



## APPLICATION FOR SUBDIVISION APPROVAL

### CONTACT INFORMATION

**Property Owners(s):** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Applicant:** Name: \_\_\_\_\_  
(if different from above) Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Engineer/** Name: \_\_\_\_\_  
**Surveyor/** Address: \_\_\_\_\_  
**Architect:** \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
**Primary Contact Person:** \_\_\_\_\_

### TYPE OF APPLICATION

(Please check all that apply)

- ☐ **Discussion** - Informal meeting with Planning Board.
- ☐ **Lot Line Adjustment** – Exchange or transfer of land between existing, adjacent lots, no additional lots created.
- ☐ **Condominium Conversion** – Conversion of multi unit facility into condominiums
- ☐ **Minor Subdivision** - Creation of no more than two (2) new lots from existing lot.
- ☐ **Major Subdivision** – Creation of three (3) or more new lots from existing lot(s).
- Design Review Plan ☐ Final Plan ☐ Open Space ☐
- ☐ **Other** - (i.e. amendments and/or revisions)

### SITE INFORMATION

LOCATION: Tax Map Number \_\_\_\_\_ Lot(s) \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

ROAD FRONTAGE ON: \_\_\_\_\_ TOTAL SITE AREA: \_\_\_\_\_

BRIEF DESCRIPTION OF PROJECT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF EXISTING OR PROPOSED SUBDIVISION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### INSTRUCTIONS FOR SUBMITTING A COMPLETE APPLICATION (Please read carefully)

For an application to be scheduled on the next available Planning Board agenda, the following items MUST be submitted to the Department of Planning & Community Development by close of business on the officially posted submittal date:

- ☐ 1. **Completed and signed SUBDIVISION APPLICATION FORM and ABUTTERS LIST.**  
The application will not be placed on the Planning Board agenda unless all required signatures are on the application. The owner MUST sign the application form.
- ☐ 2. **Three (3) large and one (1) 11" x 17" prints of the subdivision plan or subdivision plan set.**  
At least one (1) plan MUST be signed by the owner. All applicable information as described on the attached SUBDIVISION CHECKLIST MUST be shown on the plans. Owner's signature must be on at least one (1) plan, indicating his/her knowledge of the plan and application. DO NOT submit any mylars until the Planning Board grants approval.
- ☐ 3. **Application fee and Abutter Mailing Fees.**  
Check with the Department of Planning & Community Development prior to determining the application fee and abutter-mailing fee. Checks are to be made payable to the Town of Milford once the fee is calculated.

### AUTHORIZED SIGNATURES

Owner(s): I/We, as owner(s) of the property described hereon, certify that this application is correctly completed with all required attachments and requirements in accordance with the Subdivision Regulations for the Town of Milford. I/We also authorized members of the Milford Planning Board and its agents to access the property described on this application for on-site review of the proposed subdivision.

\_\_\_\_\_  
Name (please print) and Title Date

#### IF APPLICABLE:

Owner(s) authorization for Applicant or Agent to represent the application:

The applicant or agent, as stated hereon, has authorization from the property owner to submit this subdivision application and represent the property owner on matters relative to the Town subdivision approval process.

\_\_\_\_\_  
Owner's Signature Date

Applicant's Signature:

I acknowledge, as the applicant stated hereon, that this subdivision application has been completed and submitted in conformance with all applicable Town of Milford regulations, and that I am the designated representative for the property owner on matters relative to this subdivision application.

\_\_\_\_\_  
Applicant's Signature Date

Agent's Signature (someone other than the Owner or Applicant who is representing the project):

I acknowledge, as the agent stated hereon, that this subdivision application has been completed and submitted in conformance with all applicable Town of Milford regulations, and that I am the designated representative for the property owner on matters relative to this subdivision application.

\_\_\_\_\_  
Agent's Signature Date

**ABUTTER LIST**

**Abutter** – Any person whose property is located in New Hampshire and adjoins or is directly across the street, stream, or active railroad property from the land under consideration by the local land use board.

For purposes of receiving testimony only, and not for purposes of notification, the term “abutter” shall include any person who is able to demonstrate that his/her land will be directly affected by the proposal under consideration.

For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term “abutter” means the officers of the collective or association, as defined in RSA 356-B:3, XXIII. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a manufactured housing park form of ownerships defined in RSA 205-A:1, the term “abutter” includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street, stream, or active railroad from the land under consideration by the local land use board. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being an active railroad property, the owner of the railroad property shall be notified. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case where the applicant is different from the owner of the land under consideration by the local land use board, the term “abutter” includes the applicant.

Map	Lot	Property Owner	Street Address	Town	State	Zip Code

The above abutter listing reflects the most current assessing records and the Milford Planning Board is released from any responsibility for inaccurate information or incorrect abutter notification.

Signature of Owner

Date

Map & Lot