

Town of Farmington
Department of Planning & Community Development
356 Main Street
Farmington, NH 03835
Phone: (603) 755-2774 • Fax: (603) 755-9934

Date Received _____

Date Fee Paid _____

File No. _____

Subdivision Plan Review Application

_____ Major _____ Minor _____ Conventional _____ Open Space Cluster

1. Name of Proposed Development: _____

2. Name of Property Owner: _____

Address: _____ Zip _____

Telephone: () _____ Fax: () _____ E-Mail: _____

3. Name of Applicant: _____

Address: _____ Zip _____

Telephone: () _____ Fax: () _____ E-Mail: _____

4. If Applicant is a corporation, check if licensed in NH _____ Yes _____ No and a attach a copy of State's Registration.

5. Name of Applicant's authorized Agent: (Please attach letter of authorization from Applicant)

Name: _____

Address: _____ Zip _____

Telephone: () _____ Fax: () _____ E-Mail: _____

6. Name of Land Surveyor, Engineer, Architect or other persons preparing plan:

Name: _____

Address: _____ Zip _____

Telephone: () _____ Fax: () _____ E-Mail: _____

Regulation (State and #): _____

7. Name and address to whom all correspondence regarding this Application should be sent: (other than above)

8. What legal interest does this Application have in property to be developed?

_____ Ownership _____ Option _____ Purchase & Sales Contract _____ Other

9. What interest does the Applicant have in any abutting property?

10. Location of Property (from County Registry of Deeds) Book _____ Page _____

(from Tax Maps) Book _____ Page _____

11. Current Zoning of Property (Base and Overlay, if applicable)?

12. Is any portion of the property within 250 feet of the high water mark of a pond, stream, or tidal water body? _____ Yes _____ No, If yes, Name:

13. Acreage to be developed: _____ Lot Coverage _____

14. Indicate the nature of any restrictive covenants to be placed in the deeds:
- _____
- _____
- _____
- _____
15. Has this land been part of a prior approved subdivision? ____ Yes ____ No,
If Yes, Name _____.
16. Identify existing use(s) of land (i.e. residential, farmland, wood lot, etc.): _____
- _____
17. Does the parcel include any water bodies? ____ Yes ____ No,
If Yes, Name _____.
18. Is any portion of the property within a special flood hazard area as identified by
the Federal Emergency Management Agency? ____ Yes ____ No
19. Abutter's Information (See attached).
20. Number of proposed lots or units: _____
21. Anticipated start date of construction: _____
22. Anticipated date of completion: _____
23. Does this development require extension of public infrastructure?
____ Yes ____ No
- | | | |
|---------------------|------------------|-----------------------------------|
| ____ Roads | ____ Sidewalks | ____ Sewer |
| ____ Storm drainage | ____ Water Lines | ____ Fire Protection
Equipment |
| ____ Other _____ | | |
24. Estimated cost for infrastructure improvements: \$ _____

25. Identify method of Water Supply to the proposed development?

- _____ Individual wells
- _____ Connection to public water system
- _____ Central well with distribution lines
- _____ Other, please state alternative _____

26. Identify method of Sewage Disposal to the proposed development?

- _____ Individual septic tanks
- _____ Central on site disposal with distribution lines
- _____ Connection to public sewer system
- _____ Other, please state alternative _____

27. Does the Applicant propose to dedicate to the public any recreation areas, or common lands? If any:

- Recreation area(s) _____ Yes _____ No - Estimated acreage _____
- Common land(s) _____ Yes _____ No - Estimated acreage _____

28. Does the Applicant intend to request waivers of any of the subdivision submission requirements? If yes, list them and state reasons(s) for the request(s)

Section No.	Item to be Waived & Reason
_____	_____
_____	_____
_____	_____
_____	_____

29. Certification and Agreement: To the best of my knowledge, all information submitted on this Application is true and correct. All proposed development will be in conformance with the information contained on the Application, in the approved subdivision plan as well as the provisions of Town Ordinances and Regulations. In consideration for approval and privileges accruing thereto, the subdivision hereby agrees:

A. 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.

B. To post all streets "private" and to provide and install standard street signs as approved by the Town for all street intersections.

