

TO: Applicants
FROM: Planning Board
SUBJECT: Applications

Attached you will find either a subdivision application or a site plan review application. This memo is to provide you with background information as you prepare your application. The Planning Board works hard at processing applications as quickly as possible and understands that you, as an applicant, do not want to be delayed by the process. You can facilitate the processing of your application by carefully following these instructions.

As required by state law, there are two stages to the application process. The first stage is the formal submission of the applicant at a regular Planning Board meeting, at which time the Board will determine whether or not the application is complete. An application is considered to be complete only when ALL of the following conditions have been met:

- the application form has been filled out in its entirety,
- the checklist accompanying the application form and all the information asked for on the checklist has been provided (If an item on the checklist is not provided, a written request for a waiver of that item must be submitted),
- the application has been reviewed for completeness by the Planning Board's designated agent (at the applicant's expense), and
- all fees associated with the application have been paid, including, but not limited to, the town's application fees, the fees for review of the application by the town's designated agent, and costs for notices and mailings.

The second stage in the process is a public hearing at which the Board may ask questions about the application and will hear public comment on the application. The Board may wish to visit the site. In some cases, the Board may require engineering review of certain items (such as plans for new streets or erosion control plans). It is also possible that the Board may require additional studies. As allowed by state law, the applicant will pay for the cost of any engineering review and any additional studies required by the Board. After the public hearing, the Board will make its final determination, either approving or denying the application.

The steps in the application process are as follows:

- 1) The applicant delivers the application and related information to the Land Use Manager who will schedule an appointment for the Town Engineer to meet with the applicant at the Town Office. At the time of delivering the application, the applicant must pay the following fees for this review:
 - \$550 plus an additional \$100 for each lot
 - \$650 for a site plan review application

The applicant may, at this same time, ask the Land Use Manager to schedule a date for the formal submission of the application to the Planning Board and pay all required fees. (This date must be in compliance with RSA: 676:4.I. (c.)(1).) **However, the Board strongly recommends that the applicant wait for the results by the Board's designated agent before requesting a formal submission date.** This will allow more time to make any changes to the plans suggested in the review, therefore reducing the possible risk of the application being

deemed incomplete. (If an application is determined to be incomplete, the process may start again from the beginning, and the town's application fees must be paid a second time.)

- 2) The Board's designated agent reviews the application for completeness and sends a report to the Land Use Manager, with a copy to the applicant.
- 3) The applicant, guided by the findings of the Board's designated agent, may
 - proceed with the plans as submitted
 - make the agent's recommended changes to the plans
 - make the agent's recommended changes to the plans and then request a second review by the Board's designated agent, in which case fees for the review may be charged
- 4) The applicant asks the Land Use Manager to schedule a date for the formal submission of the application (if it has not yet been scheduled) and pays all required fees.
- 5) At the meeting for which the formal submission has been scheduled, the Board, guided by the findings of its designated agent, determines if the application is complete. Once the Board determines the application is complete, a time will be scheduled for a public hearing on the application (stage two described above). The Board may decide to hold the public hearing at the same meeting it deems the application complete.

**PLANNING BOARD
TOWN OF NEW IPSWICH, NH 03071
SUBDIVISION APPLICATION**

Application Date: _____ File Number: _____

Technical Subdivision _____ Minor Subdivision _____ Major Subdivision _____

Subdivision regulation 4:01: No subdivision of land shall be made, no land in any subdivision shall be sold or offered for sale or lease, no construction, no land clearing, no building development shall begin, no street or utility construction shall be started, and no permit for the erection of any building shall be granted before a subdivision has been approved by the Board, other permits issued, and the plat filed in the Office of the Register of Deeds of Hillsborough County.

A completed application must be filed with the Land Use Manger at least 15 days prior to the meeting at which it is to be heard by the Planning Board. A completed application consists of the following information in addition to all of the required attachments.

1. Name, mailing address, email address, and telephone number of all owners of record.

2. Name, mailing address, and telephone number of owner's agent.

3. Name, mailing address, and telephone number of surveyor or person who prepared plat.

4. Location of proposed subdivision, including tax map and lot numbers.

5. Total Acreage: _____ to be divided into _____ lots
6. This subdivision is in (check all that apply)
____ Village District I ____ Village District II ____ Rural District
____ Conservation Overlay District (see Zoning Article X)
7. List any special zoning exceptions/variances required by the Zoning Board of Adjustment (ZBA) and attach copies of the ZBA "Notice of Approval".
____ Date of approval _____
____ Date of approval _____
8. Any party acting on behalf of a landowner must have a letter from the landowner authorizing the party to act on his/her behalf.

