



# **WILTON, NEW HAMPSHIRE**

## **LAND USE LAWS**



### ***SUBDIVISION REGULATIONS***

### ***SECTION B***

***AS AMENDED:***

**FEBRUARY 18, 1987; NOVEMBER 20, 1991; JULY 21, 1993; APRIL 16, 1997;  
MARCH 14, 2000; MARCH 12, 2002; AUGUST 20, 2003; DECEMBER 16, 2009; JUNE 21, 2017;  
JANUARY 8, 2020; DECEMBER 1, 2021.**



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**1.0 AUTHORITY**

Pursuant to the authority vested in the Wilton Planning Board by the voters of the Town of Wilton at the Town Meeting, September 11, 1968, and in accordance with the provisions of Section 674:35 of the New Hampshire Revised Statutes Annotated, as amended (RSA), the Wilton Planning Board (Board) adopts the following regulations governing the subdivision of land in the Town of Wilton, New Hampshire.

These regulations are designed to accomplish the purposes set forth in RSA 674:36 and for the purposes of protecting the health, safety, convenience and economic and general welfare of Wilton's citizens.

**2.0 DEFINITIONS**

Terms used in these regulations or the Subdivision Application Form, but not defined in this Chapter or elsewhere in these regulations, have the meanings set forth in Chapter 3 of the Zoning Ordinance of the Town of Wilton ("Zoning Ordinance"). References to "Chapters" or "Sections" in these regulations, without further identification, are to the Chapters and Sections of these regulations.

- 2.0.1 Abutter. Any person identified in RSA 672:3 as an abutter for purposes of notification, as well as any person, other than the applicant, identified in RSA 676:4 I(d)(1), and including, without limitation, any person whose property adjoins or is directly across a road, any right-of-way (including a railroad right-of-way) or a stream from the land under consideration by the Board. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any owner or renter who is able to demonstrate that the use or ownership of land will be directly affected by the proposal under consideration.
- 2.0.2 Accepted Application. A Completed Application that contains all the information necessary and sufficient for the Board to make a decision to approve, disapprove, or conditionally approve it and the proposed plat contained therein, as determined by the Board after a public hearing and submission of any additional information it has requested.
- 2.0.3 Active and Substantial Development. The first threshold of development, to be completed within 24 months after the date of approval of a subdivision, to be agreed by the applicant and the Board, and normally defined by milestones relating to structures, roads, utilities, etc.
- 2.0.4 Applicant. The owner of record of the land to be subdivided, unless another party with an interest in the land is appropriately the applicant. An applicant may be represented before the Board and in the subdivision process by one or more duly authorized agents.
- 2.0.5 Approved Application. An Accepted Application that meets the requirements of these regulations and satisfies all criteria of good planning and design, as determined by the Board after a public hearing and submission of any additional information it has requested. An approved application and plat are thereafter subject to the provisions of RSA 674:39.
- 2.0.6 As-built Plans. Plans reflecting the actual construction and completion of required improvements to or on a lot, in such detail and as otherwise requested by the Board in connection with an application, whether as a condition to the release of a performance guarantee or otherwise.
- 2.0.7 Buffer. An area within a property or site, generally adjacent to and parallel with the property line, either consisting of natural existing vegetation or created by the use of trees, shrubs, fences

