.

**Written waivers from these requirements may be requested with specific justification to the requirements of Section 12.02 of the Subdivision Regulations for the Town of Durham.**

## Stormwater Management Checklist

<input type="checkbox"/>	<b>SITE PLAN REVIEW APPLICATION</b>		<b>Project Name</b> _____	
<input type="checkbox"/>	<b>Date of Submittal</b> ____/____/____		<b>Applicant's Name</b> _____	
<input type="checkbox"/>	<b>Engineer</b> _____	_____	<b>Architect</b> _____	_____
<input type="checkbox"/>	<b>New Development</b>		<input type="checkbox"/>	<b>Re-Development</b>
<input type="checkbox"/>	<b>Total Area of Disturbance</b> _____ <b>Square Feet (SF)</b>			
<input type="checkbox"/>	< 10,000 SF and No Water Quality Threat { <i>No Stormwater Management Plan Required</i> }			
<input type="checkbox"/>	< 10,000 SF and Possible Water Quality Threat { <i>Stormwater Management Plan Required</i> }			
<input type="checkbox"/>	> 10,000 SF { <i>Stormwater Management Plan Required except as provided for in 9.03 (A) with an approved AOT permit</i> }			
<b>STORMWATER MANAGEMENT PLAN – PART I</b>				
<input type="checkbox"/>	<b>EXISTING CONDITIONS PLAN</b>			
<input type="checkbox"/>	Title Block, Appropriate Scale, Legend, Datum, Locus Plan, Professional Stamp(s)			
<input type="checkbox"/>	Topographic Contours and benchmarks			
<input type="checkbox"/>	Buildings, Structures, Wells, Septic Systems, Utilities			
<input type="checkbox"/>	Water Bodies, Wetlands, Hydrologic Features, Soil Codes, Buffer Zone			
<input type="checkbox"/>	Area of Impervious Surface _____SF			
<input type="checkbox"/>	Total Area of Pavement _____SF		Area of Pervious Pavement _____SF	
<input type="checkbox"/>	<b>PROPOSED CONDITIONS PLAN</b> (include above existing and below proposed features)			
<input type="checkbox"/>	Title Block, Appropriate Scale, Legend, Datums, Locus Plan, Professional Stamp(s)			
<input type="checkbox"/>	Topographic Contours and benchmarks			
<input type="checkbox"/>	Buildings, Structures, Wells, Septic Systems, Utilities			
<input type="checkbox"/>	Water Bodies, Wetlands, Hydrologic Features, Soil Codes, Buffer Zone			
<input type="checkbox"/>	Impervious Surface Area _____SF		Impervious Surface Increase _____SF	
<input type="checkbox"/>	Total Area of Pavement _____SF		Area of Pervious Pavement _____SF	
<input type="checkbox"/>	Effective Impervious Area (EIA) _____ SF			
<input type="checkbox"/>	Stormwater Management & Treatment System (Describe System Elements Below)			
<input type="checkbox"/>	Name of Receiving Waterbody _____			
<input type="checkbox"/>	Closed Drain & Catch Basin Network		<input type="checkbox"/>	Connected to Town Closed System
<input type="checkbox"/>	Detention Structure Types _____			
<input type="checkbox"/>	Structural BMP Types _____			

			_____
		<input type="checkbox"/>	LID Strategies
		<input type="checkbox"/>	Estimated Value of Parts to be Town Owned and/or Maintained \$ _____

**STORMWATER MANAGEMENT PLAN – PART II**

<input type="checkbox"/>	<b>DRAINAGE ANALYSIS</b>			
	24-Hour Storm Event	Runoff	Pre-Development	Post-Development
<input type="checkbox"/>	1-inch	Rate	_____ Feet <sup>3</sup> /Sec (CFS)	_____ CFS
<input type="checkbox"/>	1-inch	Volume	_____ Feet <sup>3</sup> (CF)	_____ CF
<input type="checkbox"/>	2-Year	Rate	_____ CFS	_____ CFS
<input type="checkbox"/>	2-Year	Volume	_____ CF	_____ CF
<input type="checkbox"/>	10-Year	Rate	_____ CFS	_____ CFS
<input type="checkbox"/>	10-Year	Volume	_____ CF	_____ CF
<input type="checkbox"/>	25-Year	Rate	_____ CFS	_____ CFS
<input type="checkbox"/>	25-Year	Volume	_____ CF	_____ CF
<input type="checkbox"/>	100-Year	Rate	_____ CFS	_____ CFS
<input type="checkbox"/>	<b>EROSION &amp; SEDIMENT CONTROL PLAN</b>			
<input type="checkbox"/>	<b>OTHER PERMITS OR PLANS REQUIRED BY USEPA or NHDES (Where applicable)</b>			
	<input type="checkbox"/>	USEPA Pre- and Post-Construction Stormwater Pollution Prevention Plan		
	<input type="checkbox"/>	NHDES Alteration of Terrain Permit		
	<input type="checkbox"/>	Other (Please list) _____		
<input type="checkbox"/>	<b>OPERATION &amp; MAINTENANCE PLAN</b>			
<input type="checkbox"/>	<b>Need for 3<sup>rd</sup> Party Review?</b> YES _____ NO _____			