C. To give the Town on demand, proper deeds for land rights-of-way reserved on the plat for streets, drainage or other purposes as agreed upon.

D. 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.

E. To make no changes whatsoever in the "Final Platt" as approved by the Board unless a revised plat or plat of re-subdivision is submitted to and approved by the Board.

(Signature of Applicant or Agent)

(Date)

Subdivider*

* Names and address of person(s) with ten percent (10%) or more interest.

Address

By
Owner/President or Treasurer if a
Corporation

Subdivision Plan Impact Assessment Form

Please provide written answers to the following questions.

I. PUBLIC FACILITIES

A. Roads, Traffic, Snow Removal:

1. What will be the length in feet of roadways to be constructed?
2. Estimate the traffic (vehicle movements) your development will generate at peak hours of the day.
3. How will this additional traffic affect the traffic capacity of existing streets, intersections, and bridges, which will access your development?
4. Estimate the cost of improvements, which will be necessary to enable these facilities to handle the traffic your development generates.
5. Have you provided access to land-locked abutters in your plan?

B. Schools

1. Estimate how many school age children your development will generate.
2. How distant is your development from existing school bus routes?

C. Police and Fire

1. Are you expecting a certain group of people to live in your development such as elderly, young families, etc.? (Identify)
2. Estimate law enforcement requirements that will be needed (patrol hours and equipment).
3. How distant is your development from the Town's Fire Station?
4. What facilities have you placed in your development to assist fire department (dry hydrants, cul-de-sacs for turning around)?

D. Utilities

1. How far must existing electrical service be extended to service your development?
2. What impact will your drainage system have on?

II. ENVIRONMENT

A. Vegetation

1. What type of natural vegetative cover presently exists on the site?
2. Are any existing vegetative cover will be disrupted by the development, both short and long term?
3. What portion of this vegetative cover will be disrupted by the development, both short and long term.
4. How quickly will excavated areas be re-vegetated and what types of vegetation are proposed.
5. What restrictions or covenants are being placed in the deeds to insure the vegetation is protected?

B. Wildlife and Habitat

1. Does the proposed development disturb major wildlife habitat? (Coordinate with N.H. Fish and Game)
2. If so, what measures will be taken to protect and/or reduce the impact on wildlife?

C. Flood Hazard

1. Is the proposed development within or adjacent to a delineated flood hazard?

D. Drainage

1. How will the proposed development affect the natural drainage system?
2. What type of soils exist in the development area?
3. What type of easements will be made for streams and intermittent water run offs?
4. What restrictions or covenants are being placed in the deeds to insure that culverts, both on-site and off-site are appropriately sized to insure adequate "way" for drainage (using 25 year storm standard)?

E. Grading of Slopes

1. Will sloping land forms be graded in the proposed development?
2. What percent of the total sloping area will be graded?
3. What measures will be taken to control the runoff from the graded area?
4. What restrictions or covenants are being placed in the deeds to protect from erosion or flooding?
5. What is the composition of the soil and depth from top of slope to bottom (provide slop profile)?

F. Hydro geologic Impact

1. What percentage of your total acreage will be covered with impervious surfaces such as roofs, streets, driveways?
2. Will any wet areas be drained or filled?
3. Has this drainage or fill been coordinated with the Conservation Commission and application made to N.H. Dredge and Fill?
4. Will any surface waters be diverted?
5. How will the withdrawal or water from new wells, the construction and water diversion affect the groundwater table?
6. How will the installation of septic systems affect the quality of the water in the area?

