



TOWN OF PELHAM

6 Village Green
Pelham, New Hampshire 03076-3723

TO: Applicants

FROM: Pelham Planning Department

SUBJECT: Guidelines for Processing Applications

The Planning Department wants to process applications as speedily as possible. We understand the Regulations are complex and often confusing. The Regulations are designed to deal with different situations for large scale developments to simple boundary changes. Therefore, not all Regulations may be applicable to your application.

It is recommended that before you file your application, you discuss your proposal informally with the Planning Director. The Planning Director will review your project conformance with the Town's Regulations and advise you on procedures for obtaining approval. Call (603) 635-7811 for an appointment.

The key to receiving a prompt decision is to have all the necessary information in the Planning Department before the Planning Board meeting. All applications **MUST** be submitted to the Planning office **TWENTY-ONE (21) DAYS** prior to the Planning Board meeting at which it will formally be reviewed. Please submit the original application with a set of 11" x 17" plans, and three (3) full size sets of plans, and **fifteen (15)** sets of 11" x 17" plans for distribution to members (copies of the application itself are not necessary). If there are other supporting documents to submit, please put into sets with plans but **do not staple**. The Planning Director will schedule you for a Public Meeting. In order to be scheduled, your application must be complete.

We recommend that you meet with the Planning Director when you submit your application to ensure that everything is in order.

Copies of the Regulations are available for your review, or purchase, in the Planning Department, Town Hall and online at www.pelhamweb.com.



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TOWN OF PELHAM APPLICATION FOR SUBDIVISION OF LAND

Note: This form and all required information must be filed at least **21 days** before the date of the meeting at which it is to be heard/discussed by the Board. Filing is to be done at the **Planning Department, 6 Village Green, Pelham, NH 03076.**

1. Name, mailing address, and **telephone number** of Applicant

2. Name, mailing address, and **telephone number** of Owner of Record, if other than Applicant

3. Name, mailing address, and **telephone number** of Surveyor and/or Agent

4. Location of Proposed Subdivision _____
5. Tax Map _____ Lot _____
6. Name of Proposed Subdivision _____
7. Number of lots and/or units for which approval is sought _____
8. Type(s) of dwellings proposed in the subdivision: (check applicable box(s))

☐ Single Family ☐ Duplex ☐ Single Family & Duplex
☐ Senior Housing Complex* ☐ Elderly Housing Complex*

*Refer to Article IX of the Pelham Zoning Ordinance for Distinction
9. NH Department of Environmental Services
Subdivision No. _____
10. Official Abutters Notification Form:

Applicant must fill out this form according to the attached instructions in order to notify all abutters of a Planning Board meeting, or other public hearing. Applicant must submit a list of abutters, by Map & Lot, **which must be obtained from the Assessor's office.** Do not rely on personal knowledge of property owners, the list submitted must be the legal ownership/mailling information as provided by the Assessor's office. **Also 3 standard size mailing labels for each abutter** (to include applicant if not already on list, Engineer/Surveyor/Soil Scientist, etc. and/or Agent, if applicable).
11. Inspection and Review Fee Account
12. Road Name Letter
Applicant must submit a letter to the Highway Safety Committee that includes a list of three (3) proposed road names for **each** proposed road in a new subdivision.
13. Letter to the Safety Committee
Applicant must submit a letter to the Safety Committee, asking for review of the subdivision plans for concerns relative to the fire, police and highway departments.
14. Application Fees
15. Items on the attached checklist.

The Applicant and/or Owner or Agent, certifies that this application is correctly completed with all required attachments and requirements and that any additional costs for engineering or professional services incurred by the Planning Board or the Town of Pelham in the final subdivision process of this property shall be borne by the applicant and/or owner.

If this application is determined by the Planning Director to be complete, it will be placed on the agenda for submission.

Applicant and/or Owner or Agent _____

Date _____

“I hereby authorize the Pelham Planning Board and its agents to access my land for the purpose of reviewing this subdivision plan, performing road inspections and any other inspections deemed necessary by the Board or its agents, to ensure conformance of the on-site improvements with the approved plan and all Town of Pelham ordinances and regulations.”

(Owner)

(Date)

Town of Pelham Planning Board

Official Abutters Notification Form

This form is the *official and only* form to be used for the purpose of notifying abutters for a Planning Board meeting. This form must be filled out and/or attached to any abutters list submitted to the Town for a public hearing. In accordance with the Town of Pelham Subdivision and Non-residential Site Plan Review Regulations, this form, along with all other application materials must be submitted 21 days in advance of the hearing date requested. Failure to submit this form with the completed abutters list by the above date will void any request for a public hearing.

