



Holderness Planning Board  
Town of Holderness  
PO Box 203, 1089 Route 3  
Holderness, NH 03245-0203  
Phone: (603) 968-2145  
Fax: (603) 968-9954

**PLANNING BOARD  
APPLICATION**  
(please check all that apply)

SUBDIVISION\_\_\_\_ BOUNDARY LINE ADJUSTMENT\_\_\_\_ SITE PLAN REVIEW\_\_\_\_  
INFORMATIONAL REVIEW\_\_\_\_ STEEP SLOPES\_\_\_\_ EXCAVATION PERMIT\_\_\_\_

Applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

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

Owner (if different from applicant): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

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

Physical Address of Property: \_\_\_\_\_  
Zoning District \_\_\_\_\_ Tax Map \_\_\_\_\_ Lot # \_\_\_\_\_ Lot Size \_\_\_\_\_  
Shore Frontage \_\_\_\_\_ Road Frontage \_\_\_\_\_

*Please fill out and attach the appropriate checklist. Upon submission, please provide 9 sets of the application; 9 sets of plans/plats reduced to 11" x 17;" and three full sized sets of plans/plats. If submitting a subdivisions or boundary line adjustment, a Mylar plat will be required upon approval. A CD of an electronic version of your application is appreciated, but not required.*

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 approval of a subdivision or boundary line adjustment.*

Please provide a brief description of the application:

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## Certifications & Signatures

1. The applicants, and/or owner and/or agent, certifies that he/she is a representative of all owners and authorized to submit this application and this application is correctly completed with all required attachments and requirements. 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,I(g)]. Any additional reasonable costs for engineering or professional services incurred by the Planning Board or the Town of Holderness related to this application shall be borne by the following party (please choose only one):

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 applicant/owner/agent hereby authorizes the Holderness Planning Board and its agents to access the subject land. This will be done as a public meeting in accordance with RSA 91:A2.

Agents of the Board and other representatives of the Town may access the property to review the application; perform road inspections and any other inspections deemed necessary by the Board or its agents to ensure conformance with the approved plan and all Town of Holderness ordinances and regulations.

3. The undersigned applicant/owner/agent hereby submits to the Holderness Planning Board a Completed Application and respectfully requests its approval. 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/plan, 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 reserved on plats for rights of way; drainage; or other purposes.
  - To hold the Town harmless from any obligation it may incur, or repairs it may make, because of a failure to carry out any of the foregoing provisions.
  - To make no changes whatsoever on the the Final Plat or Site Plan as approved by the Board unless a revised plan/plat or new application is submitted and approved by the Board.
  - To construct improvements or post the Planning Board's Performance Guarantee to ensure completion of the improvements shown on the plat and related drawings.
  - To certify that 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 ensure proper boundary monumentation at the project's completion in accordance with the Town of Holderness Subdivision Regulations.

## Authorization to Act as Agent

Mr./Ms. \_\_\_\_\_  
please print name

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

## Certification

Owner(s) of Record signatures and printed names:

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Please print name

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Please sign name

Date: \_\_\_\_\_

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Please print name

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Please sign name

Date: \_\_\_\_\_

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Please print name

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Please sign name

Date: \_\_\_\_\_

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Please print name

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Please sign name

Date: \_\_\_\_\_

**FEES:**

Application fee:

Subdivision:	\$75.00	\$ _____
Boundary Adj.:	\$50.00	\$ _____
Site Plan:	\$200.00	\$ _____
Steep Slopes:	\$145.00	\$ _____
Excavation:	\$145.00	\$ _____
Informational:	no fee	

Recording fee:	\$30.00 per set	\$ _____
(Subdivision & Boundary Adj.)		

New Lots Created:	\$75.00 per lot:	# _____ x =	\$ _____
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Abutters:	\$10.00 each:	# _____ x =	\$ _____
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Public Hearing Advertisement Fee	\$65.00 per ad	\$ _____
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LCHIP fee:	\$25.00 per set:	\$ _____
(Subdivision & Boundary Adj)		

Total Submitted:	\$ _____
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**Fees are not refundable and may not be waived. Please provide a separate check for the LCHIP fee, made out to the Town of Holderness.**

**WAIVERS:**

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

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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 Signature

\_\_\_\_\_  
Printed Name

\* A waiver may be granted if the Board finds, by majority vote, that strict conformity would pose an unnecessary hardship to the applicant and the waiver would not be contrary to the spirit and intent of the Board's Rules or that specific circumstances relative to the application 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 PLANNING BOARD**  
**Abutters List**  
**To be attached to and submitted with all applications**

