

**Application #** \_\_\_\_\_

**Map** \_\_\_\_\_ **Lot** \_\_\_\_\_

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

**LYME PLANNING BOARD**

**Final Application for Minor Subdivision Approval**

(Required by NH Statutes 676:4)

This application should be completed by anyone who would like to divide his/her property into two lots requiring no new roads, utilities, or other municipal improvements. It shall not mean the division of a residential structure into two residential units only. 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 Selectboard 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**APPENDIX C – Lyme Subdivision Regulations**

**Page 2 of 5**

- 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

## APPENDIX C – Lyme Subdivision Regulations

### Page 3 of 5

#### 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

The topographic map shall be drawn to the same scale as the site survey and shall show existing topography and proposed changes in topography. Also, all low points and high points and other areas needing spot evaluations should be shown. The Planning Board may require contour lines to be field run or photogrammetric and not interpolations of USGS maps, and that contour lines extend a minimum of two hundred (200) feet beyond the subdivision boundary.

##### 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.

##### 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.

## APPENDIX C – Lyme Subdivision Regulations

### Page 4 of 5

#### 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; areas of high and moderate ground water favorability; flood prone areas (see Section 2.22 of the Subdivision Regulations); and drainage ditches and swales.
14. Property setbacks according to Table 5.1 of the Zoning Ordinance.

#### E. 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.

## APPENDIX C – Lyme Subdivision Regulations

### Page 5 of 5

#### IV. 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 only where septic systems will be allowed under the Lyme Zoning Ordinance.***

#### V. Surface Water Runoff, Sedimentation, and Erosion

Provide plans to control surface water runoff so as to protect surface water quality and prevent sedimentation and erosion.

#### VI. Preservation of Significant Natural and Historic Features

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.

#### VII. 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.

#### VIII. National Flood Insurance Requirements

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