

**Jefferson, NH – Office of the Planning Board  
Subdivision Application Review Checklist**

**A complete subdivision application must be filed with the Planning Board at least fifteen (15) days prior to a Planning Board meeting and will include the following:**

1. \_\_\_\_\_ A completed and signed application form
  2. \_\_\_\_\_ Four (4) copies of 22" x 34" plats
  3. \_\_\_\_\_ Ten (10) copies of 11" x 17" reduced size plat
  4. \_\_\_\_\_ Payment to town for fees and charges
  5. \_\_\_\_\_ Payment to Register of Deeds for filing and for additional LCHIP surcharge
  6. \_\_\_\_\_ Copy of most recent deed and associated covenants or restrictions
  7. \_\_\_\_\_ One (1) 22" x 34" mylar copy of plat to be filed
  8. \_\_\_\_\_ A proposal, in writing, for the financial and physical maintenance of all subdivision roads
  9. \_\_\_\_\_ A complete list of abutters (as defined in Section 2.1 of the Subdivision Procedures and Regulations)
  10. \_\_\_\_\_ NH Department of Environmental approval of septic systems for lots under five (5) acres
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**The 22" x 34" subdivision plat(s) shall include information as follows:**

1. \_\_\_\_\_ Name of Subdivision
2. \_\_\_\_\_ Name and address of the subdivider(s)
3. \_\_\_\_\_ Name and address of surveyor or professional engineer registered in NH
4. \_\_\_\_\_ Seal and signature of surveyor or professional engineer
5. \_\_\_\_\_ Date of survey
6. \_\_\_\_\_ Tax map page and parcel number; deed reference
7. \_\_\_\_\_ Scale of subdivision plan with bar scale (1" = 50' desirable)
8. \_\_\_\_\_ Chart showing number of lots in subdivision, acreage for each lot and total acreage of subdivision
9. \_\_\_\_\_ Acreage of individual lots and lot numbers noted on respective lots
10. \_\_\_\_\_ Proposed driveway location(s)
11. \_\_\_\_\_ Metes and bounds of the area to be subdivided and of the individual lots
12. \_\_\_\_\_ Orientation of the subdivision plat with north arrow
13. \_\_\_\_\_ Small scale location map to same orientation (for accurate field location)
14. \_\_\_\_\_ Location of all existing and/or proposed permanent monuments
15. \_\_\_\_\_ Topography of the subdivision in five (5') contours of elevation (at the Planning Board's discretion)
16. \_\_\_\_\_ Easements and right-of-ways, located and dimensioned
17. \_\_\_\_\_ Water courses, seasonal or year round
18. \_\_\_\_\_ Any land within the jurisdiction of the Comprehensive Shoreline Protection Act
19. \_\_\_\_\_ Wetlands

20. \_\_\_\_\_ Major vegetation boundaries
  21. \_\_\_\_\_ Other natural features
  22. \_\_\_\_\_ Existing springs, wells, and water lines
  23. \_\_\_\_\_ Names of abutters indicated on subdivision boundaries where their properties abut, plus names of owners within 200'
  24. \_\_\_\_\_ Soils information from the USDA Soil Conservation Service on plat overlay (may be on separate print)
  25. \_\_\_\_\_ Notation on plat with regard to existence, location, and extent of hydric soils
  26. \_\_\_\_\_ Existing septic systems
  27. \_\_\_\_\_ Location of test pits for proposed septic systems with percolation data as required by the NH Department of Environmental Services for lots less than 5 acres
  28. \_\_\_\_\_ Structures on the subdivision to remain, to be relocated, or to be removed
  29. \_\_\_\_\_ Structures within 200' of the subdivision boundaries
  30. \_\_\_\_\_ Location of public utilities (to be installed underground unless otherwise approved by the Planning Board)
  31. \_\_\_\_\_ Zoning, if any
  32. \_\_\_\_\_ Existing and proposed streets (names, location, and details to meet standards for street design as outlined in the Subdivision Procedures and Regulations)
  33. \_\_\_\_\_ Existing and proposed surface water drainage
  34. \_\_\_\_\_ Proposed public areas, if any, with acreage
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**Please be aware that other issues may arise that are particular to any given subdivision proposal. The Planning Board recommends a consultation with the Board be scheduled before an application is submitted to avoid having a subdivider incur costs unnecessarily.**