G. Soil

1. Will any topsoil be removed or added to the site?
2. Are there any structurally weak or unstable solid or ledge on the site that may require special attention? What action is proposed?
3. How will construction impact soil erosion and sedimentation? What control measures are proposed?

H. Undevelopable Land

1. Is there any undevelopable land on the site (wetland, bogs, marshes, etc.)?
2. Is the area being counted in the development and being used for open space?
3. Is the use of this land being controlled by deed restriction?
4. Is the developer donating this land to a Homeowner's Association, donating it to the Conservation Commission, or donating it to the Town?
5. Will access to these lands be by means of trails or paths?

FOR OFFICE USE ONLY

Preliminary Plan

Application received by Board:

Date: _____

By: _____

Maps and supporting data received:

Date: _____

By: _____

Fee received:

Date: _____

By: _____

Conditional Approval by Board:

Date: _____

By: _____

Interim Approval by Board:

Date: _____

By: _____

Denial by Board:

Date: _____

By: _____

Final Plan

Maps and supporting data received:

Date: _____

By: _____

All State Approvals received:

Date: _____

By: _____

90-day statutory deadline for Planning Board action begins on the latest of the above dates, all submission items and agency approval having been received.

Deadline for Board Action:

Date: _____

By: _____

NOTE: This form should be accompanied by Preliminary Plan and Final Plan submission checklists and given the same file number.

Technical Review Requirements

*****If a TRC meeting is required and / or requested, please provide the following:***

- Narrative of the proposed request. – 7 copies (6 for TRC members and 1 for file)
- Plans regarding to the proposed request – 7- 11x17 copies (6 for TRC members and 1 for file)

TRC Meetings are held 1st Tuesday of the month (pending application submissions)
At 2:00 pm. ** Subject to change.

*****These items are in addition to requirement by any other Boards.***

Effective 2/01/2011
Planning Board

CERTIFIED LIST OF ABUTTERS

Applicant: _____

Mailing Address: _____

Location of Property: _____

Tax Map: _____ Lot _____

File one (1) complete copy with the Code Enforcement Office. Give name and Address of each owner of the property and all abutters including any owners of land separated by a street or any public land. Include Surveyors address as well as any Home Owners Associations, easement holder or other with a legal interest in the land or adjoining land. (Include 3 labels for each Abutter and Applicant / Owner of this Application)

Map _____ Lot _____ Name _____ Address _____

Map _____ Lot _____ Name _____ Address _____

Map _____ Lot _____ Name _____ Address _____

Map _____ Lot _____ Name _____ Address _____

Map _____ Lot _____ Name _____ Address _____

Map _____ Lot _____ Name _____ Address _____

Map _____ Lot _____ Name _____ Address _____

Map _____ Lot _____ Name _____ Address _____

Map _____ Lot _____ Name _____ Address _____

Map _____ Lot _____ Name _____ Address _____

This is to certify that as of (date) _____, the names and addresses of all abutters is that of the tax record on file at the Tax Assessors Office in the Town of Farmington, NH.

Signature of Applicant

Date

PRELIMINARY SUBDIVISION CHECK LIST

Preliminary Layout Requirements:

page 1 of 2

- A. Name of municipality & subdivision, name & address of subdivider and designer _____
- B. Boundaries & area of total parcel (include all land whether subdivided or not), north point, bar scale, date of preparation and any revisions _____
- C. Names & addresses of abutting property owners, subdivisions, and buildings within 200 ft. of parcel to be subdivided, intersecting roads & driveways within 200 ft. of subdivision frontage on existing roads _____
- D. Locations of all existing buildings _____
- E. Existing/proposed street right-of-way lines, widths of streets, proposed names of new streets, existing & proposed lot lines _____
- F. Location of existing & proposed easements, deed restrictions, building setback lines, parks & other open space, watercourses, large trees, foliage lines & significant natural & man-made features, water mains, sanitary sewers, storm water drainage lines, drainage structures, & drainage ways _____
- G. Existing & proposed plans for telephone, electricity & other utilities _____
- H. Municipal boundaries, if any _____
- I. A general site location map at a suitable scale, locating exact subdivision boundaries & proposed streets in relation to at least two existing intersecting streets _____
- J. Statement of conditions of land as to suitability for residential developments _____
- K. Statement of work required on existing streets to meet minimum standards set herein including cost estimates & method of meeting such costs _____
- L. Existing & future subdivision, if any, in & adjacent to subject subdivision _____
- M. A statement, & contours in sufficient detail to indicate clearly method of storm water drainage on & off the subdivision, methods of sanitary sewage disposal & water supply: soils data if required _____