9. Attach a separate sheet containing the following information for all individuals required to be notified of meetings/hearings regarding this application.
- a. Names and mailing addresses, tax map and lot numbers of all abutters, including those across a street, brook, or stream. Names should be taken from the New Ipswich tax records no more than five (5) days prior to the filing of the application.
 - b. Names and mailing addresses of every engineer, architect, land surveyor, wetlands scientist, or soils scientist whose professional seal appears on any plat submitted to the Board.
 - c. Are there any parties holding conservation, preservation, or agricultural preservation restrictions?
_____ Yes _____ No

If yes, names and mailing addresses of parties.

10. Attach a copy of the completed "Subdivision Checklist" along with all information on the checklist. All waiver requests should be included with the checklist.

This application is correctly completed with all required attachments and, to the best of my knowledge, complies with all zoning requirements for the district(s) in which it is located.

There are no known violations of state regulations related to this parcel.

I agree that any additional costs for the town's designated agent and/or engineer, including the cost for reviewing the checklist, and any professional services incurred by the Planning Board or the town for processing this application shall be borne by the owner.

I hereby authorize the New Ipswich Planning Board and/or its agents to access my land for the purpose of reviewing this subdivision plan. I authorize the performance of road inspections, and any other inspections deemed necessary by the Board or its agents in order to ensure conformation of on-site improvements.

Owner's Signature _____

The following items are attached:

_____ ZBA Notice(s) of Approval (see item 7.)

_____ Authorization letter from landowner (see item 8.)

_____ Completed checklist plus all information on the checklist (with waiver requests attached)

APPLICATION FOR WAIVER OF SUBDIVISION/SITE PLAN REVIEW REQUIREMENT
(Complete one form for each waiver request.)

To the Chairman and Members of the New Ipswich Planning Board:

Date of submission of Subdivision Plan or Site Plan Review _____, 20____

The requested waiver involves parcel/s _____ prepared by

Waiver from Article _____ Section _____ of the regulations related to

Type of Waiver Request (one form for each waiver request)

- a. ☐ Completeness: For an item which is required by the regulations but is not being submitted. Must be acted on before a board vote on acceptance for completeness, OR
- b. ☐ Compliance: For an item which is provided but does not conform with the design or technical requirements of the regulations. Must be acted on before a Board vote on compliance.

(note: waiver requests for design and technical requirements must be reviewed by the Planning Board Engineer)

In support of such request – (complete at least one of the two options identifying why the waiver should be granted):

- (1) Strict conformity would pose an unnecessary hardship and waiver would not be contrary to the spirit and intent of the regulations because:

- (2) Specific circumstances relative to the (subdivision/site plan review), or conditions of the land in such (subdivision/site plan review), indicate that the waiver will properly carry out the spirit and intent of the regulations because:

Additional Information:

Respectfully submitted: _____

Date: _____

FOR PLANNING BOARD USE ONLY

Application signed by all property owners?	_____ Yes	
Authorization letter received?	_____ Yes	_____ N/A
Special exception/variance required?	_____ Yes	_____ No
ZBA Notice of Decision received?	_____ Yes	_____ N/A
Application reviewed by town engineer/agent?	_____ Yes	
If property crosses town line, had notice been sent to Chairman of Planning Board and Selectmen?	_____ Yes	_____ N/A
Does the proposed have regional impact as per Subdivision Regulation 10:02 D.?	_____ Yes	_____ No
If regional impact has regional planning commission and affected municipalities been notified according to Subdivision regulation 10:01?	_____ Yes	_____ N/A

Completed application submitted on: _____

Application fees paid on: _____

Notices sent on: _____

Public hearing to determine completeness of application on : _____

Application _____ accepted
_____ rejected on:

Continued on: _____
Continued on: _____
Continued on: _____

Application _____ approved
_____ disapproved on: _____

Letter to applicant announcing Board action sent on: _____

Fees paid on: _____

Mylar sent to registry on: _____

NEW IPSWICH SUBDIVISION CHECKLIST – PART I

The following information is required in order for an application to be accepted by the Planning Board. The applicant should complete the left side of this checklist. All items **must** be checked as either submitted or requested to be waived (attach all waiver requests).

