

**SUBDIVISION PLAN REVIEW CHECKLIST**

Lot: \_\_\_\_\_ Date: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 Owner: \_\_\_\_\_

C I N W C=Completed I= Incomplete N=Not Applicable W=Waiver Request

- 1/ Mylar for recording, and a mylar at Tax Map scale, and four (4) copies of planset (incl. 10 copies of planset reduced to 11" x 17"), showing the following:
  - a/ Boundary of subdivision area, incl. bearings and distances on all lines.
  - b/ Topography of site with detail to indicate storm runoff.
  - c/ Streams, seasonal runoffs, brooks, ponds, wetlands.
  - d/ Subdivisions relation to roads in area.
  - e/ Existing structures on site.
  - f/ Adjacent structures within 100 feet of parcel boundaries.
  - g/ Soil type(s) per the SCS maps and certified by a Certified Soils Scientist.
  - h/ Site location map showing proposed subdivision to major roads.
  - i/ Test Pits to be observed by Amherst Zoning Office official. Results to be shown on planset with statement that testing meets State and Local criteria for septic designs.
  - j/ Location of 4 K area for septic design and proposed well location.
  - k/ North point on each sheet of planset.
  - l/ Bar or graphic scale.
  - m/ Date of layout and revisions.
- 2/ Plans to show:
  - a/ Name of municipality.
  - b/ Name of subdivision.
  - c/ Name and address of owner and developer(if different).
  - d/ Names and addresses of all abutters.
  - e/ Existing roads and driveways within 200' of subdivision boundaries.
  - f/ Existing and proposed lot lines.
  - g/ Proposed names of all new streets, and private roads and driveways to service three or more dwelling units, to be approved by Board of Selectmen.
  - h/ Area(s) reserved for stump disposal or other disposition.
  - i/ Location of existing and proposed easements (if none - state so).
  - j/ Deed restrictions (if none – state so).
  - k/ All setback lines, incl. lot and street lines, wetlands, Watershed, Scenic, and wetland buffer lines.
    - l/ Parks
    - m/ Recreation facilities.
    - n/ Conservation trails.
    - o/ Significant or man-made features.
    - p/ Water mains (PWW).
    - q/ Sanitary sewers.
    - r/ Storm water drain lines.
    - s/ Driveway culvert sizes. Drainage calculations for storm water structures.
    - t/ Existing utilities – telephone, electric, gas.
    - u/ Proposed utilities – telephone, electric, gas (overhead or buried).
    - v/ Boundaries of Zoning Districts, incl. overlays, within and adjacent to subdivision.
    - w/ Boundaries of other municipalities.
    - x/ Land Use designation per Zoning Maps.
    - y/ Location of new driveways accessing public roads with sight distance shown.

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**3/ Planset to show:**

- a/** Statement of suitability of the land for development.
- b/** Statement of work to be completed on existing streets to meet min. standards.
- bb/** Planset to have this note (if applicable): The ways shown on this plan are intended by the subdivider and the Town of Amherst Planning Board to remain private ways. The recording of this plan shall not be construed as an offer of dedication of those ways as public highways under the New Hampshire common law of dedication and acceptance, nor shall the approval of this plan constitute an approval of those ways as public streets pursuant to RSA 674:40.
- c/** Method of sanitary sewage disposal.
- d/** Method of supplying water.
- e/** Watershed Protection District areas.
- f/** Road profiles and x-sec., incl. driveways for Class B reduced frontage lots.
- g/** Approval(s) for other Municipal, State, or Federal agency (as required).
- h/** Name and seal of Engineer and Land Surveyor licensed in NH.
- i/** Statement that plan is based on survey with max. error of closure of 1/10,000.
- j/** Stations, radii, curve data and paving width of street.
- k/** Lot dimensions in square feet and acres.
- l/** Written acknowledgement of subdivider's responsibility for maintenance and assumption of liability for injuries and damages that may occur on land to be dedicated for public use until legally accepted by Town.
- m/** Location of all monuments to be set at street intersections, points of curvature and tangency, and at lot corners.
- n/** Number of bedrooms per lot and total number of bedrooms in PRD.
- o/** Floor plans and elevations of proposed units in PRD.
- p/** Open space defined on plan.
- q/** Statement from PWW if served by water. Statement from other entity if served by public sewer.
- r/** Volume and page for all tracts to be subdivided. Lot numbers to coincide with Amherst Tax Maps by parent tract(s). Street numbers (see Zoning Office for system).
- 1/** Certificate from Amherst Tax Collector that all tax liens are paid.
- 2/** All separate tracts on plans to be shown as dotted lines.
- 3/** A list of all lienholders and mortgages, identified and certified by an attorney.
- s/** Statement of Option 1 or 2 for building and bonding public roadways.
- t/** Approval by Town Counsel of legal data.
- 1/** Agreement to convey land to Town for public purposes.
- 2/** Covenants dealing with common land or open space.
- 3/** Covenants restricting future use of land and restrictions on bedrooms.
- 4/** Proposed easements.
- 5/** Easements required because of storm drainage on private or public lands.
- 6/** Recordable warranty deeds for roads and easements.
- u/** Estimate of contractors cost to install road(s) and improvements.
- v/** Approval Block for Planning Board endorsement.
- w/** Planset to have this note: The Subdivision Regulations of the Town of Amherst are part of this plan, and approval of this plan is contingent on completion of all requirements of said Subdivision Regulations, excepting only any waivers or modifications made in writing by the Board and attached hereto.
- x/** Study or Review of:
  - 1/** Fiscal Impact.

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|-----------------------|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>3/ x/ 2/</b> Environmental Impact.                       |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>3/</b> Traffic Impact.                                   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>4/</b> Storm Water Drainage Calculations and Report.     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>5/</b> Hydro-geological Impact.                          |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>6/</b> Water Supply Impact.                              |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>7/</b> Other (as may be required by PB).                 |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>y/</b> Statement of Phasing of construction.             |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <b>z/</b> Note on debris containers for construction sites. |

STAFF NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Reviews:

- a/ AFD \_\_\_
- b/ AHD \_\_\_
- c/ AAO \_\_\_
- d/ ACC \_\_\_
- e/ APD \_\_\_

Date forwarded: \_\_\_\_\_

v 12.7.10