PRELIMINARY SUBDIVISION CHECK LIST

N. Watershed areas and drainage computations _____

O. Preliminary road profiles including cross-sections _____

P. Approval, as prescribed by law, from any other municipal, state, or federal agency which may have jurisdiction. _____

Subdivision Compliance Review Checklist

This Checklist must be submitted by the Applicant with the Subdivision Plan Application. It is available on the Town website at www.farmington.nh.us

Project Name: _____ Applicant: _____
 Checklist Prepared By: _____ Date _____ Checklist Reviewed By: _____ Date _____

Please use this checklist as a guide to prepare your Application. Check the appropriate blank boxes. Shaded boxes indicate the action in the heading cannot be taken. The checklist does not substitute for the requirements for Subdivision Plan Approval in Subdivision Review Regulations.

SA – Submitted By Applicant
 NA – Not Applicable
 RW – Requests Waiver (Applicant)

C – Item Complete by TRC or Planning Board (PB)
 WR – Waiver Recommendation of TRC
 WA – Waiver Action by Planning Board

**Response (Please check applicable box)

Code	Subdivision Regulations	Applicant			TRC		PB	
		SA	NA	RW	C	WR	C	WA
*	Subdivision Plan should be consistent with Town Master Plan							
4.11	Legal Data							
A	Easements / rights of way approved							
B	Rights-to-drain onto or across other property approved							
C	Tax Collector Statement approved							
D	Subdivision Restrictions (if any), representation that lots shall be sold subject thereto, and a restrictive covenant approved.							
E	Performance Bond approved.							
4.12	Performance Bond							
	Engineer's estimate of costs of streets, public improvements, drainage structures, and utilities together with maps, plans and supporting data.							
	A surety bond issued by company authorized to do NH business or cash or savings bank book endorsed to Town							
4.13	Completion of Roads and Utilities							
	Subdivider must complete the construction of streets, public utilities, and other municipal improvements before final plat approval							
	Upon Completion of streets, public utilities, and other municipal improvements, subdivider must obtain certification from Selectmen, Town Agents, or Commissions as applicable that improvements are completed and in accordance with appropriated standards.							
	All inspection fees paid by subdivider.							

4.14	Open Space							
	The Board may require the plat show one or more sites of character, size, shape and location suitable to be used as community open space or park in area not to exceed 15% of total area of subdivision.							
	Open Space Area should have a sufficient legal restriction recorded in Town land records to assure permanent use.							

		SA	NA	RW	C	WR	C	WA
Code	Subdivision Regulations							
	Private ownership of open space should be deeded to assure operation and maintenance of land will be in an orderly manner suitable for the purpose intended.							
4.15	Development of Open Space							
	Depositing, dumping or storage of wates, other natural or manmade materials, supplies, or equipment on open space land is not permitted.							
	Work, removal, or filling cannot be done, nor shall the existing natural characteristics of open space land be altered from the original conditions, until a site plan prepared by a competent person is approved by the Board							
4.16	Street Design							
	Proposed streets should be in harmony and conformance with existing streets.							
	Street patterns should give due considerations to contours and natural features.							
*	No prior tree cutting until Subdivision Plan Approval.							
	Provisions should be made for the extension of the street pattern to abutting undeveloped property.							
	Every proposed street should be laid out and constructed in accordance with the subdivision regulations.							
	Where a subdivision abuts an existing street with an inadequate alignment, or right-of-way width, the subdivision fianl plat should include in the street dedication all land needs to meet the standards established by these regulations, and as approved by the Board.							
	Permanent dead-end streets should not exceed 900 feet in length and shall terminate with a turning circle having a minimum outside curb radius of 40 feet.							
	Temporary dead-end streets where future extension to another outlet is approved by the Board, or where indicated on the final plat, may exceed 900 feet in length. In such cases, the full width of the right-of-way to the subdivision property line shall be dedicated to the Town.							