Applicant Use

Planning Board Use

**Submitted Waiver
Requested**

**Received
Yes Waived**

General Plat Requirements

_____	_____	1. Present owner with name and address and deed references	_____	_____
_____	_____	2. Notation starting acreage	_____	_____
_____	_____	3. Scale and north arrow	_____	_____
_____	_____	4. Datum benchmarks	_____	_____
_____	_____	5. Certification by NH licensed civil engineer or licensed land surveyor that plan is based on actual field survey and stating maximum error of closure	_____	_____
_____	_____	6. Stamp of NH licensed civil engineer or licensed land surveyor	_____	_____
_____	_____	7. Date and type of survey	_____	_____
_____	_____	8. Key plan showing location of the tract in the Town at a scale of one inch is equal to a thousand feet	_____	_____
_____	_____	9. Plat and lots numbered according to tax map	_____	_____
_____	_____	10. Boundary lines of entire tract and all proposed lots: bearings and distances	_____	_____
_____	_____	11. All lot numbers and lot sizes (shown together)	_____	_____
_____	_____	12. Road frontage for each lot	_____	_____
_____	_____	13. Dimensioned setback lines for buildings and all other structures, based on town ordinances	_____	_____
_____	_____	14. Conditions on adjacent land within 25' of boundary lines: approximate direction and slope of ground, embankments or retaining walls; buildings; railroads, power lines; and non residential uses	_____	_____

Applicant Use**Planning Board Use**

Submitted	Waiver Requested		Received	
			Yes	Waived
<u>General Plat Requirements – cont.</u>				
_____	_____	15. Symbol legend	_____	_____
_____	_____	16. Note stating “Subject to New Ipswich Driveway Regulations”	_____	_____
_____	_____	17. Approval block providing space for date and signatures of Board chairman, secretary, and blank lines for at least 3 additional Board members	_____	_____
<u>Natural Features</u>				
_____	_____	18. Topography within the tract, contour lines at intervals of five feet or less (on a supplemental plan)	_____	_____
_____	_____	19. Geographic features (including water courses, wetlands, ponds, and wooded areas) with their setback lines indicated	_____	_____
_____	_____	20. Flood elevation data (check one) _____ Identification of any area below the 100 year flood elevation as defined in the New Ipswich Floodplain Ordinance Or _____ A statement that no area is below this elevation	_____	_____
_____	_____	21. Soil type boundaries and identifications transcribed from soil maps provided by the Hillsborough County Conservation District	_____	_____
_____	_____	22. Certification of NH licensed civil engineer or licensed land surveyor that soils transcriptions have been accurately performed	_____	_____
_____	_____	23. Certification of NH certified wetlands scientist (“I _____ certify that all wetlands on the entire parcel were delineated accordingly to, etc.)	_____	_____
_____	_____	24. Stamp of NH certified wetlands scientist	_____	_____
<u>Septic, Water and Utilities</u>				
_____	_____	25. Location of all existing and proposed wells (including 75’ radius)	_____	_____

_____ <u>Applicant Use</u>		_____ <u>Planning Board Use</u>	
Submitted	Waiver Requested		Received Yes Waived
<p align="center"><u>Septic, Water and Utilities – cont.</u></p>			
_____	_____	26. <u>All</u> test pit and perc data (including test pits not used for approval process) for each newly created lot: logged, recorded, dated and located on soil overlay	_____
_____	_____	27. Provision for septic system (check one) _____ A 4,000 square foot area for each buildable lot Or _____ area indicated as “approved designed leach field area “ (if applicant has obtained state “Approval for Construction” of a septic system)	_____
_____	_____	28. Existing utilities on or adjacent to the tract: location, size and invert elevations of sewers; location and size of water mains; location of fire hydrants, gas, electric, telephone and street lights	_____
_____	_____	29. Certification of NH licensed civil engineer or licensed land surveyor that utilities have been properly located to the best of their knowledge	_____
<p align="center"><u>Existing Streets (on and adjacent to the tract)</u></p>			
_____	_____	30. Name and classification	_____
_____	_____	31. Right-of-way and width of right-of-way	_____
_____	_____	32. Type and width of surfacing (with minimum width if width varies)	_____
<p align="center"><u>Information for Certain Circumstances</u></p>			
_____	_____	33. Is more than one sheet needed to show the entire parcel? _____ Yes _____ No	_____
_____	_____	If yes, a key plan showing all lot lines on a single sheet at an appropriate reduced scale	_____
_____	_____	34. Are there proposed new streets? _____ Yes _____ No	_____
_____	_____	If yes, provide all the following information on a street plan conforming to Subdivision Regulations Appendix B:02 and B:03	_____
_____	_____	a. Proposed name; location; width of right-of-way, surfacing, curbs	_____

