



TOWN OF MILFORD, NH

Application Checklist

MINOR SUBDIVISION

Minor Subdivision: An application for subdivision which creates three or fewer new building lots and which does not require the installation of any new roads (public or private) or the extension of municipal owned utilities (sewer and water) .

Lot Lint Adjustment: An application to adjust the lot lines of two or more parcels where no new lots are created.

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			Submitted		Waived
YES	NO		YES	NO	
			General Submission Requirements		
		1.	Complete, signed Application		
		2.	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		
		G.	Date Prepared		

Required				Submitted		Waived
YES	NO		General Submission Requirements	YES	NO	
		H.	Locus map			
		I.	Property boundary lines with distances and angles to scale			
		J.	Areas of proposed lots in square feet and acres			
		K.	Delineation of all wetlands and wetlands buffers			
		L.	Delineation of slopes over twenty-five (25%) percent			
		M.	Location of buildings within 50 ft			
		N.	Location of all roads or driveways within 200 ft			
		O.	Existing access roads, recreational trails and boundaries (such as stone walls, barbed wire, etc.)			
		P.	Existing & proposed buildings & driveways			
		Q.	Current zoning and location of district boundaries if located in two or more zones			
		R.	Building setback lines			
		S.	Flow of traffic			
		T.	All existing utilities (i.e. sewer, water, electric & gas)			
		U.	Note defining the Purpose of the plan			
		V.	Brief history of the property (i.e. previous disturbances)			
		W.	General description of existing characteristics such as: developed, productive farmland, meadow, forest, viewshed, archeological site, areas contiguous with other open space and wildlife corridors.			
		X.	Brief description of drainage upstream onto property and discharge downstream from property			
		Y.	Note detailing Flood Hazard information			
		Z.	Note detailing Groundwater Protection District information			
		AA.	Note referencing and delineations on the plan of all easements, rights-of-way and deeded property restrictions.			
		BB.	Deleted (Note pertaining to GMO)			
		CC.	State of NH Site Specific permit numbers, if required			
		DD.	Parcels numbered consecutively with no omissions or duplications.			
		EE.	Planning Board approval block with space for Chairman's signature and date, Approval number and Approval date			
		FF.	The seal of a NH Licensed Land Surveyor			
		GG.	Note detailing any approved waivers			
		HH.	The seal of a NH Licensed Civil Engineer, as necessary			
		II.	The seal of a NH Licensed Soil Scientist, as necessary			
		JJ.	The seal of a NH Licensed Wetlands Scientist, as necessary			

			Other Information (as necessary)			
		1.	Stormwater Management and Erosion Control Plan and a permit if > 5000 SF of land disturbance (see Stormwater Management and Erosion Control Regulation)			
		2.	Alteration of Terrain Permit from NH DES			
		3.	State Subdivision approval from NH DES			
		4.	NH Wetlands Bureau and/or Milford Zoning Board of Adjustment for the relocation, filling, or dredging of wetlands or wetlands buffers			
		5.	NH Water Supply and Pollution Control Commission for septic systems			
		6.	All new deeds, easements, covenants and rights-of-way on property			
		7.	NH DOT or Milford DPW Driveway Permit			
		8.	NH DES Shoreland Protection Permit			
		9.	Any other State/Federal Permits			

Signature of person preparing the Minor Subdivision Application Checklist:

Name/Title: _____ Date: _____