

**Planning Board
Application for
Subdivision Approval**

This checklist is intended to aid both the Applicant and the Planning Board. This checklist details those items which will be reviewed by the Planning Board. It is provided for the information of the Applicant to assure that information necessary for the Planning Board's review is provided in the subdivision plan or accompanying documents. It is not a complete reiteration of all elements and requirements in the Subdivision Plan Regulations for the Town of Greenville. A copy of the Subdivision Plan Review Regulations may be obtained from the Selectmen's Office.

Applicant: _____ Phone: _____

Mailing Address: _____ Email: _____

Owner: _____ Phone: _____

Mailing Address: _____ Email: _____

Agent: _____ Phone: _____

Mailing Address: _____ Email: _____

Project Name: _____ Tax Map: _____ Lot #: _____ Location: _____

_____ Total Acreage: _____

_____ Total Lots Proposed: _____ Zoning District: _____

Check all that apply to subdivision:

Lot line adjustment _____ Subdivision _____ Waiver Request to Planning Board _____

AUTHORIZATION FOR REPRESENTATION:

I hereby authorize _____ to act as my representative in connection with this application to the Town of Greenville for the subject property. I understand as the property owner, I will be held responsible for all conditions provided in the Notice of Decision issued by the Greenville Planning Board. I also understand that the Notice of Decision and associated conditions run with the land in perpetuity. I authorize the Planning Board Members and their staff to access my property for the purpose of this review.

Owner(s) Signature: _____ Date: _____

_____ Date: _____

DECLARATION:

I hereby certify to the best of my knowledge this application and information submitted as part of this application is correct and accurately represented.

Signature: _____ Date: _____

(Person Preparing Application)

SUBDIVISION APPLICATION CHECKLIST

The following checklist items are required for an application to be accepted as complete by the Board.

All blocks are to be completed by the applicant at the time of submission. Provide all items below or insert a “W” if requesting a waiver. Include rationale for each waiver item. For items that are not required, N/A will be used to ensure each section was not overlooked. The Greenville Planning Board reserves the right to request additional information necessary for making an informed decision.

Tax Map: _____ Lot #: _____

Board considerations:

	Yes	No	
1			Is the proposed use permitted in the zoning district? If not has a zoning variance been granted?
2			The lot frontage must be shown and satisfy the zoning minimum lot frontage requirement.
3			The total area of the parcel, lot coverage by buildings & paved areas, and area of open space, must be shown and satisfy the zoning minimum lot size and maximum coverage requirements.
4			If this is an old survey, plans referenced, including book & page number at the Registry of Deeds, used in the compilation of bearings and distances must be shown on plat.
5			Any emergency services concerns?
6			Are conditions to approval recommended and adopted?

	Applicant Complete	Board Concur	
1			Completed application form with owner's signature.
2			Detailed written Project Description to include phasing, shape, size, height, location and use of existing and proposed structures located on the site and within two-hundred (200) feet of the site, specific information of proposed use, days & hours of operation, and number of employees
3			Abutters list, to include all holders of conservation, preservation, or agricultural preservation easements.
4			Fees: application and abutter notification (see Planning Board Fee Schedule).
5			Soil profile & percolation rate, date of field inspection and seal with signature of certified septic designer. * (if not on town sewer and water)
6			Are preliminary building elevation views and floor plans available?
7			Engineering plan for new roads and utility main extensions. *
8			Easements and deed restrictions, existing and proposed.
9			Have town services been notified of the project? (police, fire, sewer & water, and conservation commission)
10			Written Certificate from the Tax Collector that all tax liens have been paid and cleared. (other than those that apply to April 1, of the tax year in which the subdivision is being approved)
11			The identity of any lien holder or mortgages (including volume and page references where said liens are recorded) that exist at the time such approval is given are listed

			and certified by an attorney.
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Subdivision Plat, 6 copies to include the following items:

	Applicant Complete	Board Concur	
1			Lot lines and setbacks. Lot area(s).
2			Lot Coverage proposed and maximum allowed by district.
3			Area of disturbance (grading, paving, building and landscaping) identified & in SF. *
6			Topography 2' intervals. Map scale and north arrow.
7			Tax map and lot number.
8			Zoning district.
9			Plan and revision dates.
10			Owner of record.
11			Abutter names with tax map & lot number.
12			Surveyor name, seal and signature.
13			Easement locations, existing and proposed.
14			Roads, driveways and structures, existing and proposed.
15			Overhead utilities with pole locations and numbers. *
19			Municipal water and sewer or well and septic locations, existing and proposed.
20			Drainage elements, existing and proposed.
22			Wetlands: *
			a. Wetland scientist name, certification number, stamp and signature.
			b. Date field work was performed.
			c. Mapping standards applied to delineation.
			d. Applicable permit history.
			e. Identification of water resource, buffer and setbacks (see Zoning Ordinance).
23			Buildings, structures, cemeteries and rock walls.
24			Planning Board signature block.
25			Layout requirements per Hillsborough County Registry.

*May not apply to every site plan.

NOTIFICATION LIST

Applicant: _____ Tax Map: _____

Address: _____ Lot #: _____

In accordance with RSA 676:4 1(d), **the Planning Board shall notify** the abutters, the applicant, subject property owner, holders of conservation restrictions, and the engineer, architect, land surveyor, wetland scientist or soil scientist whose professional seal appears on any plat submitted. An **abutter** is any person whose property or conservation easement adjoins or is directly across the street or stream from the land under consideration by the Planning Board. Use additional paper if necessary.

1	Name	Address	Tax Map	Lot #
2	Name	Address	Tax Map	Lot #
3	Name	Address	Tax Map	Lot #
4	Name	Address	Tax Map	Lot #
5	Name	Address	Tax Map	Lot #
6	Name	Address	Tax Map	Lot #
7	Name	Address	Tax Map	Lot #
8	Name	Address	Tax Map	Lot #
9	Name	Address	Tax Map	Lot #

The Planning Board is not responsible for obtaining the above information. This information can be obtained from the Tax Maps and Book in the Town Clerk's Office. See the Greenville web site for current hours of operation.

Subdivision Fee Schedule

Notification Fees

1. Abutters Fee: \$8:00 per abutter per notification.
(Number of abutters _____ x \$8:00 = \$_____)
2. Newspaper Fee: \$100.00 per hearing per notification
3. All fees shall be paid in full to the Planning Board prior to the acceptance of the Application for Subdivision.

Administrative Fees

1. Two-lot subdivision: \$200.00 for two-lot subdivision (original lot plus one new lot).
2. Three or more lot subdivision: \$300.00 for the first two lots, plus \$50.00 for each additional lot.
3. All fees shall be paid in full to the Planning Board prior to the acceptance of the Application for subdivision.

Review and/or Consultation Fees, Impact, and/or Study Fees

1. All subdivisions reviews, consultations, impact studies, and/or studies shall require a bond or deposit, as determined by the Planning Board.
2. All such fees shall be paid in full to the Planning Board prior to the final approval of the subdivision by the Board.

Road Bond

1. If required by the Planning Board, the Applicant shall provide a road bond.
2. The amount of the road bond shall be as set by the Planning Board.

Recording Fees

All recording fees shall be paid in full by the applicant.