Applicant Use**Planning Board Use**

Submitted

Waiver
RequestedReceived
Yes Waived**Information for Certain Circumstances –cont.**
For New Streets:

_____	_____	b. Proposed grade	_____	_____
_____	_____	c. Street signs, street lights, and posts	_____	_____
_____	_____	d. Cross sections at every 100 foot station along the profile	_____	_____
_____	_____	e. Profiles for all proposed streets, horizontal and vertical curve data at the street centerline	_____	_____
_____	_____	f. Street stationing every 50 feet	_____	_____
_____	_____	g. Intersection, turnaround, and/or cul-de-sac radii	_____	_____
_____	_____	h. Statements and/or typical sections of proposed Streets	_____	_____
35. Will any <u>new driveways</u> enter existing state or town roads?				
_____ Yes _____ No				
If yes, evidence that curb cut can be safely located (check one)				
_____ If driveway borders on state highway, permit for driveway from NHDOT				
Or				
_____ Letter from town road agent stating driveway can be safely located				
_____	_____		_____	_____
36. Are there any existing or proposed easements?				
_____ Yes _____ No				
_____	_____	If yes, note all locations, width and purpose	_____	_____
In either case, certification of licensed civil engineer or registered land surveyor that all existing easements				
_____	_____	have been indentified and located	_____	_____

Information for Certain Circumstances –cont.

Applicant Use

Planning Board Use

**Submitted Waiver
Requested**

**Received
Yes Waived**

37. Are sites to be reserved/dedicated for open space,
parks, playgrounds, or other public uses?
_____ Yes _____ No

If yes, note location and purpose

38. Is there any know ledge within three feet of the surface
within 75 feet of the reserved septic area?

_____ Yes _____ No

_____ _____

If yes, clearly identify as such

_____ _____

39. Are there any non buildable lots?

_____ Yes _____ No

_____ _____

If yes, clearly identify as such

_____ _____

40. Are there any back lots?

_____ Yes _____ No

_____ _____

a. If yes, note which front lot each back lot is paired
with

_____ _____

_____ _____

b. If yes, note acreage of lot excluding its access area,
according to Subdivision Regulation 4:05-1.C.

_____ _____

41. Is the septic system in an area with 12% slope or more?

_____ Yes _____ No

_____ _____

If yes, copy of state” Approval for Construction” of a
septic system and approved plan

_____ _____

Applicant Use**Planning Board Use****Information for Certain Circumstances –cont.**

Submitted	Waiver Requested		Received Yes	Waived
		42. Are there any <u>proposed non- residential facilities</u> ?		
		____ Yes ____ No		
____	____	If yes, show locations and uses	____	____
		43. Are there any <u>existing buildings</u> or structures?		
		____ Yes ____ No		
____	____	If yes, show locations and uses	____	____
		44. Is there an <u>existing septic system</u> ?		
		____ Yes ____ No		
____	____	a. If yes, locations of existing septic areas	____	____
		b. If yes, proof that septic system is in working order (check one)		
		____ letter from property owner stating septic is in good working order		
		Or		
____	____	____ NHWSPC approval number	____	____
		45. Does any <u>well radius</u> extend over the property line?		
		____ Yes ____ No		
____	____	If yes, a copy of a state “Release Form for Protective Well Radii”	____	____
		46. Are there any wetland crossings?		
		____ Yes ____ No		
____	____	If yes, a copy of both the ZBA approval and the state approval	____	____

Applicant Use

Planning Board Use

Information for Certain Circumstances –cont.

**Submitted Waiver
 Requested**

Received
Yes Waived

47. Is a cluster subdivision proposed?

_____ Yes _____ No

If yes, a copy of a yield plan

48. Is any portion of a lot in the Conservation Overlay District?

_____ Yes _____ No

If yes, identification on the plan of one contiguous acre as described in Article X.A.1.

