

Application # _____

Map _____ **Lot** _____

**APPENDIX D TO, AND FORMING A PART OF
THE LYME SUBDIVISION REGULATIONS**

LYME PLANNING BOARD

Final Application for Major Subdivision Approval

(Required by NH Statutes 676:4)

This application should be completed by anyone who would like to divide his/her property into three or more lots or sites, or alter or divide his/her building into three or more units for condominium conveyance or other business use (other than for "cottage industry"), or otherwise carry out a subdivision. Any subdivision of the land which occurred within the last ten years will be considered part of this subdivision proposal. This application should be completed and delivered to the Planning Administrator at least 15 days prior to the Planning Board meeting at which the application will be accepted. If the Administrator concludes you have addressed each item and all filing fees have been paid, a hearing will be publicly noticed.

If during the hearing, the Board finds that the application is complete, the application will be accepted for review and the Board will give the applicant a receipt certifying such acceptance. The Board may act on a routine application at the same hearing at which the application is submitted. In any event, the Board must begin formal consideration of the application within 30 days of acceptance for review unless the applicant agrees otherwise, and will act to approve or disapprove within 65 days. Upon request by the Board, the time for action may be extended by the Selectmen by an additional 90 days.

1. Owner(s): Applicant (if applicable):

Address: Address:

Telephone: Telephone:

2. Owner(s): Applicant (if applicable):

Address: Address:

Telephone: Telephone:

The Owner gives authorization to the Applicant to represent the Owner in this application by the following signature. All communications will be between the Board and the Applicant.

Signature of Owner #1

Signature of Owner #2

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- | | | | |
|----|--|-----|------|
| | Date | | Date |
| 3. | Is this an application for a lot size averaging subdivision? | Yes | No |
| 4. | Will this proposal have a regional impact? | Yes | No |
| 5. | Is the lot to be subdivided a “lot of record”? | Yes | No |

Signature of Owner or Applicant #1

Signature of Owner or Applicant #2

Date

Date

6. I agree to have the formal submission of my application scheduled for the first available time slot on the Planning Board's regular business agenda following a satisfactory review for completeness by the Planning Administrator. This may be more than 30 days from submission of a completed application.

Signature of Owner or Applicant #1

Signature of Owner or Applicant #2

Date

Date

7. Fees:
The application will not be accepted for review until the fees set forth in the Board's current fee schedule are paid. Additional fees may be imposed by the Board during the review process to cover fees and disbursements of consultants to the Board including engineers, surveyors, lawyers, and community planners.

Signature of Owner or Applicant #1

Signature of Owner or Applicant #2

Date

Date

Date Submitted to Town of Lyme

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Plans and Documents to be Submitted

The applicant must address each of the following items in writing and submit plans and documents as noted. However, some of the following requirements may not be applicable to your proposal, and you may wish to request a waiver. Any waiver requests must be provided in writing including reasons why the waiver should be given. The Board reserves the right to call upon the applicant for additional information in the course of reviewing the proposed subdivision.

I. Notice List

- A. Names and addresses of each abutter by Map and Lot number. This includes all persons having a beneficial interest in the property including holders of conservation, preservation, or agricultural preservation restrictions on the property and abutting properties. This information is available at the Selectboard office.
- B. Names and business addresses of every engineer, architect, land surveyor, or other consultant whose professional seal appears on any submitted document.

II. Maps

Provide ten (10) blue or black line paper prints including or meeting the following specifications for each map:

- A. Topographic Map
Topography lines showing existing and proposed changes in topography at the following intervals:

<u>Grade</u>	<u>Contour Interval</u>
0-2%	2-foot plus spot elevations
2-5%	2-foot
5+%	5-foot

Also, all low points, high points and other areas needing spot elevations should be shown. Contours should be shown in dashed lines. Contour lines are to be field run or photogrammetric and not interpolations of USGS maps.

- B. Conservation District Map
 1. Size per requirements of Grafton County Registry of Deeds.
 2. Scale no smaller than one hundred (100) feet per inch.
 3. Complete boundaries and area of entire parcel and proposed lots; north point, bar scale, date, and dates and descriptions of any revisions.
 4. Location of zoning district boundaries and area of each lot in each district if property in more than one district. If only one zoning district, only a note should be provided.
 5. Lyme Conservation District boundaries and acreages. See Zoning Ordinance for definitions of Conservation Districts.
 6. Soil types including legend and location of all percolation test sites, soil test pits, and borings
 7. Surface water, drainage ditches, and swales.

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C. Subdivision Layout Map

If a lot-size-averaged subdivision is planned, show the maximum number of lots that would be allowed with strict adherence to the conventional acreage and dimensional controls of the Zoning Ordinance.

