

**SUBDIVISION APPLICATION**  
*TOWN OF CONWAY, NH*

**INSTRUCTIONS**

Please complete each section of this application from and submit it with all required application material to:  
Town Planner or Planning Board  
Conway Town Office  
1634 East Main Street  
Center Conway, NH 03813-0070

Wherever possible, please call the Town Planner at (603) 447-3811, option 4 to arrange an appointment to hand-deliver the application. At a scheduled appointment, the material submitted will be reviewed for completeness with the applicant. Incomplete submission materials will be returned, causing unnecessary delays. Please use the appropriate checklist to ensure that your application is complete.

**TYPE OF APPLICATION**

Lot Subdivision                       Unit Subdivision                       Boundary Line Adjustment

**PROPERTY OWNER**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Daytime Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_  
Email Address: \_\_\_\_\_

**AUTHORIZED AGENT** *(Complete if applicable)*

Person or Firm's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Daytime Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_  
Email Address: \_\_\_\_\_

**SITE IDENTIFICATION**

Street Address: \_\_\_\_\_  
Zoning District: \_\_\_\_\_  
Lot Size: \_\_\_\_\_ (acres)    PID: \_\_\_\_\_  
Proposed # of Lots: \_\_\_\_\_    Proposed # of Units: \_\_\_\_\_

**PROJECT DESCRIPTION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that all information presented in this application is, to the best of my knowledge, correct. Further, if the application is approved I realize that any deviation or change from what is described above will require a re-evaluation by the Planning Board.

**SIGNATURE OF OWNER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NOTE:** The owner may authorize, in writing, an agent to represent this project before the Planning Board. Such authorization shall indicate the agent's name, company, mailing address, and daytime telephone number. This authorization must be signed by the owner and must be submitted with this application.



**TOWN OF CONWAY, NEW HAMPSHIRE PLANNING BOARD**

**SCHEDULE OF FEES FOR SUBDIVISION, SITE PLAN AND  
CONCURRENT SUBDIVISION AND SITE PLAN**

Please make checks payable to the: Town of Conway.  
Fee must be submitted with the application to be considered complete

	<u>SITE PLAN</u>	<u>SUBDIVISION</u>
<b>MINOR REVIEW</b>	_____	
◇ Filing Fee @ \$200.00		
<b>FULL REVIEW</b>	_____	
◇ Filing Fee @ \$200.00		
◇ Motel/Hotel/transient unit and new multi-family units @ \$40.00 per unit		
◇ New non-residential floor space @ \$0.10 per square foot		
<b>SUBDIVISION</b>		_____
<b>Lot/Unit Subdivision</b>		
◇ Filing Fee @ \$200.00		
◇ Per lot over four, @ \$40.00 each		
◇ Per unit over one, @ \$40.00 each		
<b>Boundary Line Adjustment</b>		
◇ Filing Fee @ \$100.00		
<b>PUBLIC NOTIFICATIONS</b>	_____	_____
◇ Newspaper @ \$40.00		
◇ Applicant @ \$10.00 each		
◇ Authorized Agent @ \$10.00 each		
◇ Engineer/Surveyor/Architect @ \$10.00 each		
◇ Abutters @ \$10.00 each		
<b>REGIONAL NOTIFICATION</b>	_____	_____
◇ Regional Planning Commission @ \$10.00		
◇ Municipalities @ \$10.00 each		
<b>RECORDING FEE</b>	_____	_____
◇ Plan sheet @ \$40.00 each		
◇ 8.5" x 11" page @ \$20.00 each		
<b>L-CHIP FEE</b>	<b>DO NOT INCLUDE TOWN OF</b>	<b>LCHIP FEE IN CONWAY FEE</b>
◇ <b>\$25 (SEPARATE CHECK – MADE PAYABLE TO CARROLL COUNTY REGISTRY OF DEEDS)</b>		
<b>TAX MAP AMENDMENT</b>	_____	_____
◇ \$75.00 for each plan sheet		
<b>SCANNING FEE</b>	_____	_____
◇ Plan Sheet @ \$10 – per Sheet		
<b>TOTAL DUE</b>	_____	_____

	<b>Office Use Only</b>	
Fee Paid: \$ _____	Check #: _____	Cash: \$ _____
Amount Due: \$ _____	Name on Check: _____	