NEW IPSWICH SUBDIVISION CHECKLIST – PART II

The following items are required before an application may be approved by the Planning Board. The applicant should complete the left side of this checklist. All items **must be** checked as either submitted or requested to be waived or as N/A (only in the case of a “no” answer). Attach all waiver requests.

Applicant Use

Planning Board Use

Submitted	Waiver Requested		Received Yes	Waived
_____	_____	49. Final plat on a mylar of acceptable size (8 1/2” x 11”, 11” x 17”, 17” x 22”, or 22” x 34”)	_____	_____
_____	_____	50. A letter from the Fire Chief stating there is an adequate source of water for fire protection. Lots being subdivided for One Family Dwellings with Frontage on a Class IV or V Highway are exempt from this provision.	_____	_____
_____	_____	51. Drainage Plan including storm drains, culverts, related installation, catch basins, gutters, and manholes as per Subdivision Regulations Appendix B:05	_____	_____
		52. Will the <u>land area disturbed</u> be cumulatively more than one-half acre? Or will any construction occur on land with slopes over 15%?		
		_____ Yes _____ No		
_____	_____	If yes, a Soil Erosion and Sediment Control Plan according to Subdivision Regulations Appendix C	_____	_____
		53. Are any of the new lots <u>less than 5 acres</u> ?		
		_____ Yes _____ No		
_____	_____	If yes, a State Subdivision Approval (and copy of application)	_____	_____
		54. Has a site specific soil survey been required?		
		_____ Yes _____ No		
_____	_____	a. If yes, stamp of soil scientist	_____	_____
_____	_____	b. If yes, certification of soil scientist as to methods used	_____	_____
		55. Are there any <u>shared driveways</u> ?		
		_____ Yes _____ No		

Applicant Use**Planning Board Use****Submitted Waiver
Requested****Received
Yes Waived**

_____ _____ If yes, a Shared Driveway agreement acceptable to
Town Counsel _____ _____

56. Are there any dead-end streets?

_____ Yes _____ No

_____ _____ a. If yes, a letter from the Fire Chief that turnaround
is adequate _____ _____

_____ _____ b. If yes, a letter from the Road Agent that turn-
around is adequate _____ _____

57. Do any lots have proposed easements or restrictions
(such as being designated non-buildable)?

_____ Yes _____ No

_____ _____ If yes, include a copy of the deed showing such
easements or restrictions as a covenant to the deed _____ _____

58. Will there be disturbance of a contiguous area of
100,000 sq. ft. or more (or 50,000 sq. ft. Or more if
within the shoreline protection zone)?

_____ Yes _____ No

_____ _____ If yes, a copy of a Site Specific Permit from DES as
per RSA 485-A:17 _____ _____

59. Will electric lines or other utilities be installed by a
Public utility?

_____ Yes _____ No

_____ _____ a. If yes, a letter from the public utility as per
Subdivision Regulation 4:12.C. _____ _____

_____ _____ b. If yes, a copy of a letter to the town's cable
provider notifying them of the proposed
subdivision _____ _____

For Planning Board Use Only

Review of Subdivision for Compliance with Zoning Ordinance

The Plans are at a scale of _____. Contour lines are every _____ feet.

1. District Boundaries – Article XI

Has the correct zoning district been determined Y N

If a lot lies in two districts, does it comply with Article XI, A.4.? Y N N/A

2. Dimensional Controls – Article XII. A. (or XIII.E. if a cluster):

Minimum lot size for the district? Y N

Required frontage on class 5 or better road (50 ft. for backlots) Y N

Setbacks for structures and driveways:

30 ft. from right of way (10 ft in clusters)? Y N

20 ft from side lot lines (10 ft in clusters except for driveways)? Y N

50 ft from water bodies/wetlands? Y N N/A

Setbacks for leachfields:

75 ft from wetlands? Y N N/A

100 ft from ponds and streams (Article XIII.K.)? Y N N/A

30 ft from right of way (20 ft in clusters)? Y N

20 ft from side lot lines? Y N

A 25 ft buffer from surface waters and wetlands over 10,000 sq ft? Y N N/A

3. Density Controls – Does the plan comply with the density controls of Article XII.B. (or if a cluster, are the number of lots proposed less than or equal to the number shown on the yield plan per XIII.E.)? Y N