Name of Applicant: \_\_\_\_\_ Tax Map # \_\_\_\_\_

Address \_\_\_\_\_ Lot # \_\_\_\_\_  
(Location of property)

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, and holders of conservation, preservation, and agriculture preservation restrictions/easements in accordance with RSAs 672:3 & 676:4.* An \$10.00 fee for each abutter, as defined above, 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: \_\_\_\_\_

11. List the names and mailing addresses of any surveyor, engineer, wetland scientist and any other professional listed on the plan:

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12. List the names and mailing addresses of holders of conservation; preservation and agricultural preservation easements on the property:

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This Board is not responsible for the information supplied above. Information is available from Tax Maps at the Holderness Town Office or online at [www.holderness-nh.gov](http://www.holderness-nh.gov).

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

- \_\_\_ 1. Signed and dated application form (9 sets)
- \_\_\_ 2. Application fees
- \_\_\_ 3. Subdivision plans and plats, including 3 full size and 9 11" x 17" reduced copies as well as one Mylar of the final plat (upon approval) showing land to be divided using the checklist below. All plats to be recorded shall be formatted in accordance with NH RSA 478:1-a.
  - \_\_\_ 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 arrow, 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, shorelines
  - \_\_\_ K. Widths, names and grades of all existing or platted 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 otherwise 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 groundwater 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, mailing addresses and telephone numbers of any consultants, engineers, brokers, agents or contractors involved in the subdivision.
- \_\_\_ 5. Description of rights-of-way, easements, beach rights, water rights, etc.
- \_\_\_ 6. Protective covenants or restrictions applying to all or any part of a subdivision.
- \_\_\_ 7. Recording information of most current deed and where recorded.
- \_\_\_ 8. Draft deeds for boundary line adjustments need to be submitted to the Land Use Assistant.
- \_\_\_ 9. Soil test data.

- ☐ 10. Percolation test data.
- ☐ 11. State agencies' approvals when required.
  - ☐ A. Attorney General (for 50 or more lots)
  - ☐ B. NH Fish and Game Department
  - ☐ C. NH Department of Health & Welfare, Division of Public Health
  - ☐ D. NH Dept. of Transportation
  - ☐ E. NH DES Wetlands Bureau
  - ☐ F. NH DES Water Resources Board
  - ☐ G. NH DES Subsurface Systems Bureau
    - ☐ 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, site plan, or other Town regulations.



## HOLDERNESS PLANNING BOARD

### Site Plan Checklist

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

- \_\_\_ 1. Signed and dated application form (9 sets)
- \_\_\_ 2. Application fees
- \_\_\_ 3. Site Plan, including, 3 full size and 9 11" x 17" reduced copies
  - \_\_\_ A. Current owner's name and mailing address
  - \_\_\_ B. Option holder's name and address
  - \_\_\_ C. Surveyor name, address and signed stamp.
  - \_\_\_ D. North arrow
  - \_\_\_ E. Scale (not more than 100 feet to the inch)
  - \_\_\_ F. Bar Scale
  - \_\_\_ G. Date
  - \_\_\_ H. Site location map (not necessarily to scale)
  - \_\_\_ I. Tax map and lot number
  - \_\_\_ J. Location and dimension of property lines including entire undivided lot
  - \_\_\_ K. Abutting subdivision names, streets, easements, building lines, parks, and public places, and similar facts regarding abutting properties
  - \_\_\_ L. Proposed driveway locations
  - \_\_\_ M. Location of existing and proposed easements or rights-of-way; utility, slope and/or drainage
  - \_\_\_ N. Location of existing buildings
  - \_\_\_ O. Location of existing and proposed sewer/septic/leach field, and water lines and utilities
  - \_\_\_ P. Name, width, class and location of existing and proposed streets
  - \_\_\_ Q. Location of water courses, standing water or fire ponds
  - \_\_\_ R. Location of ledges, stone walls, and other natural features
  - \_\_\_ S. Other essential features
  - \_\_\_ T. 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'
  - \_\_\_ U. Topographical contours at 2-foot intervals, existing and proposed
  - \_\_\_ V. Edges of wetlands and brooks
  - \_\_\_ W. Zoning District boundaries
  - \_\_\_ X. Drainage control: existing culverts and drains and proposed methods of providing surface drainage - including sizes and types or classes of all pipes
  - \_\_\_ Y. Drainage Calculations (3 copies)
  - \_\_\_ Z. Location of test pits and test pit logs
  - \_\_\_ AA. Common and dedicated land
  - \_\_\_ BB. All development phases must be included showing sketches of prospective street systems
  - \_\_\_ CC. High Intensity Soils Map by qualified soil scientist showing soil types, slopes, and calculations (3 copies)
  - \_\_\_ DD. Access locations to existing town and state highways
  - \_\_\_ EE. Title Block
  - \_\_\_ FF. All building and set back lines
  - \_\_\_ GG. Cross sections of all proposed streets and driveways showing existing and proposed grades
  - \_\_\_ HH. Conservation Commission review, if necessary
  - \_\_\_ II. Construction plan
  - \_\_\_ JJ. Copies of local, state, and federal permits and applications for permits
  - \_\_\_ KK. Mylar
  - \_\_\_ LL. Drainage information (3 copies)

