

TOWN OF SUNAPEE
APPLICATION FOR SUBDIVISION/LOT LINE ADJUSTMENT REVIEW

1. Landowner(s) Name(s) _____
Address _____
(Mailing) _____
Phone _____
2. Zoning District _____
3. Name of Surveyor _____
4. Project Location:
Number _____
Street _____
5. Parcel ID: _____
6. Number of lots proposed or description of project: _____

7. Subdivision Name: _____
8. Certification/Permission for inspection. To the best of my knowledge, the above is true and accurate. I hereby grant permission for site inspection to Planning Board Official(s). I also understand that it is my responsibility for providing a complete application. I realize that any of the application requirements which are assumed waivable during the initial review may still be required at the time of review by the Planning Board.

Signature(s) of Landowner(s) _____
Date

DO NOT WRITE BELOW THIS LINE

Date of Application: _____
Consultation _____
Preliminary _____
Final Plat _____

By: _____
Fee Paid: _____ Method of Payment _____
Date of Public Hearing _____

FINAL HEARING CHECKLIST
Subdivision

The following items must be submitted in accordance with the attached meeting and deadline schedule for the Planning Board meeting you wish to attend:

- _____ Completed application
- _____ Fees
- _____ Four (4) copies of plans (with required information per Section 6.04)
- _____ List of abutters, including mailing addresses
- _____ Completed and signed Department Head reviews of project

The Planner will review the plans to determine if the appropriate information has been provided on the plans. If the application is deemed complete, notices will be sent 14 calendar days prior to the hearing. The following items must be included on the plan per Section 6.04:

- _____ Plan at a scale of 1" = 100' or less
- _____ Subdivision statement
- _____ General property location map
- _____ Boundaries or designation of Zoning Districts
- _____ Names and mailing addresses of abutting property owners
- _____ Parcel ID Numbers
- _____ Buildings within 200' of subdivision
- _____ Boundary survey showing new lots with dimensions
- _____ Existing and proposed right-of-way lines
- _____ Existing and proposed buildings
- _____ Building setback lines
- _____ Watercourses
- _____ Large trees and/or tree lines
- _____ Soil mapping units from NRCD Soil Manual
- _____ Soil test information
- _____ Road profiles
- _____ 100 – Yr. Flood Plain delineation for properties greater than 5 acres of 50 lots.

Section 6.04 Documents (cont.)

- _____ Underground utility profiles
- _____ Sewage disposal facilities (including lines/mains)
- _____ Covenants, easements, or other legal documents involving the subdivision

The following items may be waived pursuant to 6.05 – Minor Subdivision Documents, but are required for major subdivisions:

- _____ Boundary survey of entire parcel
- _____ Existing and proposed contours no more than 5'
- _____ Existing and proposed electric lines
- _____ Existing and proposed telephone lines
- _____ Plans for stormwater drainage
- _____ Water supply facilities (including lines/mains)

The following items may or may not be applicable:

- _____ Plan of work on existing streets
 - _____ Widths of new streets
 - _____ Proposed street names
 - _____ Municipal boundaries
 - _____ Deed restrictions
 - _____ Water mains
 - _____ Municipal sewer mains
 - _____ Storm sewer lines
 - _____ Drainage structures
 - _____ Open space
 - _____ Location of existing and proposed easements
- Other:
- _____ State permits as required

**TOWN OF SUNAPEE
PLANNING BOARD
2017 APPLICATION DEADLINES
FOR PUBLIC HEARINGS**

MEETING DATE	DEADLINE DATE	PUBLISH / INTERTOWN
JANUARY 05, 2017	DECEMBER 01, 2016	DECEMBER 21, 2016
FEBRUARY 02, 2017	JANUARY 05, 2017	JANUARY 18, 2017
MARCH 02, 2017	FEBRUARY 02, 2017	FEBRUARY 15 2017
APRIL 06, 2017	MARCH 02, 2017	MARCH 22, 2017
MAY 04, 2017	APRIL 06, 2017	APRIL 19, 2017
JUNE 01, 2017	MAY 04, 2017	MAY 17, 2017
JULY 06, 2017	JUNE 1, 2017	JUNE 21, 2017
AUGUST 03, 2017	JULY 06, 2017	JULY 19, 2017
SEPTEMBER 07, 2017	AUGUST 03, 2017	AUGUST 23, 2017
OCTOBER 05, 2017	SEPTEMBER 7,2017	SEPTEMBER 20, 2017
NOVEMBER 02, 2017	OCTOBER 05, 2017	OCTOBER 18, 2017
DECEMBER 07, 2017	NOVEMBER 02, 2017	NOVEMBER 22, 2017
JANUARY 04, 2018	DECEMBER 7, 2017	DECEMBER 20, 2017

ALL APPLICATIONS *MUST BE IN BY NOON ON THE DEADLINE DATE. THIS WILL BE STRICTLY OBSERVED.*

THE CHAIRMAN RESERVES THE RIGHT TO CALL SPECIAL MEETINGS TO SATISFY RSA REQUIREMENTS REGARDING TIMELINES OF THE PLANNING BOARD.