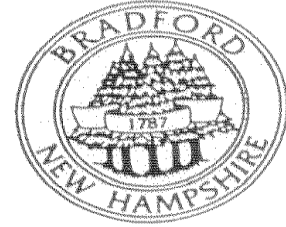


# TOWN OF BRADFORD

## NEW HAMPSHIRE 03221



### SUBDIVISION APPLICATION

This completed application must be filed at the Office of the Selectmen by 4 PM 21 days prior to the meeting at which the application is to be presented for acceptance. The application must be made in the name of the owner of record at the time of application, as filed at the Merrimack County Registrar of Deeds.

#### CONTENTS - COMPLETE PRELIMINARY APPLICATION PACKAGE

**A. Five copies of the completed application form, accompanied by:**

Five (5) paper copies of the preliminary plan

1. Completed Checklist

1. Names and addresses of all abutters, taken from the town records not more than five (5) days before the day of filing.
2. Names and addresses of all persons whose name and seal appears on the plat.
3. Names and addresses of all holders of conservation, preservation or agricultural preservation restrictions.
4. An escrow account to cover the costs of any investigative, legal and other studies.
5. Five (5) paper copies of the Plat,  
At least one full size paper copy must be color coded for clarification:

<u>Lot boundary</u>	<u>red</u>
<u>Trees</u>	<u>green</u>
<u>Roads</u>	<u>brown</u>
<u>Septic a &amp; well radius</u>	<u>orange</u>
<u>Open Space</u>	<u>yellow</u>
<u>Surface water</u>	<u>blue</u>
<u>Wetlands</u>	<u>blue stripe</u>

6. Sufficient legible copies of the first page of the preliminary plan, reduced to no more than 11" by 17". Ten copies plus one for each abutter.
7. A letter of authorization from the owner, if the applicant is not the owner.
8. A project narrative describing the existing conditions and proposed development.
9. A complete application package, with plans, shall also be emailed to [Planningboard@bradfordnh.org](mailto:Planningboard@bradfordnh.org)

#### Current Fee Schedule:

Please refer to the Town of Bradford website for current fee schedule.

Please provide one check, payable to the Town of Bradford with the Base Fee and Fee Per Lot and a second check, also payable to the Town of Bradford with all escrow fees.

**Fees must be received with the application, to be considered!**

An application that is not complete may be rejected by the Planning board at the meeting at which the application is presented for acceptance s(as noted above).

*Planning Board meets in the Town Hall 4<sup>th</sup> Tuesday of each month.*

**Town of Bradford Subdivision Application**

Application # \_\_\_\_\_

Map \_\_\_\_\_ Lot \_\_\_\_\_

Name of Subdivision: \_\_\_\_\_

**Purpose of application** \_\_\_\_\_

**Suitability of condition of land for proposed development** \_\_\_\_\_

Owner of Record: \_\_\_\_\_ Telephone \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Prepared By \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

1. Road Location \_\_\_\_\_
2. Number of Lots \_\_\_\_\_
3. Property located in Res Bus Residential Conserv District (circle district(s))
4. Land is in an open space ( Current Use ) \_\_\_ yes \_\_\_no
5. Proposed lots front on existing Class V town road(s) If YES, list name(s):  
\_\_\_\_\_

If NO, required access to be \_\_\_\_\_

Modifications requested: Yes \_\_\_ No \_\_\_

Modification requested for items: \_\_\_\_\_

Special Exception or Variance granted by ZBA: \_\_\_\_\_ (enclosed)

The applicant agrees that he/she is familiar with the Zoning Ordinance and Subdivision Regulations of the Town of Bradford and the laws of the State of New Hampshire governing subdivision, and in making this application has complied with same.

I/We consent to allow the Bradford Planning Board or its designee to make an on-site inspection(s) of my/our property as deemed necessary for the evaluation of my/our subdivision application. I/We understand that all information required by the regulations must be supplied or a written modification request must accompany the application. Noncompliance is grounds for denial, per RSA 676:4.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_ Date: \_\_\_\_\_

**Town of Bradford Subdivision Application**

Application # \_\_\_\_\_

***Planning Board Use Only***

Date Application Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Fees Paid:	Application:	_____	Check #	_____
	Escrow:	_____	Check #	_____
	Cert mail:	_____	Check #	_____
	MCRD:	_____	Check #	_____

**Reviews Completed:**

Fire Department:	___	Date:	_____
Police:	___	Date:	_____
Road Agent:	___	Date:	_____
Building Insp:	___	Date:	_____
Conserv Comm:	___	Date:	_____
Selectmen:	___	Date:	_____
CNHRPC:	___	Date:	_____
Engineering:	___	Date:	_____

Determined complete by Planning Board: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

If yes, application placed on Agenda for Meeting on: \_\_\_\_\_

If no, date notice of incompleteness sent to applicant: \_\_\_\_\_

Public Hearing Date and Time: \_\_\_\_\_

Date of site inspection (if necessary): \_\_\_\_\_

Other State or Town Permits Required: \_\_\_\_\_

Date accepted by the Planning Board: \_\_\_\_\_

First Public Hearing: \_\_\_\_\_ Tabled (?): \_\_\_\_\_

Final Public Hearing: \_\_\_\_\_ Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Tabled: \_\_\_\_\_

***Conditions:***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notice of Decision Sent: \_\_\_\_\_ Date \_\_\_\_\_

MCRD Document number: \_\_\_\_\_ Date \_\_\_\_\_

## Town of Bradford Subdivision Application

Application # \_\_\_\_\_

X = Required

C = Conditional on plans

### Subdivision Application Checklist

MAJ	MIN	ADJ	ITEM	SUBMITTED
			<b>FEES</b>	
X	X	X	Application	
X	X		Escrow	
X	X		Certified mail	
X	X	X	MCRD for recording	
			<b>DOCUMENTS</b>	
X	X	X	Completed Checklist	
X	X	X	Abutters List	
X	X		Driveway Access Permits	
X	X	X	Deed Description for current and proposed lots	
X	X	X	Site Survey Map (5 copies)	
X	X	X	State Septic Approval	
X	X	X	Statement of Suitability for subdividing this property (Considering impediments)	
X	X	X	Easement descriptions	
			<b>Plat Requirements (22" X 34" max)</b>	
X	X	X	Owner name	
X	X	X	Town Name	
X	X	X	Subdivision Name	
X	X	X	Engineer Surveyor Seal & Signature	
X	X	X	North Point	
X	X	X	Bar Scale	
X	X	X	Date and Revision dates	
X	X	X	Locus map	
X	X	X	Signature Block for Planning Board	
X	X	X	Names, Addresses, and Tax map numbers of Abutters (within 5 days of submittal)	
X	X	X	Test pits for Septic disposal location	
X	X	X	Well location with 75 ft arc	
X	X	X	Existing driveways and proposed driveways	
X	X	X	Existing buildings	
X	X	X	Proposed buildings	

## Town of Bradford Subdivision Application

Application # \_\_\_\_\_

MAJ	MIN	ADJ	ITEM	SUBMITTED
X	X	X	Existing Culverts	
X	X	X	Burial Sites	
X	X		5 ft Contours	
X	X	X	Zoning District and Boundaries (if any)	
X	X	X	Lot Boundaries and markers	
X	X	X	Lot dimensions (Acres and Square footage)	
X	X	X	Road Frontage per lot (in feet)	
C	C		Tree Line / Vegetative buffer, current and proposed	
X	X	X	Note about generic road easements (25 ft)	
X	X	X	Road Setbacks	
X	X	X	Property Line Setbacks	
X	X	X	Shoreline Setbacks	
X	X		Wetland Setbacks	
X	X	X	100 Year Flood line	
			<b>Permits required</b>	
X	X		Proposed Driveway Permits	
X	X		Septic (DES Subdivision) PERMIT	
C	C		Site Specific PERMIT	
C	C		Wetlands PERMIT	
C	C		Conditional Use	
			<b>Studies required</b>	
C	C		Traffic	
C	C		Hydrologic	
C	C		School	
C	C		Town fiscal impact	
			<b>New Road requirements</b>	
C	C		Proposed Street Name	
C	C		50 ft Wide Street	
C	C		Street Lighting (if required)	
C	C		Performance Bond	

**Town of Bradford Subdivision Application**

Application # \_\_\_\_\_

<b>MAJ</b>	<b>MIN</b>	<b>ADJ</b>	<b>ITEM</b>	<b>SUBMITTED</b>
			<b>Other</b>	
X	C		Fire / Safety Access	
X	C		Storm Sewerage	
X	C		Subdivider Responsibility for Maint & Liability for Public Use Land	
C	C		Dedicated Open Space	
X	C		Utilities (proposed) Availability	
C	C		Street / Public Improvement time limit (3 years)	
X	X		Fire Protection identified	

**As a reminder:**

**Approval of a subdivision still requires building permits to actually build on approved lots.**

**Town of Bradford Subdivision Application**

Application # \_\_\_\_\_

**TOWN OF BRADFORD, NEW HAMPSHIRE  
REQUEST FOR WAIVER OF SUBDIVISION REGULATIONS REQUIREMENTS**

This form should be submitted with the application for subdivision or site plan review where an applicant requests a modification of any requirement of the regulations. One form should be submitted for each waiver request.

Applicant Name: \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Project Location Tax Map and Lot \_\_\_\_\_

Street: \_\_\_\_\_

The applicant hereby requests a modification of article \_\_\_\_\_ of the subdivision/site plan regulations of the Town of Bradford.

Description of the regulation to be modified \_\_\_\_\_  
\_\_\_\_\_

Reason for waiver request \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Applicant

\_\_\_\_\_

Date

Planning Board Action \_\_\_\_\_

Date \_\_\_\_\_

**Town of Bradford Subdivision Application**

Application # \_\_\_\_\_

**ABUTTERS LIST** (as defined in RSA 672:3)  
 (As indicated in Town records not more than 5 days before the day of filing)

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

Address \_\_\_\_\_

*Complete this form and attach it to the application. Provide 3 copies of mailing labels.*

TAX MAP/LOT NO.	NAME	MAILING ADDRESS
	Engineer	
	Land surveyor	
	Soil scientist	
	Applicant	

**ABUTTERS AND PROFESSIONALS:** Holders of conservation, preservation or agricultural preservation restrictions as defined in RSA 477:15, Engineer, architect, land surveyor, or soil scientist whose seal appears on the plat. Holders of any Easements, Rights of Way (ROW), or Right to Pass are considered Abutters (i.e. Utility company)