

GILSUM PLANNING BOARD
GILSUM, NH 03448

Instructions for Subdivision Applicants

1. Applications are filed with the Administrative Assistant during regular business hours. The filing deadline is no later than **21 days** prior to the Board's meeting.
2. The application consists of a completed Application Form, at least one paper copy of the plat, and a check to cover the filing fees (see Fee Schedule below).
3. Applicants are encouraged to meet with the Planning Board for a preliminary discussion prior to filing. At that time the Board will review the Subdivision Checklist and guide the applicant as to the items required for submission. The Planning Board meets on the first Tuesday of each month.
4. Applications can only be accepted by majority vote of the Planning Board at its regularly scheduled meeting. All public hearings on completed applications are scheduled in the order in which applications are filed with the Administrative Assistant.
5. At the time of the public hearing, the applicant must provide one Mylar, five (5) paper copies of the plat, and a check for recording approved plans at the Registry of Deeds (see Fee Schedule below).
6. If another person is representing the property owner a letter of authorization signed by the property owner must be submitted as part of this application.

Subdivision Fee Schedule		
ITEM	FEE	
Filing Fees: (Checks or Money Orders made out to the Town of Gilsum)		
◆ Preapplication Consultation	None	
◆ Basic Application Filing Fee	\$100	
◆ Per Lot Application Filing Fee	\$50 per lot, for total number of lots at completion of subdivision.	
◆ Waived for Lot Line Adjustments		
◆ Abutters/Notification Fee	Current certified mail fee plus \$1, per notification per hearing.	
◆ Newspaper Notice Fee	\$40 per notification per hearing.	
	Total for Filing	
Approval Fee: (Made out to Cheshire County Register of Deeds)		
◆ Registry Recording Fee	<input type="checkbox"/> 8 1/2 x 11 or 11 x 17 = \$11 <input type="checkbox"/> 17 x 22 = \$16 <input type="checkbox"/> 22 x 34 = \$26	
◆ State of NH LCHIP Surcharge (submitted to the Registry)	\$25	
Applications that are determined to be of Regional Impact will require additional notification.		
All Fees are subject to change. Notice of any changes will be posted in the Town Offices and Post Office. Applicants are responsible for verification with the Gilsum Planning Board that they have the latest revision of the application form and the latest fee structures.		

Application for Subdivision

Major Subdivision (4 or more lots created)

Minor Subdivision (up to 3 lots created)

Number of proposed lots: _____

Lot Line Adjustment/Technical Subdivision (no new lots created)

1. Name, Mailing Address and Telephone Number of Property Owner of Record:

2. Name of and Location of Subdivision/Tax Map and Lot Number(s):

3. *Abutters: Attach a separate sheet listing the names, mailing addresses and tax map and lot numbers of all abutters, including those across a street, brook or stream; any person whose seal appears on the plan, and any holders of conservation, preservation, or agricultural preservation easements. Abutters' names should be taken from the Town tax records no longer than five (5) days prior to the filing of the application. The abutters' list shall also include the names of all holders of conservation, preservation, or agricultural preservation restrictions, and any engineer, architect, land surveyor, or soil scientist who professional seal appears on the plat.*

4. *The Subdivision Checklist on the following pages lists the items to be shown on the plat, or to accompany this application.*

I, _____ hereby give the Gilsum Planning Board, the Road Agent/Engineer and any other representative of the Planning Board permission to enter upon the subject property as necessary.

Property Owner's Signature

Date

FOR INTERNAL USE ONLY

Application # _____

Is this a project that has Regional Impact?

Yes ___ ***No*** ___

Summary:

Application Received by Administration:

Date: _____

Application Submission Not Accepted as Complete by the Planning Board: Date: _____

Application Submission Accepted as Complete by the Planning Board: Date: _____

Application:

Approved Date: _____

Conditionally Approved (see Attached) Date: _____

Disapproved Date: _____

Comments:

SUBDIVISION CHECKLIST

NOTE: The following items are considered to be the minimum requirements for an application. The Board reserves the right to request additional information if the Board deems it necessary in order to make a reasoned decision. Applications for minor or technical subdivisions may not need to provide all of the items listed below. The Board will make that determination at the time of application submission. (Checkmarks are placed in the boxes for those items that are generally required in any case.)

Required			Sub. Reg. Citation	Submitted	
Yes	No			Yes	No
✓		1. Plat prepared according to RSA 478:1-a and Cheshire County Register of Deeds	Sec. IX, B		
✓		2. Name of subdivision; name and address of subdivider.	Sec. IX, C.1		
✓		3. Name, license number and seal of surveyor; north arrow, scale and date of Plan	Sec. IX, C.2		
✓		4. Names of abutting subdivisions, streets, easements, building lines, & other facts regarding abutting properties.	Sec. IX, B. 3 & C.3		
✓		5. Locus plan showing zoning designations.	Sec. IX, C.4		
✓		6. Boundary survey and location of permanent markers.	Sec. IX, C.5		
✓		7. Existing and proposed easements.	Sec. IX, C.7		
✓		8. Existing and proposed rights-of-way and driveways.	Sec. IX, C.7		
✓		9. Existing and proposed buildings and other structures.	Sec. IX, C.7		
✓		10. Location of property lines.	Sec. IX, C.8		
✓		11. Lot areas in square feet and acres; tax map and lot number.	Sec. IX, C.8		
✓		12. Setback lines.	Sec. IX, C.8		
✓		13. Existing and proposed street names, classifications, widths of travel surface and right-of-way.	Sec. IX, C.10		
		14. Watercourses, ponds, standing water.	Sec. IX, C.9		
		15. Rock ledges, stone walls, other natural features.	Sec. IX, C.9		
		16. Existing and proposed foliage lines.	Sec. IX, C.9		
		17. Any open space to be preserved.	Sec. IX, C.9		
		18. Road Plans, according to Appendix A.	App. A		
		19. USGS contour lines.	Sec. IX, C.12		
		20. Soil data, designating wetlands.	Sec. IX, C.13		
✓		21. Special flood hazard areas.	Sec. IX, C.13		
		22. Location & profiles of existing and proposed water mains, sewers, culverts, drains and connections.	Sec. IX, C.6		

Required			Submitted		
		23. Percolation test results; location of percolation tests and of 4,000 square-foot septic area.	Sec. IX, C.14		
		24. Location of 75-foot well radius on property.	Sec. IX, C.14		
		25. Plans for soil erosion and sedimentation control.	Sec. IX, D.1		
		26. Copy of state septic approval or certification from septic designer.	Sec. IX, D.2		
		27. Copy of driveway permit.	Sec. IX, D.3		
		28. Copies of any other state or federal permits.	Sec. IX, D.4		
		29. Copy of any deed restrictions.	Sec. IX, D.5		
		30. Copy of deeds covering land to be used for public easements and rights-of-way.	Sec. IX, D.5		
		31. Any additional reports or information required by the Board.	Sec. IX, D.6		

COMMENTS:
