

**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		_____
	<b>TOTAL</b>	<b>\$ _____</b>

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 elevs. \_\_\_\_\_ 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, watertight 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 easements.

**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.