4. Conservation Overlay District – If any portion of a lot lies within the Conservation Overlay District, does the plan comply with the provision of Article X, specifically:

one acre of contiguous area containing no wetlands, surface waters, or slopes greater than 15%, and able to contain a 75' by 75' square? Y N N/A

erosion control plans for construction on slopes greater than 15%? Y N N/A

avoiding disturbance on slopes greater than 25%? Y N N/A

Review of Subdivision for Compliance with Subdivision Regulations

5. Driveways

Is storm water drainage plan adequate to prevent erosion (Article XIII.H.)? Y N N/A

Do shared driveways serve 4 or fewer houses? Y N N/A

6. Cluster Development – If there is a cluster development, does it comply with the requirement of Article XIII.E., in particular:

is the parcel 10 acres or more? Y N N/A

is 5% of the parcel set aside as open space? Y N N/A

are wetlands and steep slopes less than 50% of the open space? Y N N/A

are common areas 15% or less of the parcel? Y N N/A

do common areas exclude wetlands, steep slopes and floodplains? Y N N/A

7. Lot Layout and Identification – Does the lot layout and identification conform with Subdivision Regulations 4:05 and 4:06, specifically:

are lots identified by appropriate lot numbers? Y N

are side lot lines generally at right angles to streets? Y N

do corner lots have extra width to permit setback on each street? Y N N/A

are non-buildable lots indicated as such on the plat? Y N N/A

8. Back Lots – If there are back lots, do they conform with Subdivision Regulation 4:05-1, specifically:

does each back lot have 50 feet of frontage? Y N N/A

is each back lot paired with a front lot? Y N N/A

does each back lot abut its front lot? Y N N/A

do minimum acreage calculations exclude the access area? Y N N/A

do access areas conform to Subdivision Regulations 4:05-1.C-E? Y N N/A

9. Reserved Strips – Do plans comply with Subdivision Regulation 4:07 prohibiting privately owned reserved strips that control access? Y N

For Planning Board Use Only

Review of Subdivision for Compliance with Subdivision Regulations - cont.

10. Septic System – Do septic system plans conform to the criteria in Subdivision Regulations Appendix B:01, specifically:
- | | | | |
|---|---|---|-----|
| town setback requirements for structures? (Zoning Article XII.A) | Y | N | |
| test pits located within the 4,000 sq ft reserved septic area? | Y | N | N/A |
| state “Approval for Construction” has been received if: | | | |
| any portion of the septic system is on a slope greater than 12%? | Y | N | N/A |
| reserve area includes ledge within 3 ft of the surface? | Y | N | N/A |
| any portion of the septic system is below 100 yr flood elevation? | Y | N | N/A |
| accurate location of existing septic systems? | Y | N | N/A |
11. Proposed Streets – Do proposed streets conform to the design criteria of the Subdivision Regulations Appendix B:02, specifically:
- | | | | |
|---|---|---|-----|
| has the name been approved by the Board of Selectmen? | Y | N | N/A |
| are streets at right angles within 75 ft of an intersection? | Y | N | N/A |
| is the grade within 50 ft of an intersection 1% or less? | Y | N | N/A |
| do dead-end streets comply with the Subdivision Regulations in Appendix B:02.E? | Y | N | N/A |
| does R.O.W. for temporary deadends extend to property line? | Y | N | N/A |
12. Street Specifications – Do plans for new streets conform to the standards set forth in Subdivision Regulation Appendix B:03? Y N N/A
13. Inadequate Existing Streets – If a subdivision abuts an existing street with inadequate alignment or right of way width, does the street dedication include all land needed to meet the standards set forth in Subdivision Reg B:03? Y N N/A
14. Drainage Plans – Do drainage plans conform to the requirements of Appendix B:05 of the Subdivision Regulations? Y N N/A
15. Erosion Control – Does the soil erosion and sediment control plan comply with Subdivision Regulations Appendix C:04-C:06? Y N N/A
16. Markers – Have permanent markers been installed where necessary and do they conform to the specifications of Appendix B:06 of the Subdivision Regulations? Y N N/A

Review of Subdivision for Compliance with Subdivision Regulations – cont.

