

TOWN OF BETHLEHEM, NH
CHECKLIST FOR SUBDIVISION APPLICATIONS

Applicant Name: _____ **Map #** _____ **Lot #** _____

Using the Applicant column, please check off each item below that is contained in your application material or write "NA" if you feel the item does not apply to your application.

Please note that the Board may require such additional information as it deems necessary to evaluate your application in relation to the Subdivision Regulations.

Applicant ✓	For Planning Board Use ✓
-----------------------	------------------------------------

Required With All Subdivision Applications (Section 7.01):

- | | | |
|-------|-------|---|
| _____ | _____ | 1. The names and addresses of the applicant and all abutters as indicated in town records not more than five (5) days before the day of filing, along with any easement holders, and any engineer, architect, land surveyor or soil scientist whose professional seal appears on the plat |
| _____ | _____ | 2. A check payable to the Town to cover filing fees, mailing, advertising, and other costs. |
| _____ | _____ | 3. A copy of completed Application and Checklist. |
| _____ | _____ | 4. Any additional information which the Board deems necessary to evaluate the application in relation to the Subdivision regulations. |
| _____ | _____ | 5. Requests for waivers, if any, pursuant to Section 12.03 with justification. |

3 Paper Copies and PDF on one or more 24" x 36" sheets at a sufficient scale to clearly depict the details of the project, not more than 100 feet to the inch, prepared and stamped by a land surveyor licensed in New Hampshire, containing the following:

- | | | |
|-------|-------|--|
| _____ | _____ | 6. Proposed subdivision name or identifying title. |
| _____ | _____ | 7. Name(s) and address of the owner(s). |
| _____ | _____ | 8. Graphic scale, north arrow and date of plat preparation; dates of any revisions. |
| _____ | _____ | 9. A locus plat which centrally locates the site under consideration and clearly identifies streets nearest the proposed subdivision. |
| _____ | _____ | 10. Signature block for Planning Board. |
| _____ | _____ | 11. The statement: "The subdivision regulations of the Town of Bethlehem, New Hampshire, are a part of this plat, and approval of this plat is contingent on completion of all requirements of said subdivision regulations, excepting any waivers or modifications made in writing by the Board." |
| _____ | _____ | 12. A boundary survey of the entire lot. A note shall state the deed and plan source(s) of such information. In the case of irregular boundaries, such as brooks, and in the case of non-tangential curves, the bearing and distance of tie lines and long chords, respectively shall be shown. |
| _____ | _____ | 13. Acreage and tax map-parcel number of the lot proposed to be subdivided, and the acreage, square footage and consecutive numbering of each proposed lot. |
| _____ | _____ | 14. Ownership and location of abutting properties. Show where the boundary line of abutting properties abuts the site to be subdivided. |
| _____ | _____ | 15. Zoning on and adjacent to the site, including overlay districts such as Flood Hazard Areas and Groundwater Protection District. A zoning district line abutting a parcel proposed to be subdivided shall be clearly shown. |
| _____ | _____ | 16. The location, length, width and changes in direction (with bearings and distances) of all existing and proposed rights-of-ways. The name(s) of all existing or proposed streets shall appear within the street right-of-way lines. |

Applicant	For Planning Board Use	
✓	✓	
_____	_____	17. The location, length width and changes in direction (with bearings and distances) of all existing and proposed easements.
_____	_____	18. Location of all monuments existing and/or proposed. The type of monument shall be clearly indicated and whether it preexists, or is to be set. See Section 8.02.
_____	_____	19. The location of all existing and proposed structures (including building lines); well and septic system sites and well protective radii; utility poles; excavation and “borrow” pits; and other man-made features.
_____	_____	20. Existing and proposed driveways.
_____	_____	21. Year-round and seasonal watercourses, wetlands, ponds; tree lines of wooded areas; rock outcroppings; and other significant natural features.
_____	_____	22. The type and location of all existing and proposed surface water drainage.
_____	_____	23. The location of all existing and/or proposed utilities-water, gas, electricity, or other.
_____	_____	24. Within the Water and Sewer District – the type and location of all existing and/or proposed sanitary sewers showing their sizes, profiles and cross-sections; or, in areas outside the Water and Sewer District – logs of test pits and percolation tests shall be provided as a separate document to the Board with their locations shown on the plan.
_____	_____	25. Existing and proposed topography at two-foot intervals.
_____	_____	26. Soil types according to Natural Resource Conservation Service (NRCS) mapping. Soil group limits may be adjusted to conform with topography. Class 5 and 6 soil shall be labeled “poorly drained” or “very poorly drained.” An on-site soil survey may be required if NRCS mapping does not appear to be accurate at the required scale or if natural characteristics appear to limit development potential.
_____	_____	27. For lots with on-site wastewater systems proposed, a soils/minimum lot size chart shall appear on or accompany the plat containing all of the information listed in Section 7.01)27.
_____	_____	28. For all proposed lots 5 acres or less in size located in areas outside of the Water and Sewer District, the Board shall require a written approval for subdivision from the NHDES prior to certifying the Final Plan as approved. The NHDES subdivision approval number shall appear as a note on the Final Plan.
_____	_____	29. Minimum building setback lines and any buffer areas required by the Bethlehem Zoning Ordinances shall be drawn on all proposed new lots and other sites.
_____	_____	30. Any additional information which the Board deems necessary in order to apply the regulations contained herein.
_____	_____	<u>Required for Major Subdivisions Only:</u>
_____	_____	31. Location, size, planting and landscaping of such parks, esplanades, other open spaces as may be proposed by the applicant or required by the Board.
_____	_____	32. Proposed common areas, e.g., for recreation, public access, multi-use paths.
_____	_____	33. Plans for any extensions of water or sewer lines required to serve the subdivision with sizes, profiles, cross sections.
_____	_____	34. Road Plan showing all items listed in Section 7.01)34.
_____	_____	35. Stormwater Management Plan including the location and construction details of all existing and proposed temporary and permanent erosion and sedimentation and stormwater management and treatment facilities, including culverts, drains, swales, retention and detention areas, including drainage computation.
_____	_____	36. A plan for proposed signage and lighting.
_____	_____	37. Provisions for snow removal and storage.