In accordance with New Hampshire Revised Statutes Annotated 676:4 I(d), as amended from time to time, the following names and addresses must be submitted for notice purposes:

- ◆ The Applicant or Applicants and Owners of the land under review.
- ◆ Holders of conservation, preservation, or agricultural preservation restrictions.
- ◆ Every Engineer, Architect, Land Surveyor, or Soil Scientist whose professional seal appears on any plat submitted to the Board.
- ◆ Any person or other owner of property that adjoins, or is directly across the street or any other way or stream, or within 200' from the land under consideration by the Planning Board. For condominiums or other collective forms of ownership, the officers of the association shall be the abutters.

For abutting landowners (all properties located within 200' of the subject parcel), the names and addresses must be generated from town records not more than 5 days prior to filing the application. Compliance with notification procedures is the sole responsibility of the applicant and not the Planning Board or Town staff. Lists will not be reviewed for correctness by the Planning Board or Town staff. Three (3) completed mailing labels for each abutter shall be submitted for use by the Town.

By signing below, the Applicant(s) formally submits this form, along with the required list of addresses and names, and attests to compliance with the above requirements.

Signature of Applicant Date

(Abutters list provided by the Assessor's office may be used in lieu of using spaces proved on next page)

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) _____

) _____

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) _____

) _____

) _____

Inspection and Review Fee Account

RSA 676:4(I)(g)

Consultant fees for plan review are due upon notification of the Town's Consulting Engineer as to the estimated escrow amount. All fees, including these engineering fees, associated with the review of plans, documents or other materials necessitated by the application are due prior to final approval and recording of approved plans.

The applicant shall provide the name, address, and phone number of the party responsible for the payment of these fees:

Responsible Party

Name: _____
Address: _____

Phone/Fax: _____
Email: _____

Consultant fees for construction reviews and inspections shall be posted with the Town after the Subdivision Plan is approved by the Planning Board.

The estimate for the above will be provided to the Applicant at the pre-construction meeting by the Town's consulting engineers. The **entire amount** must be given to set up an escrow account for such. No inspections may occur until a check or cash for the entire amount has been given to set up the escrow account.

Responsible Party

Name: _____
Address: _____

Phone/Fax: _____
Email: _____

Please sign below to acknowledge your understanding and agreement of the above policy, set by the Pelham Planning Board at their regularly scheduled meeting of December 15, 1997.

Subdivider

Date

To: Developers in the Town of Pelham
From: Pelham Planning Department
Re: Road Names for Proposed Residential Developments

As part of the Subdivision Application, the Planning Department requires developers to submit a list of three (3) proposed street names for **each** proposed road for new developments, to the Highway Safety Committee for approval. The proposed names must not be first names and must not conflict with existing street names in the Town of Pelham. Before recording of mylars, all street names must be approved by the above-mentioned bodies and be displayed on the plan to be recorded. Thank you for your cooperation in this matter.

Sincerely,

PLANNING DEPARTMENT

Date: _____

Name: _____

Company: _____

Address: _____

Project Name: _____

Highway Safety Committee
6 Village Green
Pelham, NH 03076

As directed by the Town of Pelham Subdivision Regulations, I am submitting for your approval a list of three road names for **EACH** proposed road for the proposed subdivision named above. Please get back to me at your earliest possible convenience with your choice of road name(s). Thank you very much for your time.

Proposed Road Names:

First Road:

Second Road (if applicable):

(1) _____

(1) _____

(2) _____

(2) _____

(3) _____

(3) _____

- Note: If there are more than two new proposed roads, please submit additional choices on reverse of this sheet.

Sincerely,

Owner/Applicant

Date: _____

Name:

Company:

Address:

Project Name:

Highway Safety Committee
Town Hall
6 Village Green
Pelham, NH 03076

Dear Highway Safety Committee,

Please review the attached plans for matters relative to your departments. Please notify the Planning Department of any concerns that you may have. If you have no problems or concerns with this plan, please notify the Planning Department of that position. Thank you very much for your time.

Sincerely,

Owner/Applicant

APPLICATION FEES

Filing fees in accordance with the schedule below shall be charged and shall accompany submission of plans. Failure to pay such cost shall constitute valid grounds for the Planning Board to terminate further consideration of the application.

1. \$250.00 per lot or \$1000.00 per subdivision plan, whichever is greater.
2. \$100.00 lot line adjustment /lot consolidation.
3. \$50.00 per unit for Senior or Elderly complex plan.
4. \$10.00 per abutter for the Certified mailing cost for notification of abutters.
5. \$60.00 per lot for the tax map revision fee.

