



TOWN OF MILFORD, NH

Application Checklist

MAJOR SUBDIVISION

Major subdivision: An application which creates four or more new building lots or an application which requires the installation of new roads (public or private) or the extension of municipal owned utilities (sewer and water) .

For any boxes under "Required" checked "No" please submit written justification if the reasons are not apparent. This checklist is for administrative efficiency. It does not take the place of the comprehensive requirements of the Development Regulations, nor does it preclude the Board from requesting additional information if deemed necessary for making an informed decision.

Waiver Requests: Provide written justification for any waiver requests, citing the appropriate section number of the regulations. Waiver Forms are available at the Community Development Office or online at: <http://www.milford.nh.gov> .

If you have any questions please contact the Community Development office at (603) 249-0620.

Name of Application _____

Map(s) _____ Lot(s) _____

Required			General Submission Requirements	Submitted		Waived
YES	NO			YES	NO	
		A.	Complete, signed Application			
		B.	Four (4) large 22" x34" copies and one (1) reduced 11" x 17" copy			
			Plan Information			
		A.	Name, address & signature of applicant			
		B.	Name, address & signature of owner (if different from applicant)			
		C.	Name & address of person/firm preparing plan			
		D.	Names & address of all abutters			
		E.	North arrow			
		F.	Scale of not more than 1" = 100'. Overview plans may be 1" = 200'			
		G.	Date Prepared			
		H.	Current zoning of property			
		I.	Lot area in square feet and acres, frontage & associated minimum zoning requirements			
		J.	Locus map			
		K.	Property boundary lines with distances and angles plotted to scale			

Required			General Submission Requirements	Submitted		Waived
YES	NO			YES	NO	
		L.	Delineation of all wetlands and wetlands buffers			
		M.	Delineation of slopes over twenty-five (25%) percent			
		N.	Existing & proposed topography at 5 ft intervals or 2 ft intervals if major changes are proposed			
		O.	Balance sheet of proposed cut and fill quantities			
		P.	Scaled roadway centerline at increments of 50' for rural areas and 10' in the Urbanized/Oval Sub-district area			
		Q.	Location of buildings within fifty (50') feet of property			
		R.	Location of all roads or driveways within 200' of the property			
		S.	Locations of infiltrating drainage systems within 200' of property			
		T.	Existing access roads, recreational trails and boundaries (such as stone walls, barbed wire, etc.)			
		U.	Existing & proposed buildings, driveways & roads on-site			
		V.	New roads shall have centerline marked at 50' intervals			
		W.	Building setback lines			
		X.	Flow of traffic			
		Y.	All existing utilities (i.e. sewer, water, electric & gas)			
		Z.	Provisions for storage of recycling and refuse			
		AA.	Location, size and detail of signs			
		BB.	Location, size and detail of exterior lighting			
		CC.	Location, size and detail of storage tanks			
		DD.	Note defining the Purpose of the plan			
		EE.	Brief history of the property (i.e. previous disturbances)			
		FF.	General description of existing characteristics such as: developed, productive farmland, meadow, forest, viewshed, archeological site, areas contiguous with other open space and wildlife corridors.			
		GG.	Brief description of drainage upstream onto property and discharge downstream from property			
		HH.	Note detailing Flood Hazard information			
		II.	Note detailing Groundwater Protection District information			
		JJ.	Deed references for property			
		KK.	Note referencing and/or depictions on the plan of all easements, rights-of-way and deeded property restrictions.			
		LL.	A note detailing applicable Impact Fees			
		MM.	Deleted			
		NN.	A note indicating: "All water, sewer, road (including parking lot) and drainage work shall be constructed in accordance with the Town of Milford's Water Utilities Department and Public Works Department Standards."			
		OO.	A note indicating the ownership of open space			

Required						Submitted		Waived
YES	NO		General Submission Requirements			YES	NO	
		PP.	A note stating that a sign is required at the entrance to a new road or set of roads reading as follows: "This road has not been accepted by the Town of Milford. Until the road has been accepted, the Town assumes no responsibility for maintenance including snow removal, nor any liability for damages resulting from use of the street. RSA 674:41."					
		QQ.	Utility Plan					
		RR.	Road, sidewalk, and drainage cross-sections, profiles and engineering specifications					
		SS.	Parcels numbered consecutively with no omissions or duplications. In addition, the Notes Sections shall contain a list of the map and lot numbers of the parent tract(s).					
		TT.	Planning Board approval block with space for Chairman's signature and date, Approval number and Approval date					
		UU.	The seal of a NH Licensed Land Surveyor. All bounds or pints are required to be set on each lot prior to the issuance of a Certificate of Occupancy and all roadway bounds must be set prior to road acceptance.					
		VV.	A note indicating the details of any approved waivers					
		WW.	The seal of a NH Licensed Civil Engineer, as necessary					
		XX.	The seal of a NH Licensed Soil Scientist, as necessary					
		YY.	The seal of a NH Licensed Wetlands Scientist, as necessary					

			Other Information (as necessary)					
		1.	Conventional Subdivision layout for OSCD subdivisions					
		2.	Phasing Plan					
		3.	Impact studies as required by Board					
		4.	SWP and permit if > 5000 SF of land disturbance (see Stormwater Management & Erosion Control Regulations)					
		5.	Alteration of Terrain Permit from NH DES					
		6.	NH Wetlands Bureau and/or Milford ZBA approval for the relocation, filling, or dredging of wetlands or buffers					
		7.	State Subdivision approval from NH DES					
		8.	All new deeds, easements, covenants & rights-of-way on-site					
		9.	NH DOT or Milford DPW Driveway Permit					
		10.	NH DES Shoreland Protection Permit					
		11.	Architectural plans and details					
		12.	Any other State/Federal Permits					

Signature of person preparing the Minor Site Plan Application Checklist:

Name/Title: _____ Date: _____