

Town of Salisbury
Subdivision Application Plan Requirement Checklist
(PLEASE NOTE: new lots should be numbered as follows i.e., Tax Map 123 Lot 45-1/ Lot 45-2, etc.)

Rec'd	Open	N/A	SECTION 1 - GENERAL ITEMS	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1(a)	Abutter Address Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1(b)	Application Form: (3) Copies
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1(c)	Authorization from Owner(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1(d)	Waiver Request Form
Rec'd	Open	N/A	SECTION 2 - BASIC PLAN ELEMENTS	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2(a)	Abutter(s) property: name, address from tax cards, Map, Lot
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2(b)	All reference plans (with recording number, if any)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2(c)	Deed references
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2(d)	Legend
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2(e)	Locus map with scale
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2(f)	Match Lines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2(g)	Municipal Boundaries
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2(h)	North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2(i)	Plan notes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2(j)	Plan size: 11 x 17 for each abutter and (6) sets of 22 x 34 plan sets for review
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2(k)	Revisions Block
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2(l)	Scale Bar
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2(m)	Signature block for Planning Board, including the Statement: "The Planning Board of the Town of Salisbury approved this Subdivision on _____ date", with space for the signature of Chairman and Secretary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2(n)	Stamp and signature of all professionals including but not limited to: surveyor, engineer, soil scientist, wetland scientist, septic designer, and all others that may apply.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2(o)	Statement of intention regarding any adjoining land owned or of interest to the owner.
Rec'd	Open	N/A	SECTION 3 - TITLE BLOCK INFORMATION	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3(a)	Date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3(b)	Name of Principal Design Consultant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3(c)	Name of Subdivision
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3(d)	Owner's with deed references
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3(e)	Sheet Number Noted
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3(f)	Street Location
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3(g)	Tax Map and Lot Number (**Original number to stay with parent parcel for taxation**)
Rec'd	Open	N/A	SECTION 4 - SITE AND LOT CHARACTERISTIC DETAILS – Include all these and any others, which may be applicable.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4(a)	Area of each lot in acre and square feet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4(b)	Minimum lot size
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4(c)	Frontage requirements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4(d)	Flood Elevations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4(e)	Setback requirements

Rec'd	Open	N/A	SECTION 4 - SITE AND LOT CHARACTERISTIC DETAILS – Include all these and any others, which may be applicable.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4(f)	Zoning District
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4(g)	Ledge
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4(h)	Minimum contiguous buildable area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4(i)	Natural Features & Environmental constraints
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4(j)	Open Space calculation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4(k)	Other requirements (if applicable) such as shoreline protection etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4(l)	Percolation test results
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4(m)	Slopes in excess of 30 percent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4(n)	Soil details for each soil type on the lot including name and abbreviation for soil type, what percentage of the lot is represented by this soil type, including all soil groups.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4(o)	Soil boundaries
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4(p)	Test pit data & locations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4(q)	Wetlands

Rec'd	Open	N/A	SECTION 5 - PERMITS & OTHER DOCUMENTATION - as applicable to each respective application. A copy of the application submitted to the local, state or federal agency from which the permit may be issued shall be submitted with the subdivision application.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5(a)	Any and all other applicable permits that may apply (please specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5(b)	Articles of incorporation of a Homeowners Association
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5(c)	Conditional Use permit by Planning Board
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5(d)	Condominium declaration as filed with the N.H. Attorney General's Office
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5(e)	Conservation Commission comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5(f)	Deeds, deeds of easement or right-of-way, covenants and agreements as endorsed and registered in the Merrimack Registry of Deeds.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5(g)	Driveway permit (local and state, if applies)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5(h)	NHDES Sewer Discharge Permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5(i)	NHDES Site Specific Approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5(j)	NHDES Subdivision Approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5(k)	NHDES Water Supply Permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5(l)	NHDES Wetlands Approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5(m)	NHDOT Driveway Permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5(n)	Self imposed restriction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5(o)	Special Exception from ZBA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5(p)	Utility plan and letter from utility
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5(q)	Variance from ZBA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5(s)	Certification (Multi-Town) RSA 676:18. "I certify that this survey plat is not a subdivision pursuant to this title and that the lines of streets and ways shown are those of public or private streets or ways already established and that no new ways are shown." Date: _____ Licensed Land Surveyor _____ SEAL"

Rec'd	Open	N/A	SECTION 6 - SURVEYING AND TOPOGRAPHICAL DETAILS	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6(a)	Benchmark & Datum sources
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6(b)	Boundary monumentation, existing and proposed, labeled accordingly. Type, location, date set or when it will be set.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6(c)	Error of Closure
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6(d)	Existing & proposed contours, labeled accordingly
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6(e)	Metes and bounds description of existing and proposed lots, all easements, right-of-ways, street lines, tract boundaries, natural features and other relevant points on the property.

