

Major Subdivision
**(4 lots or more; and/or requires new streets, utilities or other
municipal improvements)**

Pre-application Procedure
SECTION V. SUBDIVISION REVIEW PROCEDURES

A. Preliminary Conceptual Consultation (optional but strongly recommended)

The Applicant may request a meeting with the Board to discuss a proposal in conceptual and general terms. Such discussion shall not bind the Applicant or the Board and may occur without formal public notice but must occur only at a posted meeting of the Board. Although preliminary consultation is strictly optional, the Board encourages applicants to avail themselves of this opportunity to resolve issues at an early stage that might become problems later. Such pre-application consultation shall be informal and be directed towards:

1. Reviewing the basic concepts of the proposal.
2. Reviewing the proposal with regard to the zoning ordinance.
3. Explaining state and local regulations that may apply to the proposal.
4. Determining if the proposal is a major, minor or technical subdivision.
5. Discussing the desirability of types of development and proposals under Harrisville's Master Plan.

1. PRELIMINARY CONCEPTUAL CONSULTATION

- Can occur only at a regular meeting of the Board
- Limited to general and conceptual discussion, e.g., explaining regulations that might apply, relating proposal to Master Plan and Zoning Ordinances, determining if project would be a major, minor or technical subdivision.
- Requires no formal public notice.
- Involves no time limit or binding decisions for Board or Applicant.

B. Design Review Phase (optional)

1. Prior to submission of an application for Board action, an Applicant may request to meet with the Board or its designee for non-binding discussions beyond the conceptual and general, involving more specific design and engineering details of the potential application.
2. The design review phase may proceed only after identification of and notice to abutters and the general public as required by RSA 676:4 I (d).

3. Persons wishing to engage in pre-application design review shall file a "Request for Pre-application Design Review" and associated fees with the Board at a regularly scheduled meeting. The request shall include:
 - a.) Names and addresses of the applicant and all abutters and holders of conservation, preservation, or agricultural preservation restrictions, obtained from Town records not more than 5 days before submission.
 - b.) Fees to cover the costs of mailing notices to the above persons (certified mail, return receipt requested) and of publishing notice in the Keene Sentinel.

3. The design review will be scheduled for the next regular meeting of the Board. Statements made by Board members at a design review shall not be the basis for disqualifying said members or invalidating any action eventually taken on the application.

5. A preliminary layout of the site should be provided, showing: location of lot lines, lot measurements, and the roads surrounding the site.

2. PRE-APPLICATION DESIGN REVIEW (OPTIONAL)

- Owner or agent files required materials at regular meeting of the Board.
- Must include names and addresses of abutters and holders of conservation or preservation restrictions (for notification purposes).
- Must include fee to cover cost of certified mailings.

Notices mailed to abutters and holders of conservation or preservation restrictions and posted / published at least 10 days prior to the next regular meeting of the Board

- Review occurs at next regular meeting of the Planning Board.
- No public hearing required (but possible)
- Provides opportunity for more detailed discussion of proposal: e.g., lot sizes, utilities, roads, design and engineering issues.
- Board conveys suggestions, recommendations, and concerns to Applicant.
- Involves no time limit and no binding decisions for Board or Applicant.

HARRISVILLE PLANNING BOARD
705 CHESHAM ROAD
HARRISVILLE, NH 03450

REQUEST FOR PREAPPLICATION DESIGN REVIEW

name of owner(s)	address	zip code	phone #
name of agent (if applicable)	address	zip code	phone #

Property location _____

Property tax map number _____ lot number _____

Notification Requirements: List names and addresses of abutters with map and lot numbers within 200' of property; and names and addresses of holders of conservation and/or agricultural preservation restrictions within 200' of property.

Fee: Owner pays the Board's costs for notifying the above described parties by certified mail and for posting public notice in the Keene Sentinel.

Cost of Notification (paid in advance) _____.

Preliminary Layout: The owner should provide a preliminary schematic layout of the site, showing: location of lot lines, lot sizes, and the names of nearby roads.

Statement of Intent:

I understand that a design review is a non-binding discussion between the Board and a potential applicant. It is an optional preliminary step before filing a Subdivision Application and Checklist, which may be done at any subsequent Board meeting.

signed

date

Major Subdivision (4 lots or more)

Formal Application Procedures

Note: This chart is for purposes of general and summary illustration only. For a full statement of the Regulations governing the subdivision of land in Harrisville, applicants should consult the Harrisville Subdivision Regulations.

- Applicant files Application at a regular meeting of the Planning Board .
- Must submit all material and information required by regulations.
- Must include names and addresses of abutters, holders of conservation or preservation restrictions, and every person whose professional seal appears on the plat.
- Must include application fee and cost of certified mailing.
- No discussion or consideration of the application will take place at this meeting.

Notices posted/published and mailed to abutters and others as required by RSA 676:4, I (d) at least 10 days before the next regular meeting of the Board.

At the next meeting for which notice can be given—or 30 days from filing—Board determines if application is complete.

If INCOMPLETE, Applicant is notified in writing of reasons and advised of next steps.

If COMPLETE, Board begins formal consideration based on the merits of the proposal.

Must render a decision within 65 days unless Selectmen grant an extension not to exceed an additional 90 days. (Applicant may waive 90 day requirement and consent to a mutually agreeable time period.)

If NOT APPROVED: Applicant is notified within 144 hours (6 days) of the reasons for disapproval.

Applicant may revise and resubmit or appeal to Superior Court within 30 days.

If APPROVED: Planning Board files plan with the Registry of Deeds (when all fees have been paid and conditions of approval met.)

Filing must occur within one year of Planning Board approval.

MAJOR SUBDIVISION

(4 lots or more; and/or requires new streets, utilities or other municipal improvements)

HARRISVILLE PLANNING BOARD
705 CHESHAM ROAD
HARRISVILLE, NH 03450
SUBDIVISION APPLICATION AND CHECKLIST

1. Application to Harrisville Planning Board for approval of plat entitled

_____ *For Board use.*

Letter of intent attached. Written request for waivers, if any, attached. * _____
(Note: Items marked with * cannot be waived.)

2. _____ * _____
name of owner(s) address zip code

3. _____ _____
name of applicant address zip code
(if other than owner)

4. Property location _____ tax map# _____ lot# _____ * _____

5. If the owner owns or has any interest in a partnership or corporation owning abutting property, please explain. * _____

6. Attach: a list of names and addresses of abutters and other owners within 200' of property; names and addresses of holders of conservation and/or agricultural preservation restrictions within 200' of property; and names and business addresses of every engineer, architect, land surveyor and soil scientist whose seal appears on any plat. Accuracy of list is applicant's responsibility. * _____

**7. The following items are or may be required for all Major Subdivisions
(4 lots or more; and/or requires new streets, utilities or other municipal improvements)**

a. Lots meet zoning requirements or granted variance by ZBA(attached). * _____

b. Test pits, percolation results observed and inspected by Town Health Officer _____

c. Test pits and 4,000 sq. ft. leach field areas located on plat. Setback requirements are met. _____

d. 75' well radius for each lot shown on plat. _____

e. Right(s)-of-Way and all easements shown on plat. _____

f. Location of all existing and proposed survey monuments to town specifications. _____

See Attachment 1, Section IX, Design Standards, B, Monuments.

g. Required plat dimensions and four copies provided. * _____

h. Zoning district where property is located in Town shown. * _____

i. Required natural, man-made and abutting features shown. * _____

j. All fees paid to Town. * _____

k. Survey map meets all requirements. Refer to Section VII * _____

8. The following are or may be required in addition to the above for a Minor Subdivision:

a. Soils overlay. _____

b. Contour map (existing and proposed). _____

c. Class VI road restrictions on plat. _____

d. Proposed new utility locations shown on plat. _____

e. Driveway permit. _____

f. Wetland areas identified. _____

g. High intensity soils survey. _____

9. The following are required in addition to the above for a Major Subdivision:

a. Sidewalks and public utilities shown on plat. _____

b. Subdivision grading and drainage plan complete. _____

c. Legal requirements and covenants identified on plat. _____

d. Fiscal impact statement. _____

e. Traffic study and road engineering complete. _____

f. Flood plain impact. _____

g. Aquifer impact.

10. The Board may require additional information upon review of this application.

11. Statement of intent: To the best of my knowledge, the data and information which I have submitted to obtain subdivision approval from the town of Harrisville are true and correct. I understand that an approval based on incorrect data or information is subject to revocation.

signed

date

SECTION VII: SUBDIVISION PLAT SUBMISSION REQUIREMENTS

Checklist for Board Use

- 1. Four paper copies, prepared by a New Hampshire licensed land surveyor with his name, license number, and seal shall be submitted. A reproducible original plat (Mylar) shall be submitted following Planning Board approval. This Mylar shall include any corrections and/or conditions or the approval. _____

- 2. The plat shall show or be accompanied by:
 - a. Proposed subdivision name or identifying title. _____
 - b. Zoning district where property is located. _____
 - c. Name and address of the owner. _____
 - d. Name of all abutting property owners. _____
 - e. Minimum scale, referring to both a graphic and written scale:
 - i. Up to five acres – fifty feet to the inch
 - ii. Five to ten acres – one hundred feet to the inch
 - iii. Ten to two hundred acres+ - 200 feet to the inch.
 - iv. Sheet sizes to conform to Cheshire County Registry of Deeds requirements. _____
 - f. Locus plan showing general location of the total tract within the town _____
 - g. Location of 4,000 sq. ft. receiving layer suitable for an individual sewage system; meets setback requirements. _____
 - h. Location of 75 ft. well radius on each lot. _____
 - i. Location of all existing and proposed survey monuments to town specifications. “Monuments constructed of concrete or stone at least 4 inches on the top and at least 30 inches long shall be set at all block corners. Solid iron pipes shall be set at all lot corners. Concrete or stone bounds shall be set at all points or curvature and all points of tangent for surveying purposes.

 - j. Boundary survey including bearings, distances, north arrow and the location of permanent markers. _____
 - k. Existing buildings and man made structures to remain. _____
 - l. Location and profiles with elevations of existing water mains, sewers, culverts, drains, and proposed connections or alternative means of providing water supply and disposal of sewage and surface drainage. _____
 - m. Existing and proposed easements rights-of-way, buildings, water courses, ponds, standing water, rock ledge stone walls and other essential site features. _____

- n. Deed restrictions, covenants, and easements. _____
 - o. Location of property lines, including entire undivided lot, lot areas and frontage on public right-of-way. Each lot shall be numbered according to tax map numbering system. _____
 - p. One paper copy shall show existing and proposed topographic contour boundaries at 20-foot intervals. It shall also show soil mapping types, slopes and boundaries. _____
 - q. Location of ground water percolation tests and test results _____
 - r. Open space to be preserved. _____
 - s. Existing and proposed streets with class, names and right-of-way width. _____
 - t. Final road profiles and cross-sections. _____
 - u. Watershed and drainage computations. _____
 - v. Boundaries of zoning districts lying within the subdivision. _____
3. Adequate space shall be available on the plat for the necessary endorsement by the Board, which wording shall read: “Approved by the Harrisville Planning Board on _____; Certified by the Chairman _____ and Secretary _____”, and for reference to any conditions or restrictions required by the Board. _____

Rev: 1/11/12