



# Town of Plaistow

## Office of the Planning Board & Planning Department

145 Main Street, 2<sup>nd</sup> Floor • Plaistow, New Hampshire, 03865 • Tel. 603-382-5200 X202 • Fax. 603-382-7183

### PLAISTOW SUBDIVISION PLAN REVIEW CHECKLIST

Please use this checklist for all SUBDIVISION PLAN applications.

Please request separate checklist for Site Plan, Amended Site Plan, Special Event and/or Condominium Conversion Projects

Date:	Applicant Name:	Applicant Mailing Address:
Project Address:	Applicant Email:	
	Applicant Telephone:	
Project Contact:	Project Contact Number:	Project Contact Email:

### SUBDIVISION PLAN CHECKLIST REVIEW

*Updated February 2019*

**NOTE:** If a specific checklist item is not proposed to be part of your plan you must submit a written waiver request with justification. Please indicate WR (Waiver Requested) in the Applicant review box.

All regulation citations are from Chapter 235 Subdivision Plan Review Regulations (SDRR). All ordinance citations are from the Plaistow Zoning Ordinances (PZO) Chapter 220. Full text can be found on the Planning Department page of Town of Plaistow Website [www.plaistow.com](http://www.plaistow.com)

<b><u>GENERAL ADMINISTRATIVE REQUIREMENTS</u></b> <b><u>Checklist Item and Applicable Regulation Section Cite</u></b>	<b>Confirmed By</b>	
	<b>Applicant</b>	<b>Staff</b>
Completed Application Form (§235-18.A)		
Payment of All Application Fees (§235-18.B)		
Owner's Authorization Letter/Signature (§235-18.C)		
Copy of Deed and any related Deed Restrictions (§235-18.D)		
Current Abutters List (Name, Mailing Address, Map & Lot) (§235-18.E)		
Mailing Labels 3 sets required (Avery 8160, 5160 or equal) (§235-18.E)		
Escrow Account Initial Deposit (§235-18.F)		
Drainage Calculations for existing and proposed conditions (§235-18.G)		
Location of Easements/Rights-of-way – existing and/or proposed (§235-18.H) – please provide any related easement language, if applicable		
List of Waiver Request(s) w/section cite and justification (§235-18.I)		

<b><i>Other Administrative</i></b>		
Drainage Plan (if applicable)		
Conforms with Master Plan		
Plan Sets – Please ask Staff for number of copies needed for initial review		
Electronic copy of application, plan and other related information		
<b><i>STATE PERMITTING/APPROVALS (as needed)</i></b>		
<b><i>If a permit is pending please submit application paperwork</i></b>		
NHDES Subdivision Approval		
NHDES Site Specific Approval		
NHDES Alteration of Terrain Approval		
NHDES Wetlands Approval		
NHDES Water Supply Approval (Community Water Supply)		
NHDOT Driveway Permit		
<b><i>SUBDIVISION PLAN REGULATIONS (and related section number)</i></b>		
<b><i>For the specific/complete language of each section please refer to Plaistow Subdivision Plan Review Regulations</i></b>		
	<b>Confirmed By</b>	
<b><i>Checklist Item and Applicable Regulation Section Cite</i></b>	<b>Applicant</b>	<b>Staff</b>
Name/Address of Firm Preparing Plan (§235-18.J)		
Title Block w/Project Description (§235-18.K)		
Title Block w/Project Address and Map/Lot Number (§235-18-L)		
Lot Size(s) in Square Feet and Acreage (§235-18-M)		
Planning Board Signature Block (§235-18-N)		
North Arrow (§235-18-O)		
List of ZBA Requirements for Planning Board to review (§235-18-P)		
All Information submitted to NHDES for site-specific app. (§235-18-Q)		
Frontage (dimensions in feet) (§235-18.R)		
Building Setback shown (§235-18.S)		
Scale of Plan (§235-18-T)		
Vicinity Sketch/Locus (§235-18.U)		
Identify of all zoning districts and boundaries (§235-18.V)		
Note indicating if in the Aquifer Protection District (§235-18.W)		
Location of flood zone or note indicating if in the flood zone (§235-18.X)		
All information submitted to NHDOT for driveway permit and copies of all correspondence and permits (§235-18.Y)		
NHDES Wetlands Dredge and Fill approval (if applicable) (§235-18.Z)		
Identify the one-hundred-year flood elevation line (§235-18.AA)		
Boundary lines, including angles or bearing of the lines and dimension (§235-18.BB)		
Existing and Proposed water mains, sewers, bridges, culverts, drains, watercourses and ponds (§235-18.CC)		
Where topography is such as to make difficult the inclusion of any items mentioned above, the preliminary layout shall show the boundaries of proposed easements over and under private property. Such easements shall be not less than 20 feet in width and shall have satisfactory access to existing public ways (§235-18.DD)		
Topography/Contours (Datum shall be NAVD88) (§235-18.EE)		

Benchmark(s) establishing the boundaries of the subdivision with bearing to at least half minutes and distances to hundredths of a foot. (§235-18.FF)		
Benchmarks will be properly located on a fixed object with a direct sight to proposed leach fields and septic tanks (§235-18.GG)		
Location of soil test pits and logs of all soil explorations in accordance with the standards of High Intensity Soil Maps for New Hampshire supplemented by the National Cooperative Soil Survey. Seasonal high water table, depth to bedrock and depth to firm sublayers (hardpan) should be specified. (§235-18.HH)		
Soil boundaries, soil symbols and slopes using standards of High Intensity Soil Maps for New Hampshire, supplemented by the National Cooperative Soil Survey, and determined by the on-site inspection of a certified soils scientist. (§235-18.II)		
An estimate of the rate of runoff before and after development using the Soil Conservation Science Method for a twenty-five-year, twenty-four-hour rainfall (for subdivisions of larger than five acres) (§235-18.JJ)		
Approximate location and plan for each proposed soil erosion and sediment control measure as outlined by the Rockingham County Conservation District (§235-18.KK)		
Preliminary designs of any structures which may be required to control runoff (§235-18.LL)		
An estimate of storm water drainage capacity and location of all storm sewers, culverts and similar measures. The capacity of the storm water facilities shall be based on the estimated rate of runoff after construction for a ten-year, twenty-four-hour rainfall, using the Soil Conservation Service method. (§235-18.MM)		
Location of all parcels of land proposed to be dedicated to public use, the conditions of such dedication, and a copy of such private deed restrictions as are intended to cover part of all of the tract. (§235-18.NN)		
Location of any land proposed to be reserved as permanent recreation space, open space, and/or green space. (§235.18.OO)		
Topographical contours at intervals not exceeding two feet, with spot elevations where grade is less than 5%. Datum shall be North American Vertical Datum on 1988 (NAVD88) (§235-18.PP)		
Existing and proposed grades, drainage systems, structures and/or features (§235-18.QQ)		
Existing and proposed structures located on the site and for abutting properties (§235-18.RR)		
Existing and proposed septic systems (and proposed replacement areas), wells (with protective radius for proposed) located on the site, and the septic and wells located on the abutting properties that are within 100 linear feet of the subject property (§235-18.SS) See SDRR for exceptions		
Existing and proposed roads, driveways, pavement, sidewalks, steps, or curbing, including the inside radii of all curves (§235-18.TT)		
Existing natural and man-made features and indications of which will be retained and will be removed or altered (§235-18.UU)		
Proposed fire protection features (cisterns, etc.) (§235-18.VV)		
Wetland boundaries/buffers (§235-18.WW)		
All information submitted to NHDOT for driveway permit(s) and copies of all correspondence and permits. (§235-18.XX)		

