



Town of Holderness
Holderness Planning Board
PO Box 203, Route 3
Holderness, NH 03245-0203
Phone: (603) 968-2145
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PLANNING BOARD
APPLICATION FOR
SUBDIVISION / BOUNDARY LINE ADJUSTMENT/SITE PLAN REVIEW/
INFORMATIONAL REVIEW/STEEP SLOPES/EXCAVATION PERMIT

Applicant: _____
Mailing Address: _____

Phone: _____

Owner (if different from applicant): _____
Mailing Address: _____

Phone: _____

Board Use Only
Date Filed:
Amt. Rec'd:
Rec'd By:
Case #:
Hearing Date:

If the Applicant is different from the Owner, please complete the Agent Form.

Physical Address of Property: _____
District _____ Tax Map _____ Lot # _____ Lot Size _____
Shore Frontage _____ Road Frontage _____

Application for: Subdivision Boundary Line Adjustment Site Plan Review
 Informational Review Steep Slopes Excavation

Please fill out and attach the appropriate checklist.

Is the Property in Current Use ? Yes No

If yes, please provide an updated Current Use map to the Selectmen's Office within thirty (30) days of application approval.

Please provide a brief description of the application and one 11 x 17 reduced size plat:

Certification & Signature Pages

1. The applicant and/or owner and/or agent, certifies that this application is correctly completed with all required attachments and requirements and that any additional reasonable costs for engineering or professional services incurred by the Planning Board or the Town of Holderness in the final subdivision process of this property shall be borne by the following party:

Applicant _____ Owner _____ Agent _____

** Failure to indicate a responsible party for fees and associated costs will result in the denial of the application without a public hearing in accordance with RSA 676:4.

2. The owner/agent hereby authorizes the Holderness Planning Board and its agents to access the subject land for the purpose of reviewing this subdivision plan, performing road inspections and any other inspections deemed necessary by the Board or its agents, to insure conformance of the on-site improvements with the approved plan and all Town of Holderness ordinances and regulations.

3. The undersigned owner/agent hereby submits to the Holderness Planning Board a Completed Application Package and respectfully requests its approval of said plat. In considerations for approval and the privileges occurring thereto, the owner hereby agrees, as applicable:

- To carry out the improvements agreed upon and as shown and intended by said plat, including any work made necessary by unforeseen conditions which become apparent during construction.
- To provide and install standard street signs as approved by the Town for all street intersections.
- To give the Town on demand, proper deeds for land or rights of ways reserved on the plat for streets, drainage or other purposes as agreed upon.
- To save the Town harmless from any obligation it may incur, or repairs it may make, because of my failure to carry out any of the foregoing provisions.
- To make no changes whatsoever in the Final Plat as approved by the Board unless a revised plan or a plat or new application is submitted and approved by the Board.
- To construct improvements or post the Planning Board’s Performance Guarantee to insure completion of the improvements shown on the plat and related drawings.
- There are no known violations of the Town of Holderness Zoning Ordinance or Holderness Planning Board Regulations present on the property that have not been disclosed as part of this application.
- To insure proper boundary monumentation at the project’s completion in accordance with the Town of Holderness Subdivision Regulations.

Authorization to Act as Agent

Mr./Ms. _____

is hereby designated as the person who is authorized to act as my agent in securing any and all permits necessary from the Holderness Planning Board for the development of my property, all communications to the owner may be addressed to the agent.

Certification

Owner(s) of Record signature:

Date: _____

FEES:

| | | | |
|------------------------------|------------------|-----------|----------|
| Application fee: | | | |
| Subdivision: | \$75.00 | | \$ _____ |
| Boundary Adj: | \$50.00 | | \$ _____ |
| Site Plan: | \$200.00 | | \$ _____ |
| Informational: | no fee | | |
| Steep Slopes: | \$145 | | \$ _____ |
| Excavation: | \$145 | | \$ _____ |
| Recording fee: | \$30.00 per set: | | \$ _____ |
| (Subdivision & Boundary Adj) | | | |
| New Lots Created: | \$75.00 per lot: | # ___ x = | \$ _____ |
| Abutters: | \$8.00 each: | # ___ x = | \$ _____ |
| LCHIP fee: | \$25.00 per set: | | \$ _____ |
| (Subdivision & Boundary Adj) | | | |
| Total Submitted: | | | \$ _____ |

Fees Are Not Refundable and may not be Waived

WAIVERS:

I (we) am (are) requesting a waiver* of Section _____ of the Subdivision, Site Plan, or Excavation Regulations for the following reasons:

I (we) understand that a denial of the waiver request may result in the application being continued until all required documents are provided.

