

Subdivision Checklist

WINDHAM PLANNING & ZONING BOARD WINDHAM, NEW HAMPSHIRE

Guidelines for review of plans and applications.
The Windham Subdivision Regulations governs all plans and applications.

Subdivision Name: _____	Date: _____	
Location: _____		
Map: _____	Block: _____	Lot: _____

Owner: _____	
Address: _____	
Telephone: _____	
Engineer: _____	
Address: _____	
Telephone: _____	
Surveyor: _____	
Address: _____	
Telephone: _____	License #: _____
Soil Scientist: _____	
Address: _____	License #: _____
Telephone: _____	
Architect: _____	
Address: _____	
Telephone: _____	License #: _____

Subdivision Description:

“No work within subdivision without final approval.”

No utility installations, no grading or construction of road, no grading of land or lots, no placing of artificial fill nor doing any other act or acts which will alter the natural state of the land or environment, and no construction of building shall be done on any part of the land or lots within a subdivision, until a final plan of such subdivision shall have been duly prepared, submitted, reviewed, approved, and endorsed as provided in these regulations, nor until such appropriate permits and approvals as may be required by these regulations, other Town ordinances, and State agencies having jurisdiction shall have been duly issued.

Note: Any N/A shall have a written explanation on a separate sheet.

Section 302. Definitions

- | | Yes | N/A |
|--|--------------------------|--------------------------|
| 1. Street type, Major <input type="checkbox"/> , Collector <input type="checkbox"/> , Secondary <input type="checkbox"/> Class VI Road <input type="checkbox"/> Private <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Section 402. Pre-application Procedures

- | | | |
|---|--------------------------|--------------------------|
| 2. Pre-application plan review by Planning Board | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Existing conditions of site..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Existing covenants and utilities | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Proposed playgrounds, parks, recreation uses..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Off site improvements | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Location map of area with community details | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Development name..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Plan scale, north arrow and date | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Plan review by staff..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Plan review by plan reviewer (town consultant)..... | <input type="checkbox"/> | <input type="checkbox"/> |

Section 403. Procedure for Filing of Final Plat

- | | | |
|--|--------------------------|--------------------------|
| 12. Eight copies of final plan & supplemental material | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Plan & application submitted at least 20 days prior to Planning Board Meeting..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Names & addresses of all abutters as indicated on Town records not more than 5 days prior to application filing | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Abutters identified on final plans..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Application fees (see fee schedule) | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Notice by certified mail to applicant, engineer, architect, land surveyor, soil scientist or anyone who stamps or signs the plan with date, time and place of hearing..... | <input type="checkbox"/> | <input type="checkbox"/> |

Section 404. Procedure for Approval of Final Plat

- | | | |
|--|--------------------------|--------------------------|
| 18. Recording plans submitted to the specifications required by the Registry of Deeds | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

Section 503. No Work within Subdivision without Approval

- | | | |
|---|--------------------------|--------------------------|
| 19. No construction work on land to be subdivided | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

Section 504. Special Flood Hazard Areas

- | | | |
|---|--------------------------|--------------------------|
| 20. Identify Special Flood Hazard Areas | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Base Flood Elevation Data | <input type="checkbox"/> | <input type="checkbox"/> |

Section 505. Conformity with Master Plan

- | | | |
|----------------------------------|--------------------------|--------------------------|
| 22. Master Plan compliance | <input type="checkbox"/> | <input type="checkbox"/> |
|----------------------------------|--------------------------|--------------------------|

Section 506. Off-site Improvements

- 23. Are there special public improvements necessary.....
- 24. Proposed on-site or off-site mitigation
- 25. Traffic study
- 26. Test borings
- 27. Traffic counts