- ☐ MM. 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
- ☐ NN. Street plan and profile
- ☐ OO. Approval block for Planning Board endorsement
- ☐ PP. Two copies of the "Street Improvement Guarantee Summary Sheet" and the "Street Improvement Guarantee Work Sheet" (see Site Plan Appendices)

The following items may be required by the Planning Board before final approval is granted:

- ☐ A. Erosion and Sediment Control Plan
- ☐ B. Traffic Impact Analysis
- ☐ C. Environmental Impact Studies
- ☐ D. Evidence of Approved NH Dept. Of Environmental Services Permits
- ☐ E. NHDOT or Town Driveway Access Permit
- ☐ F. Miscellaneous Engineering Studies

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

**HOLDERNESS PLANNING BOARD**  
**Excavation Application Checklist**  
(√ = included; NA = not applicable; W = Waiver Request)

*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). Items #4, A-N, and #5, A-F, are those items the Board expects to see on the plan.*

- ☐ 1. Signed and dated application form (9 sets).
- ☐ 2. Applicable fees, if any.
- ☐ 3. Copies of any required local, state or federal permits.
- ☐ 4. Excavation Plan at a scale of no greater than 1"=100' showing the following: (Please submit three full size and 9, 11" x 17" reduced copies)
  - ☐ 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 existing and proposed excavations in square feet and acres, and the municipalities involved.
  - ☐ D. Zoning district boundaries within 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 5 feet or less.
  - ☐ H. All surface drainage patterns including wetlands and standing water.
  - ☐ I. Sketch and description of existing and proposed access roads, including widths 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 heights 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 being tracked onto public roadways.
  - ☐ R. Site location map (not necessarily to scale)
- ☐ 5. Reclamation Plan at a scale of no greater than 1"=100' showing the following information: (Please submit three full size and 9, 11" x 17" reduced copies).
  - ☐ 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 as well as the land within 200 feet of these boundaries.
  - ☐ C. Final topography at contour intervals of 5 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.

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

## **HOLDERNESS PLANNING BOARD**

### **Excavation and Reclamation Standards Checklist**

*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**

- ☐ A. The excavation is not within 50 feet of the boundary of a disapproving abutter or 10 feet of the boundary of an approving abutter.
- ☐ B. 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.
- ☐ C. The excavation is not below road grade within 50 feet of a public right-of-way.
- ☐ D. Vegetation is maintained within the peripheral areas of items B. and C. above.
- ☐ E. Fuels, lubricants, or other toxic or polluting materials are not stored on the site, unless in compliance with applicable state regulations.
- ☐ F. If temporary slopes exceed a 1:1 grade, an appropriate soil erosion barrier is provided.
- ☐ G. The excavation does not cause the accumulation of freestanding water for prolonged periods of time.
- ☐ H. The excavation does not result in continued siltation of surface water and degradation of water quality of any public or private water supplies.
- ☐ I. 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.
- ☐ J. 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.
- ☐ K. The excavation is permitted by the local zoning ordinance.
- ☐ L. The excavation will not diminish area property values or unreasonably change the character of the neighborhood.
- ☐ M. The excavation will not create any nuisance or health or safety hazards.
- ☐ N. The excavation will not unreasonably accelerate the deterioration of highways or create any safety hazards in their use.
- ☐ O. Existing visual barriers will not be removed, except to gain access to the site.
- ☐ P. The excavation will not substantially damage a known aquifer.

#### **RECLAMATION STANDARDS**

- ☐ A. 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.
- ☐ B. Areas visible from a public way from which trees have been removed shall be replanted with tree seedlings in accordance with acceptable horticultural practices.
- ☐ C. Provision is made for the removal or disposal of all stumps and other vegetative debris.
- ☐ D. 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.
- ☐ E. No standing bodies of water created by the excavation will be left if they create a public safety hazard.
- ☐ F. 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.