	Except where it is impractical, because of the character of land, streets should intersect so that within 75 feet of the intersection the street lines are at right angles, and the grade within 100 feet does not exceed 1%. No structure or planting should impact corner visibility.							
	The plan of any proposed subdivision should show all work required to connect and complete the improvements and utilities between the proposed street pattern and any connecting street in an existing subdivision.							
	All streets should be constructed and all bridges, culverts, drainage structures, storm sewers, gutters, drainage ditches, and other improvements as required by the final plat and any accompanying documents shall be installed in conformance with the standards and specifications adopted by the Selectmen.							
*	Lot size, frontage, and setbacks are consistent with Zoning Ordinance Requirements.							

		SA	NA	RW	C	WR	C	WA
Code	Subdivision Regulations							
5.02	Subdivision Plan will not create scattered or premature plan, which would in turn create excessive Town expenditures for the supply of Town public services or create a difficulty in traffic flow or existing plans for growth and development.							
4.17	Classification of Streets							
	New streets in proposed subdivisions shall be determined by Board							
	All roads should meet town standards as set forth by the Board of Selectmen on <i>May 26, 1976</i> .							
	Town Standards for design and construction of streets should comply with the design specifications listed in the subdivision regulations.							
4.18	Street Improvements							
	In rural areas, streets should have traveled way with at least 4 feet wide shoulder. Arterial and Collector Streets may be required to have a wider traveled way and shoulders.							
	In urban or village areas, Board may require a greater width of right-of-way and traveled way.							
	Any existing street, which provides either frontage to new lots or access to new streets should meet minimum standards established in Section 4.16 and 4.17 of the subdivision regulations. The Board may disapprove such subdivision until the Selectmen shall certify that funds for the improvements have been assured.							

Adopted by the Planning Board 12/05/2006

Traffic Impact Study Criteria

This regulation is to provide for consistency in the preparation of traffic impact studies certain established criteria. It had been prepared for the purpose of assisting consultants and others interested in evaluating traffic impacts in the Town of Farmington. Consultants must discuss proposed projects with the Planning Dept. and or TRC prior to beginning the analysis. Doing so will provide an opportunity to discuss and determine parameters to be used and open a communication link between Town and the developer / consultant. This communication will help in creating land uses with traffic characteristics that are in the best interest of the entire Town.

All final submittals for traffic studies and / or reports shall be signed and sealed by the NH Registered Civil Engineer.

Criteria

1. Purpose of a traffic impact study.
 - a. To determine what impact traffic traveling to and from the site will have on nearby streets.
 - b. To determine what specific traffic problems can be anticipated.
 - c. To determine what roadway or single improvements can alleviate the anticipated traffic problems.
 - d. To determine the cost of the improvements needed to alleviate the anticipated traffic problems.

2. Minimum Thresholds for a required traffic impact study.
 - a. The following thresholds shall be used:
 - i. 30 single-family homes
 - ii. 15 multi-family homes
 - iii. 30,000 square feet general office space
 - iv. 10,000 square feet retail space.