Rec'd	Open	N/A	SECTION 7 – EASEMENTS - Label on existing and proposed easements, state purpose, grantee, and define with metes and bounds description. In the notes include on the plan reveal details about the easement and indicate if any (by name) or none exist. Provide copy of all existing and proposed easements. The Planning Board may retain at the expense of the applicant legal counsel to review any or all documents.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7(a)	Any part of land subject to deeded rights of flowage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7(b)	Drainage Easement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7(c)	Fire Protection Easement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7(d)	Other Easement (Indicate type)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7(e)	Pedestrian Access Easements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7(f)	Sewer/Septic Easements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7(g)	Slope Easements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7(h)	Temporary Easements, such as temporary turn around
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7(i)	Trail or Pedestrian Easement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7(j)	Utility Easement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7(k)	Vehicular Access Easements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7(l)	Water Easement

Rec'd	Open	N/A	SECTION 8 – ROADWAY PLANS & PROFILES - Required for all applications involving the construction of a new road and applicable road improvement, shall include but are not limited to showing the following details.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8(a)	Elevation notes and shown per plan sheet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8(b)	Centerlines, existing and proposed, profiles shown graphically, vertical curve data, geometry shown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8(c)	Crest and sag points station and elevation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8(d)	Culvert crossings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8(e)	Drainage, existing and proposed, and utilities shown and described
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8(f)	Finish grade and spot grade, two foot interval shown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8(g)	Grades, existing and proposed, shown at 50 foot stations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8(h)	Guardrail, location by station and off set with detail
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8(i)	Inspection schedule associated with road construction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8(j)	Pavement markings and traffic control signage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8(k)	Pavement, edges of existing and proposed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8(l)	Right-of-way and monumentation, limits of existing and proposed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8(m)	Scale Appropriate (1"=50' Horiz/1"=5' Vert. OR 1"=40' Horiz/1"=4' Vert)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8(n)	Start and Stop Stations, for Street
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8(o)	Stationing corresponding to plan shown with grid
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8(p)	Topography, two foot contour interval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8(q)	Typical details for all elements shown on the plan including but not limited too guardrail, underdrain, headwall, driveway apron, erosion and sedimentation control devices, outlet protection apron detail

Rec'd	Open	N/A	SECTION 9 – CONSTRUCTION DETAIL DRAWINGS/SHEETS (as applicable): Typical cross section & or detail	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9(a)	Curbing Detail (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9(b)	Drainage Culvert Trench Detail
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9(c)	Drainage Structures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9(d)	Driveway Apron Detail
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9(e)	Erosion and Sedimentation Control Devices Detailed, Notes & Sequence
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9(f)	Fire Protection Systems Details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9(g)	Guardrail Detail
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9(h)	Headwall Detail
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9(i)	Other Project Specific Construction Detail
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9(j)	Roadway Cross Section
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9(k)	Sewer or Septic Details (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9(l)	Sidewalk Detail (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9(m)	Stormwater Basin Detail
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9(n)	Swales Detail
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9(o)	Traffic Control Device and Pavement Marking Detail
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9(p)	Turf or Groundcover Detail (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9(q)	Underdrain Detail
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9(r)	Utility Detail
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9(s)	Water System Detail, all applicable aspects

Rec'd	Open	N/A	SECTION 10 – STORMWATER & EROSION PLANS	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10(a)	Design Calculations for all detention/retention facilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10(b)	Design Calculations for all drainage improvements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10(c)	Drainage Calculations, pre and post
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10(d)	Narrative Provided
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10(e)	Pre vs. Post-Development Analysis
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10(f)	Stamped by Professional Engineer (P.E.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10(g)	Treatment Design

Rec'd	Open	N/A	SECTION 11 – OTHER DATA & INFORMATION THAT MAY BE REQUIRED	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11(a)	Condominium Documents
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11(b)	Homeowner Association Documents
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11(c)	Other Project Specific Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11(d)	Other Study
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11(e)	Traffic Study

Additional Comments: