

**COÖS COUNTY, NEW HAMPSHIRE
UNINCORPORATED PLACES**

SUBDIVISION APPLICATION

INSTRUCTIONS:

- Step 1: Carefully read Zoning Ordinance and Subdivision Regulations.
- Step 2: Complete this application (Sections I through VI).
- Step 3: Obtain required exhibits (A through F).
- Step 4: Compile abutters list containing the names and addresses of all abutters as indicated in County records not more than five (5) days before the day you will file this application; names and addresses of all holders of conservation, preservation, or agricultural preservation restrictions; and names and business addresses of every engineer, architect, land surveyor, or soil scientist whose professional seal appears on any exhibit.
- Step 5: Application Fee: Include check or money order for application fee and cost of notices payable to the *Treasurer, Coös County*.
- Step 6: Mail your completed application with abutters list, fees and all required exhibits, to:
Coös County Planning Board PO Box 310, W. Stewartstown, NH
03597 Or hand deliver to:
County Administrator, 34 County Farm Rd., West Stewartstown

If you have any questions, please call 603-331-5670.

The Planning Board may require, in certain cases, additional information not included in this application.

I. APPLICATION TYPE

_____ Request for Design Review _____ Application for Final Approval

_____ Minor Subdivision _____ Major Subdivision

_____ Number of Lots/Sites if Approved

II. OWNERSHIP INFORMATION:

1. Applicant's Name: _____

Mailing Address: _____

E-mail: _____

Telephone # _____

**Exhibit A. Title, Right or Interest**

Submit as Exhibit A proof that you have title, right or interest to the land where you are seeking to subdivide. For this exhibit you must submit one of the following:

- A complete copy of your deed or the volume/page of the recorded deed; or
- A copy of the binding option to purchase all the necessary interest in the property or a similar contractual document.

III. AGENT (if applicable)

Name _____

Mailing address: _____

E-mail: _____

Telephone # _____

IV. LOCATION INFORMATION:

Where is the parcel you are seeking approval to subdivide?

Name of the Unincorporated Place: _____

Property address: _____

Street that will provide access: _____

Tax map and lot # _____

Lot size _____ acres or _____ sq ft

**Exhibit B. Location Map:**

Attach to this application as Exhibit B a copy of a USGS topographical or similar base map which is marked the location of your property. Please mark the location of your property clearly with an "x" and then draw a larger circle around the "x".

V. ZONING

What is the present zoning classification for the property you are proposing to subdivide?

___ Management District (MD) Protected Overlay District(s):

___ General Development (DD-G) _____

___ Resort District (DD-Resort) _____

___ Residential (DD-R) _____

Exhibit C. Plat

The plat shall be submitted in permanent ink on polyester film with three (3) blue or black line prints on paper. Sheet size and margins shall be in accordance with the requirements of the Coos County Registry of Deeds, but shall not be smaller than 22" x 34". Space shall be reserved on the plat for all necessary endorsements.

The plat shall be based on "an on the ground" boundary survey with a maximum error of closure of 1 in 5,000, certified by a land surveyor licensed in the State of New Hampshire. The plat shall show or be accompanied by:

- ☐ 1. Proposed subdivision name or identifying title; name of Unincorporated Place; plan date and all revision dates
- ☐ 2. Name(s) and address(es) of the applicant and owner, if other than the applicant; tax map and lot number
- ☐ 3. Scale and north point
- ☐ 4. Boundary survey including bearings, distances; and the location of permanent markers
- ☐ 5. Final drainage system
- ☐ 6. Lot areas, dimensions and numbering; zoning districts
- ☐ 7. Final road profiles and cross sections
- ☐ 8. Topographic contour boundaries at five (5)-foot intervals
- ☐ 9. Location of soils, ground water and percolation tests using site-specific information
- ☐ 10. Deed restrictions
- ☐ 11. Open spaces
- ☐ 12. Buildings and other man-made structures to remain
- ☐ 13. Existing and proposed streets with names and right-of-way widths; all other existing easements or rights-of-way
- ☐ 14. Water courses with accurate dimensions and associated flood hazard areas if any, and if mapped, erosion hazard areas
- ☐ 15. Profiles of water mains, sanitary sewers, gas and other utility systems, including protective radii of proposed and adjacent existing water supply sources
- ☐ 16. Soil types and delineation of wetlands
- ☐ 17. Seasonal high water
- ☐ 18. Test pits including profiles of each test pit
- ☐ 19. Total area in which the subdivision is located and locus
- ☐ 20. Scale of 1" for 100'
- ☐ 21. Recreational trails such as snowmobile, hiking or cross country ski trails plotted on the plat
- ☐ 22. Identification of any known wildlife habitat; existing roads, including private roads and logging roads; stone walls and other monuments

- ☐ 23. The following certification will be affixed to the final plat together with the appropriate signatures and seals.

I hereby certify that this map and survey has been
made under my supervision. The date of the
survey was _____.

Licensed Land Surveyor

- ☐ 24. Signature block:

This map is hereby approved by the Coös County Planning Board at an
official meeting held on _____ and shall be filed on
or before _____ with the Coös County
Register of Deeds.

Date

Chairman or Clerk
Coös County Planning Board

Exhibit D. Other information that may be required by the Planning Board:

- ☐ Plan for stormwater management and erosion control
☐ Traffic impact analysis
☐ Environmental impact analysis
☐ Other reports or studies deemed necessary by the Board to allow an informed and educated decision concerning the proposal:

Exhibit E. Any required state or federal permits, or application material if permit not yet obtained

- ☐ NHDOT Driveway
☐ NHDES Alteration of Terrain
☐ NHDES Dredge and Fill
☐ NHDES Shoreland
☐ Other _____
☐ _____
☐ _____

- ☐ **Exhibit F. List of any waivers requested with explanation of how the request is consistent with the requirements of Section 8.02 of the Coos County Subdivision Regulations.**

VI. SIGNATURES

I hereby declare that I have examined this application, including the accompanying exhibits and to the best of my knowledge and belief, it is true and complete. By signing this application I am providing permission for the Planning Board to enter the property for the purpose of conducting a publicly-noticed site visit.

NOTE: If there are multiple owners, a valid application requires the signature of each owner. If this is a leased lot, the application requires the signature of both the owner(s) and the leaseholder(s).

Signature(s): _____

Date: _____

FOR COUNTY USE:

For Design Review Applications:

_____ Date application received

_____ Date of Notice of Design Review Meeting

_____ Date of Design Review Meeting

For Final Applications:

_____ Date application received

_____ Date of public notice for submission of final application to Planning Board

_____ Date of submission of application to Planning Board

_____ Date of acceptance of submission as complete

_____ Date of public notice for public hearing

_____ Date of public hearing

_____ Date of decision by Planning Board

_____ Approved _____ Denied _____ Approved with Conditions

Planning Board Clerk

Date