 - b. For developments less than the above thresholds, the following mitigating factors may necessitate a traffic study.
 - i. High traffic volumes on the adjacent roadway that may effect movement into or out of the site
 - ii. Lack of existing left turn lane(s) on the adjacent roadway at the Proposed access drive
 - iii. Inadequate horizontal or vertical sight distance at access points

- iv. The proximity of the proposed access points to other existing drives or intersections.
- v. The proposed use is a special use or conditional use zoning classification.
- vi. The proposed use involves a drive through operation.
- vii. Increased pedestrian and / or recreational traffic, i.e. bicycle, ATV, etc.
- viii. Where the cumulative impact of multiple projects proposed within the same general area of the community exceed the minimum thresholds identified in paragraph a. above. The cost of a *Traffic Impact Analysis* required under this subparagraph shall be shared by all contributing parties on a pro rata basis.
- ix. Other mitigating factors identified by the *TRC* and / or *Planning Board*.

3. Financial Responsibility

- a. Traffic studies must be provided at the developer's expense. The Town will either designate a traffic consultant or allow the developers to hire their own traffic consultant. The Town must approve the selected consultant.
- b. The Town may review the traffic impact study in-house or elect to choose a consultant to perform an independent review. The review consultant would be hired at the Developer's expense.

4. Study Contents

- a. Scope of the traffic impact study will be determined before proceeding with the study.
 - i. Traffic related issues or problems identified by the *TRC* need to be addressed in the traffic impact study.
 - ii. The study area, or geographical area to be included in the study needs to be identified. It should be large enough to include all significant impacts of the proposed development. At a minimum, the area should include the adjacent controlled intersections.
 - iii. Time frame – projected traffic demands should be based on fully occupied conditions. For multi-phase developments, traffic demands at the end of each phase should be determined.
 - iv. Other factors – Non-site traffic growth in the study area pedestrian traffic, school traffic, programmed transportation improvements, and other miscellaneous factors should be considered where appropriate.

- b. Outline of traffic impact study contents:
The following is an outline of what should be included in an impact study.

1. Introduction

- a. Letter of transmission identifying who did report for whom.
- b. Description of proposed land use and building floor space in development.
- c. Identification of peak house and whether weekday or Saturday, to be used in impact analysis.
- d. Description of study area.
- e. Location of proposed access points.

2. Base Traffic Conditions

- a. Description of road network and intersection in vicinity of site specifically at the access points.
- b. Counts during peak-impact hours
- c. Gap or queue length studies, if appropriate.

3. Site Traffic Conditions

- a. Trip generation rates used and source.
- b. Table of figure showing estimated site traffic movements by direction.

4. Site Traffic Distributions.

- a. Method used.
- b. Table or figure showing estimated site traffic movements by direction.
- c. Discussion of method used for traffic assignment and assumptions used for traffic assignment and assumptions used for assignment of traffic to network.

5. Non-site Traffic Projections.

- a. Definition of design year (opening of proposed development or Other agreed upon points in item.)
- b. Identification of developments in study area whose traffic is to be included in impact calculations.
- c. Adjustment of off-site traffic volumes, if needed, using agreed upon growth rate.
- d. Assembling of off-site traffic forecast for design year, if needed.

6. Traffic Assignments.
 - a. Assignment of peak period traffic to intersections and access points.
 - b. Figures for existing peak impact hour's traffic, site traffic, and total traffic.
 - c. Recommended access design and improvements.

7. Review of Site Plan.
 - a. Internal reservoir at access points.
 - b. Parking layout.
 - c. Loading dock locations and access, including design truck used.
 - d. Recommended changes.

8. Discussion of Future Traffic Conditions (if needed).
 - a. Through traffic growth
 - b. Other developments in area.

9. Summary of finding and recommendations (may be listed in outline Form at beginning of report). The final report should include all assumptions and data used in the technical analyses. Any recommendations in the report should be reviewed with *TRC* before presentation at a public meeting or hearing.

***Please Print the
SUBDIVISION COMPLETENESS REVIEW
CHECKLIST &
CURRENT FEE SCHEDULE

From the Town website if you have printed
this application from the website.***