PLEASE NOTE THAT EACH FEE MUST BE A SEPARATE CHECK PAYABLE TO THE TOWN OF PELHAM.

Tax Map _____ Lot _____

Date _____

Each Lot/Parcel or Dwelling Unit

Tax Map Revision Fees

Abutter Notification

Total

\$

The undersigned subdivider hereby submits to the Pelham Planning Board a Final Subdivision Plat and respectfully requests approval of said plat. In consideration for approval and the privileges occurring thereto, the subdivider hereby agrees:

1. To carry out the improvements agreed upon and as shown and intended by said plat, including any work made necessary by unforeseen conditions which become apparent during construction.
2. To provide and install standard street signs as approved by the Town for all street intersections.
3. To give the Town on demand, proper deeds for land or rights of ways reserved on the plat for streets, drainage or other purposes as agreed upon.
4. To save the Town harmless from any obligation it may incur, or repairs it may make, because of my failure to carry out any of the foregoing provisions.
5. To make no changes whatsoever in the Final Plat as approved by the Board unless a revised plat or a plat or re-subdivision is submitted and approved by the Board.
6. To post the Planning Board's standard Performance Guarantee Bond to guarantee completion of the improvements shown on the plat and related drawings.
7. Mr./Ms. _____ of _____
is hereby designated as the person whom all communications to the subdivider may be addressed and the person on whom legal process may be served in connection with any proceedings arising out of the agreement herein.

SUBDIVIDER _____
(Names and addresses of all persons with 10% or more interest.)

Subdivider's Address: _____

By _____
Owner/President or Treasurer if a Corporation

Application Completion Checklist

- ☐ Location of site, names, and addresses of current owners of record and current abutting landowners. A separate list of current names and addresses of abutters must also be provided.
- ☐ Proposed subdivision name. Name, phone number and address of person(s) or firm preparing the plan. Said plan must contain the date of preparation, title, north arrow, scale, legend and zoning district(s). Name, phone number and address of person(s) or firm preparing other data and information if different from the preparer of the map. Plans shall also contain a signature block for Board approval located in the lower right corner of all plan sheets. (The format for this signature block is included in these regulations as an appendix (see Appendix XI))
- ☐ Surveyed property lines including angles or bearings, distances, monument locations and size of the entire parcel. Said plan must be attested to and stamped by a Licensed Land Surveyor licensed in the State of New Hampshire, signature, seal, and license number shall be legible and included on the plan.
- ☐ Existing grades and topographic contours at intervals not exceeding two (2) feet with spot elevations where the grade is less than five percent (5%). "Flown" topographical information may be or is not permitted in accordance with standards acceptable to the Planning Board and noted on the plan.
- ☐ The location of existing drainage systems, structures, and drainage easements, if any.
- ☐ The estimated location and use of all existing structures, including wells and septic systems, on the site and wells and septic fields within 75 feet of the site.
- ☐ Natural features such as streams, marshes, lakes, ponds, rock outcrops, wooded areas, significant trees, ledge, and other significant environmental features, including wetland areas as defined under current Pelham Zoning Ordinance.
- ☐ Man-made features such as, but not limited to, existing roads, stone walls, pedestrian ways, cemeteries, and other structures. The plan shall also indicate which structures are to be retained and which are to be removed or altered.
- ☐ The size and location of all existing public and private utilities, including off-site utilities to which connection is planned, and any underground storage tanks, abandoned or in use.
- ☐ A Locus map showing the location of the site in relation to the complete public street system and landmarks, to be shown within a distance of 2500 feet. Locus map must also show North Arrow and be in a scale of 1" equals 400'.
- ☐ Location and description of all existing easements and/or rights of way, parks, reservations, conservation land, and holders of conservation easements.
- ☐ Tax map and parcel number.
- ☐ Each existing building or manmade structure, including stone fences and cemeteries shall be shown on the plan and reviewed with the Board for historic significance. Such historic features may be destroyed or removed only following Board review.
- ☐ Summary of Pelham Zoning Ordinance requirements, including, but not limited to summary of lot size requirements, lot area, frontage, etc.