Applicant(s) or Agent

* A waiver may be granted if the Board finds, by majority vote, that strict conformity would pose an unnecessary hardship to the applicant and waiver would not be contrary to the spirit and intent of the Board's Rules or that specific circumstances relative to the appeal indicate that the waiver will properly carry out the spirit and intent of the Board's Rules. The basis for any waiver granted by the Board shall be recorded in the minutes of the Board.

HOLDERNESS PLANING BOARD
ABUTTERS LIST
To be attached to and submitted with all applications

Name of Applicant: _____ Tax Map # _____

Address _____ Lot # _____
(Location of property) District # _____

Mailing Address: _____

ABUTTER means any person whose property adjoins or is directly across the street or stream from the land to be subdivided or under consideration by the Planning Board. *It also includes the applicant and any agent, surveyor, engineer, architect, or soil scientist whose stamp and signature appear in the application materials (RSA 672:3 & 676:4).* (An \$8.00 fee for the applicant and each abutter must accompany the application.)

1. Name: _____ Tax Map No. _____ Lot No. _____

Address: _____

2. Name: _____ Tax Map No. _____ Lot No. _____

Address: _____

3. Name: _____ Tax Map No. _____ Lot No. _____

Address: _____

4. Name: _____ Tax Map No. _____ Lot No. _____

Address: _____

5. Name: _____ Tax Map No. _____ Lot No. _____

Address: _____

6. Name: _____ Tax Map No. _____ Lot No. _____

Address: _____

7. Name: _____ Tax Map No. _____ Lot No. _____

Address: _____

8. Name: _____ Tax Map No. _____ Lot No. _____

Address: _____

9. Name: _____ Tax Map No. _____ Lot No. _____

Address: _____

10. Name: _____ Tax Map No. _____ Lot No. _____

Address: _____

This Board is not responsible for the information supplied above. Information is available from Tax Maps and Books at the Holdemess Town Office.

HOLDERNESS PLANNING BOARD
Subdivision & Boundary Line Adjustment Application Checklist
(√ = included; NA = not applicable; W = Waiver Request)

- 1. Application form
- 2. Application fees
- 3. Subdivision plan (3 full size copies, 1 mylar, and 1 11" x 17" plan) showing land to be conveyed
 - A. Name of sub-divider
 - B. Name and address of owner
 - C. Date of plan
 - D. Scale of 1" = 100' or less, except by permission
 - E. Bar scale
 - F. Name, address and seal of licensed surveyor
 - G. North point, Town Tax Map and Lot Number
 - H. Parcel boundaries, showing monuments, courses and distances
 - I. Locations and dimensions of all easements including utility easements
 - J. Any unusual topographical features, such as water courses, ponds, swamps, wet areas, outcropping ledge
 - K. Widths, names and grades of all existing or plotted streets or rights-of-way within or adjacent to the tract; also, curve and radii data where applicable
 - L. Lot lines
 - M. Lot areas (square feet and/or acres)
 - N. Lot numbers
 - O. Existing buildings
 - P. Topographic contours at 5 foot intervals, or as other wise requested
 - Q. Culverts with dimensions
 - R Existing or proposed retaining walls
 - S. Percolation test locations
 - T. Sewer and water mains, if any
 - U. Location of soil and ground water test pits
 - V. Hydrants (dry or wet)
 - W. Names and addresses of abutters
 - X. Site location map (not necessarily to scale)
 - Y. Open space with dimensions and areas
 - Z. Current use land
- 4. Names, addresses and telephone numbers of any consultants, engineers, brokers, agents or contractors involved in the subdivision
- 5. Description or rights-of-way, easements, beach rights, water rights etc.
- 6. Protective covenants or restrictions applying to all or any part of the subdivision
- 7. Recording information of most current deed and where recorded
- 8. Soil test data
- 9. Percolation test data
- 10. State agencies whose approval of subdivision may be required:

- A. Attorney General (for 50 or more lots)
- B. Fish and Game Department
- C. Department of Health & Welfare, Division of Public Health
- D. Department of Public Works and Highways
- E. Dredge and Fill Special Board
- F. Water Resources Board
- G. Water Supply and Pollution Control Commission
 - 1. Approval for subdivision of lots less than 5 acres
 - 2. Approval for septic system construction
- H. Any other applicable permits

Note: The application and this checklist of the Planning Board do not restrict the Board from requesting additional data in accordance with subdivision and other Town regulations.

