

JACKSON PLANNING BOARD  
PO BOX 268  
JACKSON, NH 03846

File Under \_\_\_\_\_ Date Received \_\_\_\_\_  
Tax Map # & Lot(s) #

**SUBDIVISION APPLICATION CHECKLIST**

Application Submission Requirements (See Jackson Land Subdivision Regulations):

	Yes	No	N/A	PB <input checked="" type="checkbox"/>
Application signed by Owner?	_____	_____	_____	_____
Abutters list provided?	_____	_____	_____	_____
All applicable fees paid?	_____	_____	_____	_____
Application identified as Minor Subdivision or Major Subdivision?	_____	_____	_____	_____
5 print copies of Subdivision Plat(s) (7.01.1) Prints at 24"x 36", or 22"x34"; provided?	Yes	No	No	_____
1 mylar copy of Subdivision Plat(s) with original signatures provided?	Yes	No	No	_____
Does the Proposed Lot front a Town Class V or better Street or Road? (RSA 674:41)	Yes	No	No	_____

Plat(s) must show:

	Section	PB <input checked="" type="checkbox"/>
1. Title Box showing name of proposed subdivision or identifying title, Town, and plan date	(7.01.7a)	_____
2. Name(s) and address(es) of applicant and of the owners, if other than applicant, of property to be subdivided	(7.01.7b)	_____
3. Tax Map and Lot Number of the lot to be subdivided	(7.01.7c)	_____
4. "E 911" address for proposed lot(s), if available	(7.01.7d)	_____
5. Name of Zoning District(s) where lot to be subdivided is located	(7.01.7d)	_____
6. Minimum zoning frontage requirement	(7.01.7e)	_____
7. Plat scale at 1 inch = 100 feet or better	(7.01.7e)	_____
8. North arrow	(7.01.7f)	_____
9. Location Map <u>clearly showing</u> centered site location and adjacent named roads	(7.01.7g)	_____
10. Name, license number, address, seal and signature of surveyor	(7.01.7h)	_____
11. Surveyor certification statement ("I certify that...")	(7.01.7i)	_____
12. Name, address and seal of engineer (on all engineering sheets)	(7.01.7j & k)	_____
13. Boundary survey including bearings and distances for all lot lines both current and proposed; show entire parcel being subdivided, with lots numbered according to Jackson's system	(7.01.7l)	_____
14. Existing and proposed topographic contours at 5 foot intervals or better	(7.01.7m)	_____
15. All zoning ordinance setback lines – i.e., building setback and year-round streams	(7.01.7n)	_____
16. Soil map indicating soil types and soil boundaries with poor and very poorly draining hydric soils	(7.01.7o)	_____
17. Square feet and acreage of lot to be subdivided, and of each proposed lot	(7.01.7o)	_____
18. Soils/minimum lot size chart demonstrating that each proposed lot meets zoning minimum lot size requirements based on Section 6 of the Zoning Requirements	(7.01.5)	_____
19. Abutter Names, Tax Map and Lot Numbers matching separate abutter list	(7.01.5)	_____
20. Flood plain land (if applicable) clearly demarcated – include Base Flood Elevation (BFE) data, floodway, flood hazard area (100 year), flood plain boundary, and the boundary of the River Conservation District (if applicable)	(7.01.7p)	_____
21. Existing building(s) and other human-made objects remaining	(7.01.7q)	_____
22. All existing or proposed easements, rights-of-way, buildings, other, and other essential site features such as rock ledges, stone walls and tree lines, as applicable	(7.01.7r)	_____
23. Surface waters clearly identified and delineated	(RSA 485-A:2, XIV)	_____
24. Open Space to be preserved (see also Section 9.07)	(7.01.7 s)	_____
25. Deed restrictions if any, and all right-of-way easements and utility easements; or statement indicating no knowledge of deed restrictions or easements existing	(7.01.7t)	_____
26. Indication of existing Dry Hydrant and/ or Fire Pond within 200 feet, as applicable	(7.01.7u)	_____
27. If a Private Road will be located within any of the subdivided parcels, a deed to each such lot, parcel or tract shall contain the same restrictions set forth in Section 9.02(3) which shall run with the land. A copy of such deed containing the restrictions shall be submitted to the Board with submission of the final plat. In addition, a statement of responsibility for the maintenance and repair of the Private Road shall be delivered to the Board with submission of the final plat, along with information pertaining to compliance with Town requirements.	(7.01.9 & 9.02)	_____
28. Subdivision Regulation compliance statement	(7.01.8)	_____
29. All utility system installations shall be show on the final plat, and installed as required	(9.05.1 & 2)	_____