17. Inspections – Has a time line for completion and an inspection schedule been established for:
- | | | | |
|---|---|---|-----|
| new roads (see Appendix B:09 of the Subdivision Regulations)? | Y | N | N/A |
| erosion and sediment control measures? | Y | N | N/A |
| storm water drainage plans? | Y | N | N/A |
| off-site improvements to roads accessing the development? | Y | N | N/A |
18. Performance Bonds – Have bond amounts and time limits been established in accordance with Subdivision Regulation 4:12 for:
- | | | | |
|---|---|---|-----|
| new roads? | Y | N | N/A |
| erosion and sediment control measures? | Y | N | N/A |
| storm water drainage plans? | Y | N | N/A |
| off-site improvements to roads accessing the development? | Y | N | N/A |
| landscaping? | Y | N | N/A |
19. Dedication Offers – If streets, public area, easements or parks are to be dedicated to the town, are there notes on the plan that comply with Subdivision Regulation 4:14, specifically stating:
- | | | | |
|-----|---|---|---|
| N/A | plan approval does not guarantee acceptance by the town? | Y | N |
| N/A | party responsible for maintenance until town acceptance? | Y | N |
| N/A | party liable for injuries and damage until town acceptance? | Y | N |

For Planning Board Use Only

Issues for Consideration by the Planning Board

Scattered and Premature – is development scattered and premature (Subdivision Regulation 4:03)?

Access to Site – is the access to the site a sub-standard class V road? Are off-site improvements necessary in order to ensure safety? Does town have an easement of 25 feet from centerline?

Driveways

Can driveways be appropriately located on each lot?

Should shared driveways be used in order to minimize entries onto major roadways, improve site distances, avoid steep slopes and wetlands, and take advantage of existing rights of way (Zoning Article XIII.H.2.)?

In the case of long shared driveways, has adequate consideration been given to passing and turning areas (Zoning Article XIII.H.2)?

Ground Water and Surface Water

Will the proposed use detrimentally affect the quality of surface or ground water by contributing to pollution or to long term susceptibility to pollution (Zoning Article XIII.L.1)?

Will the proposed use cause a significant reduction in the long term volume of ground water and surface water available (Zoning Article XIII.L.2)?

Density – Will the number of proposed lots be greater than the number which can be laid out without substantially impairing the health, safety or welfare of inhabitants, with respect to potable water, surface water drainage, sewage, flooding and traffic (Subdivision Regulation 4:02)?

Proposed Streets

Have proposed roads been planned with regard to safe intersections and arranged to provide a convenient system for present and future traffic needs (Subdivision Regulation 4:02)?

Do street patterns give due consideration to contours and natural features (Subdivision Regulation Appendix B:02.B)?

Should the street pattern be extended to abutting undeveloped properties (Subdivision Regulation Appendix B:02.B)?

Should a buffer be required between the property of an abutter and a traveled way within the subdivision (Subdivision Regulation Appendix B:02.D.)?

Do any temporary dead-end streets pose a safety concern?

Are any traffic control signs needed?

Septic Disposal

If plans call for a raised bed leach field, should this use be discouraged if the lot is less than three acres or the frontage is less than 300 feet (Subdivision Regulation 4:10.B.3)?

Should additional test pits/perc tests be required? Should perc tests be observed by a town official (Subdivision Regulation Appendix B:01.C.3)?

Safety – Will fire trucks and emergency vehicles have any difficulty accessing the property (Subdivision Regulation 4:02)?

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Soils – Is a site specific soil survey needed to gain more information about slopes or suitability of the land for septic systems, including: slopes, depth to ledge, clay, and hardpan layers and seasonal high water table data (Subdivision Regulation 4:04 and Appendix B:01.D.)?

Floodplain – If any structures or utilities are proposed to be located within the floodplain, are structures and utilities located and constructed so as to minimize flood damage and is adequate drainage provided? Is the land suitable for subdivision (Subdivision Regulation 4:02 E. and 4:04)?

Storm Water Management – Will the drainage plan provide for adequate surface drainage without contributing to pollution of surface waters or negatively impacting neighboring properties (Subdivision Regulation B:05)?

Erosion Control – Erosion control plans are required for any construction on slopes over 15% (Article X.C.3) or if the disturbed area is cumulatively more than one-half acre (Subdivision Regulation Appendix C:02.A.). Are there any other circumstances suggesting an erosion control plan should be required (such as disturbance of critical areas such as steep slopes, wetlands, floodplains or construction of more than 3 dwelling units)? Have erosion control plans been reviewed by the town engineer?