<b>Application Content Item</b>	<b>Compliance</b>	<b>Section</b>
Complete Application Signed by Owner		130-8.B.(1) & 18.A
Abutters list and labels		130-8.B.(2) & 18.B.(1)
Payment of all fees		130-8.B.(3), 18.B.(2) & 22
Plans (four copies)		130-8.B.(4) & 18.B.(3)
Bar Scale & Graphic Scale: 1" =100' or greater		130-24., 24.A. & 25.B.
Plans 22" x 34"		130-24.
Date and Date(s) of Any Revision(s)		130-24.A., 24.B., 25.A. & 25.B.
Name of Municipality		130-24.A. & 25.A.
Name of Subdivision		130-24.A. & 25.A.
Location Map		130-24.A. & 24.I.
Municipal and Zoning District		130-24.H.
Name and Address of Recorded Owner/Subdivider		130-24.A. & 25.A.
Reference Meridian and North Point		130-24.A. & 25.B.
Name and Address of Engineer/Surveyor/Designer		130-24.A. & 25.A.
Seal of Engineer and Certification Note		130-25.I. & 25.J.
Seal of Surveyor and Certification Note		130-25.I. & 25.J.
Subdivisions within 100'		130-24.C. & 25.C.
Intersecting Roads and Driveways Within 200'		130-24.C. & 25.C.
Structures within 200'		130-24.C., 24.E. & 25.C.
Wooded areas within 200'		130-24.E.
Abutters names, addresses and tax number		130-24.C. & 25.C.
Existing Lot lines and/or Unit locations		130-24.B., 24.D., 25.B. & 25.E.
Bearings and Dimensions		130-25.E.
Lot sizes in square feet and acres		130-24.B., 24.D., 25.B. & 25.E.
Consecutive numbering of lots and/or units		130-25.E.
Monuments at lot corners		130-25.E.
Proposed Lot lines and or Unit locations		130-24.D. & 25.E.
lots/Units numbered consecutively		130-24.C. & 25.E.
Bearings and Dimensions		130-25.E.
Lot sizes in square feet and acres		130-25.E.
Monuments at lot corners		130-25.E.
List/Location of Existing Easements/Deed Restrictions		130-24.E. & 25.F.
List/Location of Proposed Easements/Deed Restrictions		130-24.E. & 25.F.
Building setback lines		130-24.E. & 25.F.
Land reserved or dedicated for public use and purpose		130-24.E., 24.F. & 52.
Flood Prone areas (100-year)		130-24.E.
Significant natural or manmade features		130-24.E. & 25.F.
Water Mains and Sanitary Sewers		130-24.E.
Drainage Structures, Lines & Ways		130-24.E.
Watershed Areas & Watercourses		130-24.E. & 25.F.
Existing telephone, electricity and other utilities		130-24.G.
Proposed telephone, electricity and other utilities		130-24.G.
Soil Mapping units and unit boundaries		130-24.J. & 29.
Soil Suitability Calculations for each proposed lot.		130-29.
Statement of soil suitability for development		130-24.K.
Contiguous area <15% slope of 8K/4K per unit		130-24.K.
Note of proposed use of sites other than residential		130-24.F. & 25.G.
Statement of the work required on existing streets		130-24.L.
Zoning Compliance Statement		130-24.M.
2-Foot Contours		130-24.N.
Watershed Areas		130-24.O.
Preliminary Drainage Analysis and Computations		130-24.O.
Preliminary Road Profiles		130-24.P.
NH DES Subdivision Application/Permit		130-24.Q. & 25.O.
NH DES Terrain Application/Permit		130-24.Q. & 25.O.
NH DOT Driveway Application/Permit		130-24.Q. & 25.O.
NH DES Dredge and Fill Application/Permit		130-24.Q. & 25.O.
Precinct Water/Sewer Approval		130-24.X., 25.N. & 54.A.
Fire Chief's Approval		130-25.S. & 54.C.
Police Chief's Approval		130-54.D.
Other Local/State Federal Applications/Approvals		130-24.Q, 24.S., 25.O. & 54.

<b>Application Content Item</b>	<b>Compliance</b>	<b>Section(s)</b>
Statement that lots and road centerlines are adequately flagged		130-24.R.
Test Pit 10-feet Deep		130-24.T.
Percolation Test Data and Date		130-24.U.
4K site suitable of sewage disposal		130-24.V.
Benchmark		130-24.W.
Deed Restrictions		130-25.F.
Parks or open space to be reserved/dedicated for public use		130-25.F.
Purpose of any easement/land reserved/dedicated to public use		130-25.G.
Location Map		130-25.H.
Subdivider's Responsibility Acknowledgement Note		130-25.L.
Approval of Municipality, State or County on plat		130-25.M.
Plan for recreational development of open space		130-25.Q.
BLA note		130-25.R.
Supplemental Plans		130-25.T.
Landscaping Note		130-25.U.
Easement Note		130-25.V.
Subdivision grading and drainage plans		130-26.A.
Road Design		130-26.B.
Subdivision Utility Plan		130-26.C.
All lots must front on a street		130-30.B.
Lots shall be sized per 130-29		130-31.C.
The lot length-to-width ration should generally not exceed 3:1		130-30.E.
Corner lots should have extra width re: street setbacks		130-30.F.
Sidelines of lots at right angles to straight/radial to curved streets		130-30.H.
Lots fronting on two parallel streets discouraged		130-30.I.
Open Space/Common Space		130-30.M.
Plats and access crossing municipal boundaries		130-33.
Reserve strips controlling access to subdivision/other parcels		130-34.
Rights-of-way		130-35
New street names [Approved by the Conway PD]		130-36
Preservation and protection of existing features		130-37.A.
Street Trees (60' O.C.) on streets or private ways.		130-37.1.A.
Performance Bond for 100% of landscaping		130-37.1.B.
Top Soil cannot be removed from site w/o PB permission		130-38.
Scattered or premature development not allowed		130-39.A.
Flood Hazard Area		130-40.A-D.