



**Town of Gilmanton, New Hampshire  
Planning Board  
Academy Building  
503 Province Road, PO Box 550  
Gilmanton, New Hampshire 03237  
planning@gilmantonnh.org  
603.267-6700 ex 122 –Phone 603.267.6701 –Fax**

**Bre Daigneault, Planning Admin  
Mark Fougere, Certif. Planner  
Michael Jean, Chair  
Gary Anderson, Vice-chair  
Mark Warren, Selectmen Rep  
Michael Wilson, Alt. Select Rep  
Roy Buttrick, Member  
Shane Bruneau, Member  
Brett Currier, Member  
Nicolas Peterson, Member  
Dustin Milliken, Alt Member**

**Subdivision Application**

APPLICATION MUST BE ORIGINAL, MUST BE TYPED OR PRINTED LEGIBLY IN PEN.

- Minor Subdivision**
- Major Subdivision**
- Lot Line Adjustment**
- Open Space Subdivision**
- Condominium Creation or Conversion**

**I. Property, Owner and Applicant Information**

**Property Owner(s) of Record:** \_\_\_\_\_

All Owner(s) of Record Must Be Listed and are REQUIRED to Sign the Application.

**Mailing Address:** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
If Different than the subject property      Street or PO Box      City/Town      State      Zip Code

**Home #** \_\_\_\_\_ **Cell #** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Private Road** or  **Class V**      **Map / Lot #:** \_\_\_\_\_

**Zoning District:** \_\_\_\_\_      **Total Acreage:** \_\_\_\_\_

**Applicant(s):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
If Different than the property Owner(s)      Street or PO Box      City/Town      State      Zip Code

**Home #** \_\_\_\_\_ **Cell #** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**Land Agent:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Street or PO Box      City/Town      State      Zip Code

**Business #** \_\_\_\_\_ **Cell #** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**II. Subject Property**

**Please describe in detail ALL existing uses on the subject property. Include primary use and all accessory uses:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Application:</b>	<b>PB #</b> _____
<b>Submission Date:</b>	___/___/___
<b>Hearing Date:</b>	___/___/___
<u>Fees Paid</u>	
<b>Application Fee:</b>	\$ _____
<b>Abutter Fee:</b>	\$ _____
<b>Public Notice Fee:</b>	\$ _____
<b>Mapping Fee:</b>	\$ _____
<b>Total Fees Paid:</b>	\$ _____
<small>For Municipal Use Only</small>	

**Please describe in detail the proposed subdivision including the number of lots proposed and the size of each:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Has the subject property previously been subdivided?** **Yes or No**  
**If yes; Date(s) of :** \_\_\_\_\_ **Number of lots created:** \_\_\_\_\_

**If denied, state the reason for the denial:** \_\_\_\_\_  
 \_\_\_\_\_

**Has the subject property received previous site plan approval?** **Yes or No**  
**If yes; Date(s) of :** \_\_\_\_\_ **Type of approval:** \_\_\_\_\_

**Is the property subject to:**

Deeded Covenants or Restrictions	<b>Yes or No</b>
Current Use	<b>Yes or No</b>
Conservation Easement	<b>Yes or No</b>
Private Easement(s) Existing	<b>Yes or No</b>
Public Utility Easements Granted (Electric or Telephone)	<b>Yes or No</b>
Right-of-Way Granted	<b>Yes or No</b>
State Driveway Permit	<b>Yes or No</b>
Local Driveway Permit	<b>Yes or No</b>

**III. Facility Data**

	<b><u>Existing</u></b>	<b><u>Proposed</u></b>
State Approved Private Septic	<b>Yes or No</b>	<b>Yes or No</b>
Private Well/Water Supply	<b>Yes or No</b>	<b>Yes or No</b>

**Other Considerations**

**Yes or No** Does the proposal meet all Zoning Ordinance Requirements of Article IV, Table 2?  
**Yes or No** If no, have you received or applied for a Variance from the ZBA?  
**Yes or No** If yes, when? \_\_\_\_\_ Approved/Denied/Pending  
**Yes or No** If not, would you like to request a Joint Hearing with the Planning Board and ZBA?  
**Yes of No** Are there specific conditions set forth by the ZBA?  
 Please list: \_\_\_\_\_  
 \_\_\_\_\_

**Yes or No** Do the proposals require the development of a road(s)?  
**Yes or No** If a new road is proposed, are sidewalks, streetlights, culverts and other improvements included on the plan?  
**Yes or No** Do the proposals require that a Right-of-Way be provided?

**IV. Certification & Signature Page**

1. **The Applicant and/or owner, and/or agent, certifies that this application is correctly completed with all required attachments and that any additional reasonable costs for engineering or professional services incurred by the Planning Board or the Town of Gilmananton in the final application process of this property shall be borne by the following party: (Please initial the line of the respective party)**

\_\_\_\_\_ Applicant      \_\_\_\_\_ Owner      \_\_\_\_\_ Agent

**\*\* Failure to indicate a responsible party for fees associated costs will result in the denial of the application without a public hearing in accordance with NH RSA 676:4 I(e)(2) - (As amended)**

2. The Owner/Agent hereby authorizes the Gilmananton Planning Board and its agents to access the subject 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 insure conformance of the on-site improvements with the approved plan and all Town of Gilmananton Ordinances and Regulations.
3. The undersigned Owner/Agent hereby submits to the Gilmananton Planning Board a Completed Application Package and respectfully requests its approval of said plat. In considerations for approval and the privileges occurring thereto, the owner hereby agrees, as applicable:
  - 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.
  - To provide and install standard street signs as approved by the Town for all street intersections.
  - 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 during the public hearing.
  - 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.
  - To make no changes whatsoever in the Final Plat as approved by the Board unless a revised plan or a plat or new application is submitted and approved by the Planning Board.
  - To construct improvements or post the Planning Board's Performance Guarantee to insure completion of the improvements shown on the plat and related drawings.
  - There are no known violations of the Town of Gilmananton Zoning Ordinance or Gilmananton Planning Board Regulations present on the property that have not been disclosed as part of this application.
  - To insure proper boundary documentation at the project's completion in accordance with the Town of Gilmananton Subdivision Regulations.

