Warner, NH Subdivision Regulations
Appendix A

Subdivisions, Boundary or Lot Line Adjustments and Annexations Checklist

Amended January 24, 2011

Subdivisions, Boundary or Lot Line Adjustments and Annexations Checklist

Town of Warner, NH

The following checklist shall be completed by the applicant, signed, and submitted along with the application package. For full descriptions of the checklist items, see the referenced sections of the Warner Subdivision Regulations.

The checklist refers only to the required submittals necessary to begin Planning Board review of a project. The Warner Subdivision Regulations should be consulted for design standards and other requirements. Applicants should familiarize themselves with the Warner Subdivision Regulations as well as any other pertinent Ordinances and Regulations prior to filing an application. Applicants may schedule a preliminary conceptual consultation with the Board to discuss any proposal on an informal basis.

APPLICABLE (Y/N)	INCLUDED (Y/N)	General Information Required for all Subdivisions, Boundary or Lot Line Adjustments and Annexations (Section V.A)
____	____	(V.A.1) Subdivision name; Names and addresses of the applicant and owner; Written certification from owner.
____	____	(V.A.2) Three (3) paper copies on 22x34 with appropriate references and eleven (11) copies of 11x17. NOTE: See complete description for final plat information needed.
____	____	(V.A.3) Graphic or bar scale shown on plat; Scale not less than 1" = 100'.
____	____	(V.A.4) Location of existing and proposed lot lines; Bearings to the nearest thirty seconds; Dimensions to the nearest hundredth of a foot; Error of closure not more than 1:10,000; Area of existing and proposed lots in square feet and in acres; Type and location of existing and proposed monuments or boundary markers; Tie to State Grid Coordinate System shown on plat if within 1000 feet.
____	____	(V.A.5) Current owners and all abutters keyed to plan; Correct names and mailing addresses of owner and abutters on separate paper.
____	____	(V.A.6) Name, address, signature, license number, and seal of the NH registered land surveyor and/or engineer who prepared the Final Plat.
____	____	(V.A.7) Date of survey, dates of any revisions, north arrow (true north and magnetic north); Location (locus) map at 1" = 1000'.

APPLICABLE (Y/N)	INCLUDED (Y/N)	
____	____	(V.A.8) Tax map and parcel number. The numbering is to be approved by the Accessing office BEFORE the plans are brought to the Planning Board.
____	____	(V.A.9) Zoning District(s) and District lines; Building setback lines.
____	____	(V.A.10) Title and deed references.
____	____	(V.A.11) Legal description of existing and proposed easements, deed restrictions, and other encumbrances, covenants, reservations or restrictions and appropriate notations on plat.
____	____	(V.A.12) Listing of all variances and special exceptions granted by the ZBA for the parcel involved and dates granted.
____	____	(V.A.13) Names of all adjoining street(s).
____	____	(V.A.14) Approximate contours at 10' intervals; Significant natural features, including perennial streams, wetlands, etc.
____	____	(V.A.15) Location of existing and proposed buildings, drives, wells, septic systems, and all other manmade features.
		Additional Information Required for Lot Line Adjustments and Annexations (Section V.B)
____	____	(V.B.1.a.) Detailed survey map showing original boundaries of the adjacent parcels and the new property line or lines created as a result of the annexation or lot line adjustment.
____	____	(V.B.1.b) Tape and compass survey with a minimum accuracy of 1:500 of the entire parcel of land and a metes and bounds survey only for the land being transferred may be required.
____	____	(V.B.2) Abutters may be heard and may request a public hearing.
____	____	(V.B.3) In the case of annexation, a deed restriction in the body of the deed or other instrument of transfer and on the plat.

APPLICABLE (Y/N)	INCLUDED (Y/N)	
____	____	(V.B.4) Statement placed on plat stating: "This plan shows a conveyance of land for the purpose of lot line adjustment/annexation as defined in the Warner subdivision regulations. This approval does not constitute a subdivision."
		Additional Information Required for all Minor/Major Subdivisions (Section V.C)
____	____	(V.C.1) Soil types and boundaries shown by dotted lines based on Merrimack County Soil Survey; Location of all test pits and test borings and a legend which explains map symbols, describes NHDES soils groups, and describes the properties of the soils regarding their suitability for septic systems, foundations, basements, building and road construction.
____	____	(V.C.2) Local, County, or State approvals for individual water service and sewage disposal systems; Percolation test results. A statement from WVWD attesting to the availability of such service shall be submitted.
____	____	(V.C.3) Location of water courses, wetlands, floodplains, ponds, rock ledges, tree lines, hydric soils as determined by NHDES regulations, other natural features; Compliance with Town of Warner Flood Plain Development Ordinance.
____	____	(V.C.4) Contours at 2' or 5' intervals, depending on grade, shown with dashed lines; Spot elevations at low points, high points, and other areas.
____	____	(V.C.5) Location of all monuments; Placement of stakes and ribbons marking corners of all proposed lots or sites of a Major Subdivision.
____	____	(V.C.6) Report from the NH Natural Heritage Inventory identifying rare plant and animal species and exemplary natural communities in or near the proposed subdivision; Environmental Impact Assessment, i f such species or communities are identified.
____	____	(V.C.7) Location within or bounding the parcel of all culturally, historically or unique features.

APPLICABLE (Y/N)	INCLUDED (Y/N)	
		Additional Information Required for all Major Subdivisions (Section V.D)
____	____	(V.D.1) Location and width of existing and proposed streets and roads, with grades, cross-sections at 50 feet intervals plotted at 1"=10' horizontal and vertical scale, and road profiles plotted with the same horizontal scale as the plans and a horizontal to vertical scale ratio of 5 to 1 respectively for proposed streets.
____	____	(V.D.2) Location, size and invert elevation of sanitary and stormwater sewers; Location and size of water mains; Location of gas mains, fire hydrants, electric and telephone poles and street lights. All drainage ways and drainage structures; Distance to, and size of nearest water and sewer mains.
____	____	(V.D.3) Sketch plan of contiguous holdings showing future layout, street and drainage systems.
____	____	(V.D.4) Centerline and centerline stationing of all streets; Stationing shall show all points of curvature and all points of tangency.
____	____	(V.D.5) Documentation showing feasibility of future extension of temporary turnaround into adjoining properties.
____	____	(V.D.6) Plan for restoring temporary turnaround where extension of street is shown.
____	____	(V.D.7) Statement that proposed street centerlines and lot locations have been adequately flagged on the ground to allow onsite evaluation of the proposed subdivision by the Board and its agents.
____	____	(V.D.8) Data listing. Area of land; number of lots; length of streets in feet; acres of open space; list of abutters with addresses.
____	____	(V.D.9) Erosion plan.
____	____	(V.D.10) Land disturbance.

APPLICABLE (Y/N)	INCLUDED (Y/N)	
____	____	(V.D.11) Drainage Plan.
____	____	(V.D.12) Phasing plan.
____	____	(V.D.13) Other information required by the Board.
____	____	(V.D.14) Certifications affixed to Plan with signatures and seals.
		Special Requirements (Section V.E)
____	____	(V.E.1) Traffic Impact Assessment.
____	____	(V.E.2) Fiscal Impact Analysis.
____	____	(V.E.3) School Impact Analysis.
____	____	(V.E.4) Community Services Impact Assessment.
____	____	(V.E.5) Other considerations, special investigations.