

CHAPTER 278
ATTACHMENT 278-1
APPLICATION FOR SUBDIVISION OF LAND [Revised 11-12-2024]

File # _____

1. Name, mailing address & telephone/fax number, email address of applicant:

2. Name, mailing address & telephone number of owner of record if other than applicant (Written permission from owner is required):

3. Name, mailing address, telephone/fax number, email address of surveyor, and/or agent:

4. Location of Proposed Subdivision:

5. Tax Map _____, Lot _____

6. Name of Proposed Subdivision:

7. Number of lots and/or dwellings for which approval is sought: _____ lots; _____ dwellings

8. Type(s) of dwellings proposed in the subdivision (check one or more): _____ Single Family; _____ Duplex; _____ Multi-family

9. Abutters: Attach a separate sheet listing the Town of Salem Tax Map, Lot number, Name, and Mailing Address of all abutters, including those across a street, brook or stream. Names should be those of current owners as recorded in the Tax Records. Mailing labels are required for 10 or more abutters.

10. Attach completed checklist: (Incomplete plans will not be accepted.)

11. Attach six (6) copies of subdivision plan

12. Payment of all applicable subdivision fees: [Adopted 9/23/05]

Per lot	\$100/lot for 1-2 lots	\$ _____
	\$125/lot for 3-6 lots	_____
	\$150/lot for 7+ lots	_____
	\$200 minimum fee	_____
Lot line adjustment for 2 lots or less	\$100	_____
Advertising/post costs	\$50	_____
Abutter notification	\$7.50/each	_____
Conceptual discussion	\$200 plus advertising and notification	_____
Administrative and technical review costs		_____
	TOTAL	\$ _____

The applicant and/or owner or agent, certifies that this application is correctly completed with all required attachments.

_____ (Applicant/Owner)

_____ (Date)

For Planning Board Use Only:	
Completed Application Filed	
Fees Paid	_____
Notices Mailed	_____
Meetings with staff	_____
Application Accepted/Rejected	_____
Public Hearing(s)	_____
Date Approved/Disapproved	_____
Follow-up Letter Sent	_____

CHAPTER 278
ATTACHMENT 278-2
SUBDIVISION PLAN CHECKLIST (2-27-13)

Format

title block date scale engineer/surveyor/other stamps/signatures abutters names
 addresses zoning dist zoning boundary lot & street numbers North arrow
 owner/applicant location plan permission from owner certif. of title certif. of accuracy
 references

Topography and Environmental Features

high intensity soils/wetlands streams, ponds, ledge wetland impact wetland mitigation
 min. wetland setbacks (40' pavement/bldg, 75' septic) dredge/fill permit Cons. Comm. approval
 local conditional use permit prime wetlands 100' prime wetlands setback(no disturb.)
 conservation easements floodplain floodplain impact compensatory storage
 existing/ proposed elev. USGS benchmark (location, elevation, description, on each sheet)
 significant environmental features shoreland protection

Drainage & Utilities:

existing/proposed water/sewer lines (location, types, sizes, profiles) sewer manholes, watergate valves
 daily water use/sewer flow design calcs hydrants pump stations/force mains
 utility easements septic systems 4000 sf septic areas perc tests wells protective radius
 existing/proposed drainage pipes (types, sizes, slopes) plan/profile drainage easements
 drain calcs peak flow comparison (post runoff=pre runoff) dnstrm/abutter impact
 erosion control plan invert/rim elev catch basins (every 300') easements (20' min. width)
 swales/ditches direction of flow curbing typical details outside engineering review
 max. fill/cut est. high water table gas lines utility poles sidewalk future street system
 streetlights(400') composite tax map continuation of streets existing/proposed roadways
 street trees dedication street names road profile cross sections ROW width street grade
 cost est. for improvements 3' separation underdrains curbing intersection grade (2% for
100')/angle(90 deg) cul-de-sac length (300'min, 1200'max) cul-de-sac dimensions (150'ROW,118'pave)
 cul-de-sac island av. daily traffic traffic study street signs sight distance (200'min)
 underground utilities

Lots

lot sizes lot size calcs lot shapes/config square/rectangular. lots frontages
 satisfactory access lot line bearings/distances-F monuments lot closure calcs-F
 min. base. floor elevations rounded prop. lines at st.int. building setbacks
 building envelope sizes 22,500 sf contig upland side lot lines perp. or radial to street
 driveway locations/grades(10% max) sight distance (200'min) intersection angle (60 deg.max)
 access easemts.

Other

wooded buffer (Rural Dist) public land deed restrictions note on construction debris disposal
 veg. buffer for screening regional impact variances waivers
 6 copies of plans 11" x 17" version of plans scrolling pdf version of plans

State/Federal Permits:

subdivision - NHDES sewer extension - DES water line extension - DES septic - DES
 community well - DES dredge/fill - NHWB Army Corps of Engineers Alt. Terrain - DES
 driveway - NH DOT notify NHDES if within 500' of lake, stream, river

Town Staff Recommendations:

Assessor's Office Building Division Engineering Department Fire Department
 Planning Division Police Department Public Works Department

The Planning Board may require other exhibits or data in order to adequately evaluate the proposed development. This checklist is not intended as a substitute for, nor does it contain all the information and requirements in the subdivision regulations and other applicable Town codes, ordinances, and procedures.