

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

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

Application Content Item	Compliance	Section
Complete Application Signed by Owner		131-8.B.(1) & 18.A
Abutters list and labels		131-8.B.(2) & 18.B.(1)
Payment of all fees		131-8.B.(3), 18.B.(2) & 22
Plans (four copies)		131-8.B.(4) & 18.B.(3)
Bar Scale & Graphic Scale: 1" =100' or greater		131-24., 24.A. & 25.B.
Plans 22" x 34"		131-24.
Date and Date(s) of Any Revision(s)		131-24.A., 24.B., 25.A. & 25.B.
Name of Municipality		131-24.A. & 25.A.
Name of Subdivision		131-24.A. & 25.A.
Location Map		131-24.A. & 24.I.
Municipal and Zoning District		131-24.H.
Name and Address of Recorded Owner/Subdivider		131-24.A. & 25.A.
Reference Meridian and North Point		131-24.A. & 25.B.
Name and Address of Engineer/Surveyor/Designer		131-24.A. & 25.A.
Seal of Engineer and Certification Note		131-25.I. & 25.J.
Seal of Surveyor and Certification Note		131-25.I. & 25.J.
Subdivisions within 100'		131-24.C. & 25.C.
Intersecting Roads and Driveways Within 200'		131-24.C. & 25.C.
Structures within 200'		131-24.C., 24.E. & 25.C.
Wooded areas within 200'		131-24.E.
Abutters names, addresses and tax number		131-24.C. & 25.C.
Existing Lot lines and/or Unit locations		131-24.B., 24.D., 25.B. & 25.E.
Bearings and Dimensions		131-25.E.
Lot sizes in square feet and acres		131-24.B., 24.D., 25.B. & 25.E.
Consecutive numbering of lots and/or units		131-25.E.
Monuments at lot corners		131-25.E.
Proposed Lot lines and or Unit locations		131-24.D. & 25.E.
lots/Units numbered consecutively		131-24.C. & 25.E.
Bearings and Dimensions		131-25.E.
Lot sizes in square feet and acres		131-25.E.
Monuments at lot corners		131-25.E.
List/Location of Existing Easements/Deed Restrictions		131-24.E. & 25.F.
List/Location of Proposed Easements/Deed Restrictions		131-24.E. & 25.F.
Building setback lines		131-24.E. & 25.F.
Land reserved or dedicated for public use and purpose		131-24.E., 24.F. & 52.
Flood Prone areas (100-year)		131-24.E.
Significant natural or manmade features		131-24.E. & 25.F.
Water Mains and Sanitary Sewers		131-24.E.
Drainage Structures, Lines & Ways		131-24.E.
Watershed Areas & Watercourses		131-24.E. & 25.F.
Existing telephone, electricity and other utilities		131-24.G.
Proposed telephone, electricity and other utilities		131-24.G.
Soil Mapping units and unit boundaries		131-24.J. & 29.
Soil Suitability Calculations for each proposed lot.		131-29.
Statement of soil suitability for development		131-24.K.
Contiguous area <15% slope of 8K/4K per unit		131-24.K.
Note of proposed use of sites other than residential		131-24.F. & 25.G.
Statement of the work required on existing streets		131-24.L.
Zoning Compliance Statement		131-24.M.
2-Foot Contours		131-24.N.
Watershed Areas		131-24.O.
Preliminary Drainage Analysis and Computations		131-24.O.
Preliminary Road Profiles		131-24.P.
NH DES Subdivision Application/Permit		131-24.Q. & 25.O.
NH DES Terrain Application/Permit		131-24.Q. & 25.O.
NH DOT Driveway Application/Permit		131-24.Q. & 25.O.
NH DES Dredge and Fill Application/Permit		131-24.Q. & 25.O.
Precinct Water/Sewer Approval		131-24.X., 25.N. & 54.A.
Fire Chief's Approval		131-25.S. & 54.C.
Police Chief's Approval		131-54.D.
Other Local/State Federal Applications/Approvals		131-24.Q, 24.S., 25.O. & 54.

Application Content Item	Compliance	Section(s)
Statement that lots and road centerlines are adequately flagged		131-24.R.
Test Pit 10-feet Deep		131-24.T.
Percolation Test Data and Date		131-24.U.
4K site suitable of sewage disposal		131-24.V.
Benchmark		131-24.W.
Deed Restrictions		131-25.F.
Parks or open space to be reserved/dedicated for public use		131-25.F.
Purpose of any easement/land reserved/dedicated to public use		131-25.G.
Location Map		131-25.H.
Subdivider's Responsibility Acknowledgement Note		131-25.L.
Approval of Municipality, State or County on plat		131-25.M.
Plan for recreational development of open space		131-25.Q.
BLA note		131-25.R.
Supplemental Plans		131-25.T.
Landscaping Note		131-25.U.
Easement Note		131-25.V.
Subdivision grading and drainage plans		131-26.A.
Road Design		131-26.B.
Subdivision Utility Plan		131-26.C.
All lots must front on a street		131-30.B.
Lots shall be sized per 131-29		131-31.C.
The lot length-to-width ration should generally not exceed 3:1		131-30.E.
Corner lots should have extra width re: street setbacks		131-30.F.
Sidelines of lots at right angles to straight/radial to curved streets		131-30.H.
Lots fronting on two parallel streets discouraged		131-30.I.
Open Space/Common Space		131-30.M.
Plats and access crossing municipal boundaries		131-33.
Reserve strips controlling access to subdivision/other parcels		131-34.
Rights-of-way		131-35
New street names [Approved by the Conway PD]		131-36
Preservation and protection of existing features		131-37.A.
Street Trees (60' O.C.) on streets or private ways.		131-37.1.A.
Performance Bond for 100% of landscaping		131-37.1.B.
Top Soil cannot be removed from site w/o PB permission		131-38.
Scattered or premature development not allowed		131-39.A.
Flood Hazard Area		131-40.A-D.