Section 600. Requirements for Layout of Final Plan

- 28. Storm drainage study pre & post development.....
- 29. Storm drainage capacity conforms to Section 601.1 of Subdivision Regulations.....
- 30. Location of property lines, bearing & distances
- 31. Existing watercourses, ponds, wetlands
- 32. North arrow & scale
- 33. Application signed by owner and applicant.....
- 34. Plans signed by owner.....
- 35. Subdivision name on plans.....
- 36. Abutting streets, buildings, parks, public open space, subdivisions,
abutting landowners.....
- 37. Existing sewers, culverts, drains and water mains
- 38. Proposed sewer, culverts, drains and connections
- 39. Name & widths of existing streets.....
- 40. Names & widths of proposed streets
- 41. Grades, profiles, sections, elevations @ 50' intervals
- 42. Street topography @ 2' intervals
- 43. Permanent easements over private property minimum 30' width
- 44. Parcels proposed for public use with conditions of dedication & copy of deed
- 45. Engineered design of bridges, culverts or walls with elevations, grades, size
- 46. Design of sanitary sewer
- 47. Street extensions sketch of future road layout and topography.....
- 48. House and Lot numbers
- 49. Location of perk tests & report.....
- 50. Location of highway bounds
- 51. Reports from Code Enforcement Administrator
- 52. Location of slope & drainage easements.....
- 53. Soils type certified by soil scientist
- 52. Emergency water supply note (Section 601.18)
- 55. Report from Fire Chief
- 56. Report from Police Chief.....
- 57. Report from Conservation Commission
- 58. Report from Historic District Commission, street names, stone walls.....
- 59. All Zoning Districts identified on the plan.....
- 60. Wetland & Watershed Protection District statement on
noted on the plan (See Section 601.20)
- 61. Wetland & Watershed Protection District locations labeled.....
- 62. 100 year Flood Plain noted on plan
- 63. Aquifer Protection District locations identified.....
- 64. Copies of completed application for NHWSPC.....
- 65. Copies of completed application for N.O.I.E.P.A., S.W.P.P.P., and N.O.T.E.P.A.
- 66. Special Permit Application for WWPDP disturbances.....
- 67. NH DOT driveway permit.....
- 68. Wetlands permit.....
- 69. Army Corps of Engineers permit.....
- 70. Location & date for benchmark.....

Section 602. Design Standards: Streets

- 71. Street jogs with centerline offsets of less than 125'
- 72. Curve tangent of at least 150' on all curves except radius of 500'
- 73. Street intersection radius of 25'
- 74. Street R.O.W. widths
- 75. Access to adjoining land
- 76. Permanent cul-de-sac should be 1200' but not exceed 2400'
- 77. Cul-de-sac turnaround right-of-way diameter 160'
- 78. Temporary cul-de-sac easement
- 79. Street names (input from Historic District Commission and approval
from Selectmen).....
- 80. Street name conflicts with existing street names
- 81. Street grades not to exceed 8% on collector & 5% on major streets
- 82. Minimum sight distance of 350' on major streets
- 83. Minimum sight distance of 275' on collector & secondary streets
- 84. Street intersections at right angles for 75'
- 85. Two percent intersection grade for minimum of 100'
- 86. Engineering proof to exceed 2% up to maximum of 4% at intersection grade
- 87. Highway bounds of 4" by 36" granite markers
- 88. Front property line bounds of 4" by 36" granite markers
- 89. Rear & side property line bounds of stone or iron
- 90. Road intersection ROW radius of 25'
- 91. Change of street direction with curve not less than 150' center radius
- 92. New Road connected to paved town road
- 93. Block length should be 1200', not greater than 2400'
or less than 600'
- 94. Driveway sight distance of 150' for secondary roads, 250' for
collector roads, 400' for major roads
- 95. Pavement width on typical cross section
- 96. Bituminous curb

Section 603. Easements

- 97. 30' wide drainage easements centered on lot line

Section 604. Blocks

- 98. Lot sizing calculations

Section 605. Lots

- 99. Double frontage lots have been avoided
- 100. Side lot lines with the first 100' at right angles
- 101. Lot lines follow zone lines where possible

Section 606. Public Site and Open Spaces

- 102. Proposed public park, playground, recreational
- 103. Proposed public land

Section 607. Erosion and Sedimentation Control

- 104. Erosion control plans & methods (See Section 607.2)
- 105. All plans conform to recommendations of the Stormwater and Erosion and
Sediment Control Handbook for Urban and Developing Areas in New Hampshire
and to N.P.D.E.S. II

Section 608. Creation of Non-buildable Lots

- 106. Non-buildable lots, type & location, labeled "Non-buildable"