**HOLDERNESS PLANNING BOARD
EXCAVATION APPLICATION CHECKLIST**

The following checklist is intended as a reference for the Board to use in determining whether an application meets all the requirements for submission as specified in the regulations (Zoning Ordinance Section 400.2 & NH RSA 155-E). Item #3, a-n, and #4, a-f are those items the Board expects to see on the plan.

REQUIRED INFORMATION

(√ = included; NA = not applicable; W = Waiver Request)

- 1. Signed and dated application form.
- 2. Copies of any required local, state or federal permits.
- 3. Excavation Plan at a scale of 1"-100' showing the following information:
 - a. Name and address of owner, excavator, and all abutters.
 - b. Name, address and signature of person preparing the plan; date of plan, scale, and north arrow.
 - c. Sketch and description of the location and boundaries of proposed and any existing excavations in square and acres, and the municipalities involved.
 - d. Zoning district boundaries of excavation area and within 200 feet of the area boundary.
 - e. Lot lines, public streets, driveways, intersections, rights-of-way, and all easements within 200 feet of the excavation.
 - f. Location of existing dwellings, structures, septic systems and wells within 200 feet of the excavation.
 - g. Topography at contour intervals of five feet or less.
 - h. All surface drainage patterns including wetlands and standing water.
 - i. Sketch and description of existing and proposed access roads, including width and surface materials.
 - j. Breadth, depth and slope of the proposed excavation.
 - k. Elevation of the highest annual average ground water table within or next to the proposed excavation.
 - l. Test pit data to within either the seasonal high water table or a minimum of six feet below the proposed excavation depth.
 - m. Fencing, buffers, or other visual barriers, including height and materials.
 - n. Measures to control erosion and sedimentation, water and air pollution, and any hazards to public safety.
 - o. Plans for stormwater management.
 - p. Plans for equipment maintenance.
 - q. Methods to prevent materials from the site from being tracked onto public roadways.
 - r. Copies of all necessary state and/or federal permits.
- 4. Reclamation Plan at a scale of 1-100' showing the following information:
 - a. Name, address and signature of the person preparing the plan; date of plan, scale and north arrow.
 - b. All boundaries of the area proposed for reclamation, and the land within 200 feet of these boundaries.
 - c. Final topography at contour intervals of five feet or less.
 - d. Final surface drainage pattern.
 - e. Timetable as to fully-depleted sites within the project area.
 - f. Schedule of final reclamation activities, including seeding mixtures, cover vegetation, fertilizer types and application rates.

EXCAVATION AND RECLAMATION CHECKLISTS

The following checklist is used by the Board to determine compliance with the provisions of RSA 155-E during application review and inspections of excavation sites, both for new operations as well as yearly inspections of existing operations. For existing, non-permitted operation, only items #1-10 apply, while new, permitted operations are subject to all items in the checklist. The items in the reclamation checklist apply to all operations at the time of reclamation

OPERATING STANDARDS

- 1. The excavation is not closer than 50 feet to the boundary of a disapproving abutter.
- 2. The excavation is not closer than 150 feet to an existing dwelling or to a site for which a building permit has already been issued.
- 3. The excavation is not below road level within 50 feet of a public right-of-way.
- 4. Vegetation is maintained within the peripheral areas of items 2 and 3 above.
- 5. Fuels, lubricants, or other toxic or polluting materials are not stored on the site, unless in compliance with applicable state regulations.
- 6. If temporary slopes exceed a 1:1 grade, an appropriate barricade is provided.
- 7. The excavation does not cause the accumulation of freestanding water for prolonged periods.
- 8. The excavation does not result in continued siltation of surface water degradation of water quality of any public or private water supplies.
- 9. The excavation is not within 75 feet of any great pond, navigable river, or any other standing body of water 10 acres or more in area.
- 10. The excavation is not within 25 feet of any stream, river, or brook that normally flows throughout the year, or any naturally-occurring standing body of water less than 10 acres, prime wetland, or any other wetland greater than 5 acres in area.
- 11. The excavation is permitted by the zoning ordinance.
- 12. The excavation is not within 50 feet of the boundary of a disapproving abutter or 10 feet of the boundary of an approving abutter.
- 13. The excavation will not diminish area property values or unreasonably change the character of the neighborhood.
- 14. The excavation will not create any nuisance or health or safety hazards.
- 15. The excavation will not unreasonably accelerate the deterioration of highways or create any safety hazards in their use.
- 16. Existing visual barriers will not be removed, except to gain access to the site.
- 17. The excavation will not substantially damage a known aquifer.