**NOTE: The following information may not be required for Minor Subdivisions (those that do not create more than 3 lots). For Major Subdivisions, Engineering sheets showing location and details of the following may be required:**

- 30. Where 3 or more dwelling units are planned, indicate proposed Dry Hydrant or Fire Pond locations 7.01.7w) \_\_\_
- 31. Location and profiles, with elevations, of existing and proposed water supplies (i.e., water wells) within 200 feet of the lot to be subdivided. Show protective radii for these water wells (7.01.7v) \_\_\_
- 32. Location of existing and proposed sewers and septic systems within 200 feet of the involved lots (7.01.7v) \_\_\_
- 33. Location of culverts, drains, and proposed connections or alternative means of providing water supply and disposal of sewage and surface drainage (7.01.7v) \_\_\_
- 34. Location of all test pits and percolation tests within delineated 4,000 s.f. area (7.01.7x) \_\_\_
- 35. Engineering sheets showing Drainage System and Erosion/Sediment Control (9.04) \_\_\_
- 36. Engineering sheets showing location and details of all proposed streets and driveways. Include class, names, ROW widths, road profiles and cross-sections (7.01.7z & aa, 9.01 and 9.02) \_\_\_
- 37. Statement of responsibility and liability for private streets and roads (7.01.7bb, 9.02) \_\_\_

**NOTE: Regarding major subdivisions, the Jackson Planning Board may require specific studies including, but not limited to, traffic impact, fiscal impact and environmental impact.**

Non-Plat Data to be Submitted, as applicable:

- 1. Copy of State of NH Dept. of Environmental Services W.S.P.C.D. Subdivision certification sheet and approval number. Place State S/D Number at item 8 on Page 1 of Subdivision Application (7.01.10a) \_\_\_
- 2. Copy of State of NH Dept. of Environmental Services W.S.P.C.D. Septic "Construction Approval" certification sheet and approval number, if applicable (7.01.10b) \_\_\_
- 3. Copy of State Wetlands Board certification and approval number, if applicable (RSA 482-A) \_\_\_
- 4. Copy of State Highway Access permit if applicable (from District Engineer) 7.01.10c) \_\_\_
- 5. Performance guarantee (8.01 – 8.09) \_\_\_
- 6. Open Space dedication documents, if applicable (9.07) \_\_\_
- 7. Condominium and Homeowner Association documents, if applicable (7.01.11e) \_\_\_
- 8. If electric lines and other utilities are to be installed, a letter of intent from the corporation, utility or municipal department doing the installation shall be submitted, stating that the work will be done in reasonable time and at no expense to town (8.04) \_\_\_
- 9. 30 foot access easement for subdivisions with frontage or access to surface waters, if applicable (9.06) \_\_\_
- 10. Engineering calculations related to, Stormwater Drainage and Erosion/Sediment Control (9.04) \_\_\_

Planning Board Action:	Application Accepted?	Yes	No	Dated: _____
Approved _____	Denied _____			Dated: _____
Does the application comply with all Zoning Ordinance provisions and Subdivision Regulations? Yes No				
Approved with Conditions/ Denied for Reasons: _____				
_____				
_____				
_____				