Section 609. Other Studies

107. Other studies as may be required.....

Section 701. Submittal of the Final Plan

- 108. Final Plans and applications and all supporting data submitted on a CD as an Adobe Pdf
- 109. Eight full size copies of the final plans and an overall plan showing lots and roads submitted on 11"x17" paper
- 110. Location and description of monuments
- 111. Accurate dimensions for each line and radii, arc lengths, and central angles for each curve
- 112. Drainage plans & calculations
- 113. Road plan & profiles at 50' intervals at vertical scale of 1"=10', horizontal scale 1"=50'
- 114. Utility plans, electrical, cable, telephone
- 115. High intensity soils plan by soils scientist
- 116. Lot numbers assigned by the Town of Windham.....
- 117. Name & seal of professional land surveyor certifying the accuracy of the plan
- 118. Name & seal of registered professional engineer to certify the accuracy of the road design, structure design, drainage calculations, and drainage system design
- 119. Name & seal of soil scientist certifying the accuracy of the soils map
- 120. Deed references
- 121. North arrow & scale 1"=50'
- 122. Windham title & approval block

Section 702. The Drainage and Utilities Shall Meet the Following Requirements

- 123. Copy of Drainage Study submitted on CD in Adobe Pdf format
- 124. Locations of all manholes, catch basins, hydrants, structures, utility poles, underground lines and pipes.....
- 125. Size, type and class of all pipes for sewer, drain, water & gas
- 126. Storm drainpipe minimum 15' diameter reinforced concrete
- 127. Storm drain slopes.....
- 128. Special structure locations such as guard rails, box culverts, cisterns
- 129. Road cross sections drawn at a vertical & horizontal scale of 1"=10'
- 130. Road profiles indicating existing and proposed ground elevations at fifty-foot stations.....
- 131. Road profiles showing slope tangents of vertical curves & elevation of P.I. vertical tangents.....
- 132. Original deed of street dedication to the Town of Windham with meets and bounds description.....
- 133. Street names approved by Board of Selectman
- 134. 10K area of usable land for principal structure
- 135. Review 4K septic area for setbacks.....
- 136. Review well locations for setbacks
- 137. Check lot line alignment at ROW
- 138. Lot configuration should be reasonable
- 139. Lot frontage checked at 50' setback
- 140. Drive locations for slope and sight distance
- 141. List names & addresses of people stamping plan for hearing notices.....
- 142. Wells to be tested for salt contamination prior to Planning Board approval
- 143. Note any discontinued roads on or adjacent to the site
- 144. Note any historic features on plan
- 145. Stonewalls should be either retained in place, relocated or stockpiled for future use.....

- 146. Profile scale on vertical are 1"=10'
- 147. Use of single or multi-family use noted
- 148. Note of connections of utilities, under or above ground.....
- 149. Cleaning of ditch lines on Town roads that abut.....
- 150. Certified statements regarding impact on downstream drainage & emergency water supply
- 151. Warranty Deed conveying to the Town of Windham all streets, rights-of-way, and any site for public use

Open Space Subdivision – Windham Land Use and Zoning Ordinance, Section 611 Open Space Residential Overlay District

- 152. Rural or Residence A District.....
- 153. Minimum 10 acre tract of single or consolidated ownership
- 154. Subdivision and Site Plan Review Applications
- 155. Legal open space ownership or protective covenants
- 156. Open Space Covenants reviewed by Town Counsel.....
- 157. Common facilities including wells, water and waste treatment systems, and recreation areas
- 158. Natural features of open space identified on plan including open fields, water features, woodlands, trails, stonewalls and historic features and any modifications to these natural features
- 159. Density calculations and preliminary conventional subdivision design
- 160. Minimum radius of cul-de-sac 60 feet without a vegetated island
- 161. Secondary roads have a minimum right-of-way of 40 feet and a minimum width of 24 feet.....
- 162. Collector roads or through streets conform to the current subdivision standards.....
- 163. Minimum lot size is 30,000 sq. ft.
- 164. Minimum buildable area is 10,000 sq. ft.
- 165. Lots with frontage on existing town roads conform to the setback requirements of the underlying district.....
- 166. Building lots adjacent to other properties have rear and side yard setbacks of the underlying district.....
- 167. Internal lots have front yard setbacks of 20 feet and side and rear yard setbacks of 15 feet.....
- 168. Lots have a minimum of 60 feet of frontage at the required front yard setback.....
- 169. Protective well radii are contained within the subdivision
- 170. Minimum of 65% open space.....
- 171. The plan illustrates the location of all proposed buildings, common facilities, and Open space