Back lots

Is the use of back lots the best land use technique for the subdivision, or could the parcel be better subdivided by other land use techniques, such as clustering (Subdivision Regulation 4:05-1 F.)?

If there is a non-conforming back lot (lot of record on 3/1/87), is there evidence that it was a lot of record and assurance it has access to a town road (XIII.D.)?

Natural and Historic Features – Has due regard been given to the preservation and protection of natural and historic features such as trees, scenic points, brooks, streams, rock out-cropping, water bodies, and historic landmarks (Subdivision Regulation 4:08)?

Public Open Spaces – Have adequate provisions been made for the reservation of land for open space, park, or playground areas (Subdivision Regulation 4:09)?

Landscaping – Are there any areas that should be landscaped or have a vegetated buffer? Should a landscape plan be required?

Impact Studies

Is there a possibility of serious adverse environmental impact? Should an environmental impact study be requested (Subdivision Regulation 4:00)?

Is there a possibility of serious adverse economic impact? Should an economic impact study be requested (Subdivision Regulation 4:00)?

Will existing roads be able to safely accommodate additional traffic? Should a traffic impact study be requested?

Bonds – Does the applicant understand that inspection reports must be submitted according to the established schedule and performance bonds will not be released if they have not been submitted?

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	Received	N/A
Performance bonds for:		
New streets	_____	_____
Soil Erosion and Sediment Control Plan	_____	_____
Landscaping	_____	_____
Off site improvements	_____	_____
Other _____	_____	_____
Construction time line and inspection schedule for	agreed on	N/A
New streets	_____	_____
Soil Erosion and Sediment Control Plan	_____	_____
Storm water drainage	_____	_____
Landscaping	_____	_____
Off site improvements	_____	_____
Other _____	_____	_____
Active and substantial (regulation 8:01.K)	_____	_____

TOWN OF NEW IPSWICH

661 Turnpike Rd New Ipswich NH 03071

Planning Board Schedule of Fees



Town Fees (Check payable to Town of New Ipswich)

Site Plan Review:

Site Plan Review... \$200 plus \$30/1,000 sf gross area of building **plus Engineering Fee***
Multi-Family... \$200 plus \$75 per dwelling unit*
Impervious area outside gross area... \$5/1,000 sf
Certified Abutter Notice... Cost plus
\$2/abutter Recording Fee... Cost plus \$10

Subdivisions:

Minor (2 lots)... \$250 (**plus** Fee for Engineering Review**)
Major (3+ lots)... \$250 plus \$75/lot (**plus** Fee for Engineering Review**)
Certified Abutter Notice... Cost plus \$2/abutter
Lot Line Adjustment... \$100 per line adjusted (3+ lines require Eng. Fee**)
Condo Conversion... \$250 plus \$75/unit
Voluntary Merger... \$100 plus recording fee

All Subdivisions and Lot Line Adjustments:

Tax Map Correction Fee... \$25 Payable to Town of New Ipswich
Certified mailing of Mylar... \$17.30 Payable to Town of New Ipswich
LCHIP fee... \$25 Payable to Hillsborough County Registry of Deeds
Mylar recording fee... \$26 Payable to Hillsborough County Registry of Deeds
Decision letter recording fee... See Hillsborough County Recording Fees

Engineering Review (Check payable to H-Star Engineering):

***Site Plans**... \$650- Applicant meeting to review checklist, site visit, report to the Planning Board

****Subdivision Review** \$550 plus \$100 for each lot- Applicant meeting to review checklist, site visit, report to the Planning Board

Additional Engineering Review... In some cases, additional professional review will be required such as, but not limited to, review of drainage computations, lot sizing, roadway design, lighting design review, environmental considerations, off-site improvements and any other plan aspects/issues/inspections that are specifically called for by the Planning Board. This fee will be \$130 per hour.

Consultation and Special Investigative Studies

Additional studies or outside consultants may be deemed necessary to determine the proper response to an application - depending on the impact, scope and complexity of an application and property conditions. It shall be the responsibility of the applicant to pay reasonable fees for investigative studies, environmental assessments and administrative expenses which may be required to make an informed decision on an application.

Attorney fees may also be assessed at an hourly rate for legal review of agreements, case specific consultation or review of findings of fact.

As-Built Drawings (Streets and Utilities) – Subdivider (or developer) pays preparation and review costs

Reviewed and modified January 21, 2024