**Authorization to Act as Agent**

**Mr./Mrs./Ms. \_\_\_\_\_ (Please Print) is hereby designated as the person who is authorized to act as my agent in securing any and all permits necessary from the Gilmananton Planning Board for the development of my property, all communications to the owner may be addressed to the agent with copy provided to the property owner.**

**Certification:**

Owner of Record signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner of Record signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Plan Checklist for Subdivision Review**  
**Town of Gilmanton**  
**Planning Board**

<b>A completed application accompanied by a plan with:</b>		<b>Yes</b>	<b>No</b>	<b>Waiver</b>	<b>N/A</b>
<b>1)</b>	Names and addresses of all abutters, taken from the town records not more than five (5) days before the day of filing.				
<b>2)</b>	Names and addresses of all persons whose name and seal appears on the plat. Confirm signatures.				
<b>3)</b>	Names and addresses of all holders of conservation, preservation or agricultural preservation restrictions.				
<b>4)</b>	Payment in full of all application filing and notification fees.				
<i>*If Application is approved, remaining mapping&amp;recording fees due as condition of approval</i>					
<b>5)</b>	One (1) Mylar, seven (7) paper copies of the Plat, one (1) 11" x 17" copy prepared according to the standards of the NH Land Surveyors Association and the County Registry of Deeds as follows:				
	<b>a)</b> Plats shall be at any scale between 1"=20' and 1"=400';				
	<b>b)</b> The outside dimensions of the plat shall be 24" x 36", or as other wise specified by the County Registry of Deeds;				
	<b>c)</b> The material composition shall be suitable for electronic scanning and archiving by the Registry of Deeds;				
	<b>d)</b> All plats shall have a minimum 1/2" margin on all sides;				
	<b>e)</b> All title blocks should be located in the lower right hand corner, and shall indicate:				
	<b>i)</b> Type of survey;				
	<b>ii)</b> Owner of record;				
	<b>iii)</b> Title of the plan;				
	<b>iv)</b> Current Tax Map and Lot Number;				
	<b>v)</b> Plan date and revision dates;				
<b>6)</b>	Certificate of Authorization signed by owner(s), if the applicant is not the owner(s) of record.				
<b>The plat shall show the following information:</b>					
<b>1)</b>	Proposed subdivision name or identifying title; name and address of the applicant and of the owner, if other than the applicant.				
<b>2)</b>	North arrow, scale-written and graphic, date of the plan, name, license number and seal of NH Licensed Land Surveyor.				
<b>3)</b>	Signature block for Planning Board endorsement and date of approval; with the following statement present: This plat meets all Zoning and Subdivision Regulations of the Town of Gilmanton in effect as of the date of filing unless written request for waivers have been previously granted or are submitted as part of this filing.				

		Yes	No	Waiver	N/A
4)	Locus plan showing general location of the total tract within the town and the zoning district(s).				
5)	Boundary Survey including bearings, horizontal distances and the location of permanent markers. Curved boundary lines shall show radius, delta and length.				
6)	Names of all abutting subdivisions, streets, easements, building lines, parks and public places, and similar facts regarding abutting properties.				
7)	Location of all property lines and their dimensions; lot areas in square feet and acres. Lots numbered according to the Town tax map numbering system.				
8)	Location and amount of frontage on public right-of-way.				
9)	Location of building setback lines.				
10)	Location of all existing and proposed buildings and other structures.				
11)	Location of all parcels of land proposed to be dedicated to public use.				
12)	Location & description of any existing or proposed easements.				
13)	Existing and proposed wells, culverts, drains, sewers; proposed connections or alternative means of providing water supply supply and disposal of sewage and surface drainage.				
14)	Existing and proposed streets with names, classification, travel surface widths, right-of-way widths.				
15)	Final road profiles, center line stationing and cross sections.				
16)	Location and width of existing and proposed driveways.				
17)	Water courses, ponds, standing water, rock ledges, stone walls; open space to be preserved; and any other man-made or natural features.				
18)	Existing and proposed topographic contours based upon the USGS topographical data, w/ spot elevations where necessary.				
19)	Soil and wetland delineation.				
20)	Location of percolation tests and test results; and outline of 4,000 sf septic area with any applicable setback lines.				
21)	Location of existing and proposed well, with 75-foot well radius on its own lot.				
22)	Base flood elevations and flood hazard areas, based on the FEMA maps. (Available in the Planning Office)				
<b>Other Information</b>					
1)	Plan for Stormwater Management and Erosion Control.				
2)	State subdivision approval for septic systems; septic design.				
3)	Alteration of Terrain Permit and Wetlands Permit from NH DES.				
4)	State/Town driveway permit, as applicable.				
5)	Any deed restrictions; and all deeds covering land to be used for public purposes, easements & rights-of-way over property to remain in private ownership.				