D. Site Survey Map

1. Size per requirements of Grafton County Registry of Deeds.
2. Scale no smaller than one hundred (100) feet per inch.
3. Be prepared, signed, and certified by a New Hampshire licensed land surveyor.
4. Complete boundaries and area of entire parcel; north point, bar scale, date, and dates of any revisions.
5. Existing and proposed street right-of-way lines, dimensions of tangents, chords, and radii; have points of curvature and tangency of curved streets; and angles of lot lines; and names of existing and proposed streets.
6. Existing and proposed lot lines, angles, and dimensions, lot areas in square feet or acres, consecutive numbering of lots, and survey monuments.
7. Location of existing and proposed easements (including old wells, water rights, and rights-of way) and areas affected by existing and proposed covenants, reservations and restrictions, benefiting or burdening the property.
8. Location of existing and proposed parks and other open space, and significant natural and human-made features.
9. Location of existing and proposed utilities, wells, septic systems, buildings, drives, parking areas, storm water drainage lines, drainage structures, and drainage ways.
10. Location of zoning district boundaries and area of each lot in each district if property in more than one district. If only one zoning district, a note will be sufficient.
11. Name, address, and Map and Lot numbers of every abutting owner of property in fee or in easement, and the name and address of any engineer, architect, land surveyor, soil scientist or other professional involved in the preparation of the application shown.
12. Site location map showing location of proposed subdivision in relation to the general area of the subdivision.
13. All surface water on and within two hundred (200) feet of the site including rivers, streams, intermittent streams, lakes, ponds, marshes, wetlands; flood prone areas (see Section 2 of the Subdivision Regulations); and drainage ditches and swales.
14. Property setbacks according to Article V of the Zoning Ordinance.

E. Watershed Map

Identification of the complete watershed area within which the property is located with boundaries marked on the applicable USGS topographic maps. This could be a photocopy of a USGS map.

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F. Final Plat

After Planning Board approval and within 60 days from approval, provide two paper copies and a mylar of the final Site Survey Map (see II. D.) according to the standards of the Grafton County Registry of Deeds for Board signatures, notations, and recording.

III. Lot Size and Density Calculation

Provide a worksheet to show the lot size of each proposed lot using the definition in section 2 of the Subdivision Regulations and the town's Conservation District Map acreages.

IV. Traffic and Access

An analysis of the traffic to be generated by the proposed subdivision including direct and indirect volume of traffic, impact on the area surrounding the subdivision and the Town as a whole, capacity of the public roads leading to the area of the subdivision to serve the subdivision safely and efficiently, and statement of work required on existing roads serving or leading to the subdivision to meet the minimum road standards set forth in the Town's Subdivision Regulations.

Provide any required local or state permits including driveway permits. Discuss safety issues such as signals and signs, and suitability of soils and topography for proposed access.

V. Sewage Disposal

All proposed sewage disposal plans, in detail, including all computations and an analysis and description of impacts on surface and ground water quality, adequacy of site for septic system sewage disposal, and provision for an adequate buffer zone between all portions of a septic system and surface water (see Section 4 of the Subdivision Regulations). Septic systems must be designed and constructed, at a minimum, in compliance with State Design Criteria; more stringent standards may be imposed in specific cases.

In addition to locating the existing septic system and submitting a statement from a septic designer as to its condition and adequacy, a replacement leach field must be identified for all lots with existing residences.

Provide results of all soil tests including dates, locations by reference to Conservation District Map, percolation rates, soil profile with depth to ledge, clay, hard pan, and existing and seasonal high water table, and analysis of suitability of soils in areas proposed for septic systems.

Caution: Test pits shall be located in areas where septic systems will be allowed under the Lyme Zoning Ordinance.

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VI. Water Supply

All proposed water supply plans, in detail, with a description and analysis of proposed water supply including computation of requirements and analysis of source in terms of flow rates and quality.

Public Water Supply systems (systems which will serve more than twenty-five (25) persons for sixty (60) days or more per year) must be designed and constructed, at a minimum, in compliance with State Design Criteria. For hook-up to existing water supply systems, provide two (2) copies of a statement of acceptance into the system by system management.

VII. Surface Water Runoff, Sedimentation, and Erosion

All plans to control surface water runoff so as to protect surface water quality and prevent sedimentation and erosion. Such plans should include the following information:

- A. Identification of all easements, express or implied, for the drainage of surface water onto or across the property from other properties, and from the property onto or across other properties. Cross reference the easements to the documents provided in response to XVI. Title Matters of this application.
- B. Computation of rate of runoff before and after completion of the subdivision for a fifty (50) year, twenty-four (24) hour rainfall.
- C. Computation of storm water drainage capacity based on estimated rate of runoff for a fifty (50) year, twenty-four (24) hour rainfall following completion of all phases of the subdivision including impact on downstream drainage structures.
- D. Drawings, specifications and calculations for each proposed runoff, erosion and sediment control measure, including identification of and location of natural drainage ways on the property and surrounding area and the location of the proposed measures for runoff, erosion and sediment control including provision for adequate buffer zones (not less than one hundred (100) feet measured horizontally) between developed areas (e.g. roofs, drives, parking areas, etc.) and surface water, with the distance measured to the top of the bank above the surface water. Plans should be provided for each phase of construction using Best Management Practices. Low-Impact Development (LID) design shall be encouraged for any project to mimic the natural landscape with small and distributed infiltration, storage, and retention measures.
- E. Analysis and description of the impact of the proposed subdivision on surface water quality.

VIII. Preservation of Significant Natural and Historic Features, Open Space, and Farmland

Identify and describe plans for the preservation and protection of significant scenic points, brooks, streams, water bodies, marshes, wetlands, wildlife habitat, other natural resources and historic buildings and features. Identify and describe plans for the preservation and protection of agricultural land designated by the Natural Resources Conservation Service as *prime* agricultural land, agricultural land of *statewide* importance, and agricultural land of *local* importance. Describe areas to be set aside for park or playground use, open space, or other public or private reservation, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation.

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- IX. Recycling and Solid Waste Disposal
Description and analysis of solid waste to be generated by the proposed subdivision and plan for management of wastes, including hazardous wastes, other than ordinary residential waste.
- X. Police Protection
Provide a letter from the Chief of Police addressing protection and safety issues such as access and traffic.
- XI. Fire Safety
Provide a letter from the Fire Chief addressing the following issues: an analysis of and plans to assure fire safety including fire safety of buildings, access by people and equipment to the site and to buildings on the site, and availability and adequacy of water supply for fire fighting. Depending on the nature of the subdivision, an analysis of forest fire danger may be required. See section 4.21 of the Subdivision Regulations.
- XII. Existing and Planned Land Use
A description of existing land use in the area of the proposed subdivision and any proposed changes known to the applicant. Comment on the relationship, compatibility and impact of the proposed subdivision on existing and proposed land use in the area.
- XIII. Impact of Subdivision
Analysis of the proposed subdivision's direct and secondary fiscal impacts and direct and secondary impacts on population growth and school enrollment. The analysis should cover the development period on a year by year basis plus the fifth year following completion of the development. Fiscal impacts should be calculated on the basis of constant dollars and tax rates and assessment ratios in effect at the time the analysis is prepared. For subdivisions which are being carried out in phases, the analysis should reflect the timing and cumulative impact of all phases.
- XIV. Construction Plans
A. Plans
Plans of all areas to be disturbed for construction of streets, drives, drainage ways, and structures; sewer, water and electric lines, erosion and sediment control structures, and other areas to be disturbed for the construction of improvements shall be made with existing topography shown in dashed lines and proposed contours shown in solid lines at a contour interval no greater than two (2) feet plus spot elevations, soil types and boundaries shown in dotted lines, existing tree lines and proposed trees and all other plantings, edge of all paved or graveled areas, location and size of all structures, piping and other materials, horizontal curve data at street center lines, center line stationing of all proposed roads at fifty (50) foot intervals and the location of all adjacent lot lines with the lot numbers of each lot taken from the site survey. Plans shall be drawn at a scale of not more than one (1) inch equals fifty (50) feet.

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B. Profiles

Profiles of all proposed roadways (including drives) showing existing and proposed elevations along the center lines; and all structures, piping and other materials. Profiles shall be drawn at a scale of one (1) inch equals fifty (50) feet horizontal scale and one (1) inch equals five (5) feet vertical scale.

C. Cross-sections

Cross-sections of all proposed roadways at one hundred (100) foot stations and at all catch basins, bridges, or culverts showing the roadway and all areas to be disturbed for the construction of all proposed roadways, existing grades, proposed subgrades, proposed final grades, and all utilities and other structures. Cross-sections shall be drawn to a convenient scale of not more than one (1) inch equals ten (10) feet, both the horizontal and vertical scales shall be the same.

D. Details

Construction details of all roadways, curbing, sidewalks, drainage structures, sediment and erosion control structures and any other required improvements shall be shown at a convenient scale.

XV. Performance and Maintenance Surety

- A. Submit a copy of the proposed bond or surety and security providing for and securing to the Town the completion of the actual construction and installation of all improvements and utilities and their maintenance for one (1) year.
- B. Subdivider's engineer shall furnish to the Board an estimate of the full cost of all improvements.
- C. The Planning Board may endorse acceptance of the bond or surety and security in the form endorsed by the legal counsel to the Town. Documents establishing the bond or surety or security to be prepared and reviewed at subdivider's expense and approved by Town Counsel.

XVI. Title Matters

Provide a copy of each of the following:

- A. Most recent deed to the property, if not on file with the Town.
- B. All present or proposed easements, covenants, reservations or restrictions benefiting or burdening the property, if not on file with the Town. The location of all areas affected or to be affected thereby shall be clearly identified by appropriate reference to the site survey.

XVII. Agency Approvals

Submit a complete copy of all applications submitted to, communications with, and approvals from any Federal, State, or Town Agency having jurisdiction over any aspect of the proposed subdivision including the following:

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New Hampshire Water Supply and Pollution Control Division

- Dredge and Fill Permit
- Septic Systems
- Water Supply Systems
- Significant Alteration of Terrain

New Hampshire Department of Highways

- Driveway Permit

New Hampshire Fish & Game Department

New Hampshire Water Resources Board

New Hampshire Wetlands Board

Lyme Planning & Zoning Administrator

- Building Permit
- Sign Permit

XVIII. National Flood Insurance Requirements (Applicable if in flood prone areas)

Provide all relevant information as required under section 4 of the Subdivision Regulations.