- ☐ Plans shall indicate the location of any overlay or overlay zone that exists or is adopted by Town Meeting, including but not limited to, Prime Wetlands designation, the Aquifer Protection District, etc.
- ☐ 100-year floodplain and reference source. Where floodplains are absent, a note shall be added stating that no 100-year flood plains are present on the subject parcel.
- ☐ All existing snowmobile and walking trails.
- ☐ All drawings, unless otherwise agreed to by the Board, shall be at a scale of fifty feet to the inch or less.
- ☐ Proposed grades and topographic contours at intervals not exceeding two (2) feet with spot elevations where grade is less than five percent (5%).
- ☐ The location for and pertinent data for the installation of wastewater disposal systems that comply with the Town of Pelham Health Ordinances and Article K, as amended.
- ☐ Construction drawings and location, three proposed street names (Note – the Board will not allow street names that are common first names), width, curbing and paving of proposed streets, drainage ways, and profiles and the elevations of sufficient points on the property to indicate the general topography of the property, driveways and sidewalks with indication of direction of travel for one-way streets. This information shall include the radii of streets, driveways, access ways, and sidewalks within the site and its relationship to the off-site street system.
- ☐ Location and type of proposed traffic control devices, including painted road indicators, stop bars, white fog line, and all signage. If traffic signals are proposed, an engineered design plan must be submitted.
- ☐ Detailed design specifications of any bridges or culverts that may be required.
- ☐ Where the plat submitted covers a part of the subdivider's entire holding, a sketch of the prospective future street system of the unsubmitted part shall be furnished and the street system of the submitted part will be considered in the light of adjustments and connections with the street systems for the part not submitted.
- ☐ The location, size and layout of any on and off-street parking. The plan shall indicate the calculations used to determine the number of parking spaces required and provided.
- ☐ The location and layout of proposed drainage systems and structures, including elevations for catch basins designed in accordance with these regulations.
- ☐ Note indicating that "all road and drainage work to conform to the standard specifications for construction in the Town of Pelham".
- ☐ The size and location of all proposed public and private utilities, including but not limited to: water lines, sewage facilities, gas lines, power lines, telephone lines, fire hydrants and alarm connection, underground storage tanks, fire cisterns and other utilities.
- ☐ The location, type, design, and intensity of any street lighting, including the cone of illumination on the site, if proposed.
- ☐ Location and description of proposed easement(s) and/or rights-of-way.

- ☐ The location and size of all proposed open space areas or parcels to be dedicated to public use and the conditions of such dedication and a copy of such private deed restrictions as are intended to cover part or all of the tract.
- ☐ Deeds or other proposed documents of conveyance of any land located within the subdivision proposed by the Applicant for use for streets, drainage ways, municipal facility land, recreational or other Town purposes and Town ownership shall be part of the application. These proposed documents of conveyance shall be in a form satisfactory to Town Counsel. The fact that the Applicant makes such offers and Town Counsel approves the form of the documents does not bind the Town or its agents to accepting the offer. The suitability of lands offered for recreational or conservation uses may be determined with the assistance and comment of the Conservation Commission of the Town.
- ☐ The location of all monumentation that is to be installed in accordance with these regulations shall be shown on the plans. If the monumentation is changed in the field after construction supplemental information shall be filed with the Planning Board to be added to the file. Any change in the actual layout of the lots shall require planning board approval in accordance with these regulations.
- ☐ Plans shall delineate building envelopes for each lot that represents regulatory and environmental constraints on the placement of dwelling units and other structures on the proposed lot.
- ☐ All applications shall show proposed lot lines with a site-specific soil map prepared in accordance with Site Specific Soil Mapping Standards for New Hampshire and Vermont Version 2.0, Society of Soil Scientists of Northern New England Publication No. 3, 1999. Mapping and reports shall be certified by the stamp of a Certified Soil Scientist. Soil reports shall include the following:
 - ☐ Lot size calculations showing soil types and the amount of each type present on individual proposed lots showing sufficient developable land.
 - ☐ Description of soil types present on the site and the soil type characteristics.
- ☐ Any other information the Board may require in order to properly evaluate the proposed development including, but not limited to, the following:
 - ☐ Calculations and design specifications of facilities relating to stormwater runoff.
 - ☐ Information on the composition and quantity of wastewater generated.
 - ☐ Information on air, water, or land pollutants discharged.
 - ☐ Estimates for traffic generation.
 - ☐ Grading, drainage and erosion and sediment control plan. (See § 12.02 and Appendix IV, for requirements for this submission).
 - ☐ Any other plan required under Section 12 Additional Information and Studies.
 - ☐ All required local, state, and federal approvals and/or permits required for the proposed construction. Final permits from other governmental agencies having jurisdiction shall be incorporated into the Planning Boards decision as Conditions of Approval.