RECLAMATION STANDARDS

- 1. Except for exposed rock ledge, all areas which have been stripped of vegetation shall be spread with soil capable of sustaining vegetation, and shall be planted with seedlings or grass.
- 2. Areas visible from a public way from which trees have been removed shall be replanted with tree seedlings in accordance with acceptable horticultural practices.
- 3. Provision is made for the removal or disposal of all stumps and other vegetative debris.
- 4. Slopes, except for exposed rock ledge, will be graded to natural repose according to the soil type, or at a ratio of horizontal to vertical proposed by the owner and approved by the Board.
- 5. No standing bodies of water created by the excavation will be left if they create a public safety hazard.
- 6. The topography will be left so that water draining from the site leaves the property at the original, natural drainage points and in the natural proportions of flow.

HOLDERNESS PLANNING BOARD
SITE PLAN CHECKLIST

(√ = included; NA = not applicable; W = Waiver Request)

_____ List of abutters and addresses: current, based on Registry of Deeds, and Town Tax Records, five days prior to application submission.

Plat (plan) Requirements: (provide 1 full size plat and 1 11" x 17")

- _____ Current owner's name and mailing address
- _____ Option holder's name and address
- _____ Surveyor name, address and signed stamp and error or closure certification
- _____ North arrow
- _____ Scale (not more than 100 feet to the inch)
- _____ Date
- _____ Location (Locus) map
- _____ Tax map and lot number, and district
- _____ Location and dimension of property lines including entire undivided lot
- _____ Abutting subdivision names, streets, easements, building lines, parks, and public places, and similar facts regarding abutting properties
- _____ Proposed driveway locations
- _____ Location of existing and proposed easements or rights-of-way; utility, slope and/or drainage
- _____ Location of existing buildings
- _____ Location of existing and proposed sewer/septic/leach field, and water lines and utilities
- _____ Name, width, class and location of existing and proposed streets
- _____ Location of water courses, standing water or fire ponds
- _____ Location of ledges, stone walls, and other natural features
- _____ Other essential features
- _____ Profiles of all proposed streets to include open water ways, water mains, storm sewers, culverts on a horizontal scale of 1" - 50' and vertical scale of 1" - 10'
- _____ Topographical Map (2 feet intervals) existing and proposed
- _____ Edges of wetlands and brooks
- _____ Zoning District Boundaries
- _____ Drainage control: existing culverts and drains and proposed methods of providing surface drainage - including sizes and types or classes of all pipes
- _____ Drainage Calculations (3 copies)
- _____ Location of test pits and test pit logs
- _____ Common and dedicated land
- _____ All development phases must be included showing sketches of prospective street systems
- _____ High Intensity Soils Map (by qualified soil scientist - showing soil types, slopes, and calculations (3 copies)
- _____ Access locations to existing town and state highways
- _____ Title Block
- _____ All building and set back lines
- _____ Cross sections of all proposed streets and driveways showing existing and proposed grades

- _____ Conservation District Review Authorization Form signed
- _____ Construction plan
- _____ Copies of all applicable permits and applications for permits
- _____ Mylar
- _____ Drainage information (3 copies)
- _____ Certification by the surveyor that the field work undertaken in the preparation of the final plan has an error of closure no greater than 1 part in 10,000
- _____ Street plan and profile
- _____ Approval block for planning board endorsement
- _____ Two copies of the “Street Improvement Guarantee Summary Sheet” and the “Street Improvement Guarantee Work Sheet” (see Site Plan Appendices)

Reasonable fees in addition to fees for notice may be imposed by the board to cover its administrative expenses and costs of special investigative studies, review of documents, and other matters which may be required by particular applications. RSA 676:4 (g)

The following items may be required by the planning board before final approval is granted:

- _____ Erosion and Sediment Control Plan
- _____ Traffic Impact Analysis
- _____ Environmental Impact Studies
- _____ NH Wetland Board Dredge and Fill Permit
- _____ Driveway Access Permit
- _____ NHWS&PCC Major Alteration Permit (149:8a)
- _____ Construction and Maintenance Bonding
- _____ Town Engineer Review of Proposal
- _____ Miscellaneous Engineering Studies