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- and/or berms, designed to limit continuously the view of and/or sound from the site to adjacent sites, properties or roads.
- 2.0.8 Certified Soil Scientist. A person who by reason of special knowledge and experience is qualified to practice soil science and who has been duly certified by the Board of Natural Scientists under RSA 310-A:75.
- 2.0.9 Cistern. A tank for storing water, particularly one to supply adequate water for fire suppression, in accordance with the requirements within Town of Wilton Land Use Regulations Section I – Cistern Regulations.
- 2.0.10 Common Drive. The section(s) of a private way over which an easement is granted for one or more driveways.
- 2.0.11 Completed Application. A subdivision application form, including all supporting documents and accompanied by all fees and other payments required by these regulations, determined by the Secretary to meet the requirements set forth in Section 3.2 for submission to the Board.
- 2.0.12 Consulting Engineer. The duly designated engineer for the Town of Wilton.
- 2.0.13 Designated Representative. The planning professional designated from time to time by the Board to review and make recommendations with respect to applications, changes thereto, and their progress through the Board’s consideration process.
- 2.0.14 Development. A planning, construction or extraction project involving substantial property alteration and usually, a change of land use character within the site.
- 2.0.15 Disturbed Area. An area where the ground cover is destroyed or removed leaving the land subject to accelerated erosion.
- 2.0.16 Driveway. A paved or unpaved area meeting the requirements of Section 6.3.5 of the Zoning Ordinance used for vehicular ingress or egress from, or to, a public right-of-way from, or to, a building or other structure or facility.
- 2.0.17 Easement. A right-of-way granted, but not dedicated, for limited use of private land for a public or quasi-public purpose and within which the owner of the property shall not erect any permanent structures.
- 2.0.18 Engineer. The applicant’s duly designated engineer, who shall be licensed by the State of New Hampshire.
- 2.0.19 Erosion. The detachment and movement of soil or rock fragments by water, wind, ice, or gravity.
- 2.0.20 Frontage. The continuous length of a lot bordering on the public right-of-way providing the principal route of access to a lot, subdivision or other types of development.
- 2.0.21 Grading. Any excavating, grubbing, filling (including hydraulic fill), or stockpiling of earth materials or any combination thereof, including the land in its excavated or filled condition.
- 2.0.22 High Intensity Soil Survey. A soils map of a parcel of land being considered for development on a perimeter survey conducted by a Certified Soil Scientist in accordance with Section 10.2.
- 2.0.23 Land Use Administrator. The professional employed by the Town to advise and provide information to potential applicants and others seeking review of a project or question by a Wilton Land Use Board.
- 2.0.24 Lot Consolidation. The elimination of an existing boundary line between two parcels under single ownership.

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- 2.0.25 Lot Line Adjustment. The relocation of an existing boundary line.
- 2.0.26 Lot, Tract or Parcel. A single area of land defined by metes and bounds or boundary lines as shown in a recorded deed or on a recorded plan.
- 2.0.27 Performance Guarantee. Any security such as a bond, irrevocable letter of credit or other security that may be approved by the Board and accepted by the municipality as a guarantee that the improvements or other activity required as part of, or in connection with, an approved plat and the development contemplated thereby are satisfactorily completed.
- 2.0.28 Plat. A map, plan, drawing or chart on which a subdivision plan is presented pursuant to an application, and which, if approved, is submitted to the Hillsborough County Registry of Deeds for recording.
- 2.0.29 Public Right-of-way. Public right of way shall have the meaning set forth in Chapter 3 of the Zoning Ordinance, provided, that if the public right-of-way is a private road, it need not have been offered to the Town for acceptance as a town road.
- 2.0.30 Road. Any road, street, avenue, alley highway, lane, trail, public right-of-way or other thoroughfare proposed or used for vehicular traffic, including all of the land within the right-of-way.
- 2.0.31 Road Agent. The duly designated Road Agent for the Town of Wilton.
- 2.0.32 Roadway. The finished surface designed and prepared for vehicular traffic.
- 2.0.33 Secretary. The individual designated from time to time by the Board to direct and administer the subdivision application process for the Board, including to determine whether an application is sufficient to be presented to the Board as a Completed Application.
- 2.0.34 Sediment. Solid material, either mineral or organic, in suspension that is transported, or has been moved from its site of origin by erosion.
- 2.0.35 Soil Erosion and Sediment Control Plan. A plan to minimize soil erosion and sedimentation resulting from development, including, without limitation, a map and narrative.
- 2.0.36 Subdivision. The division of a lot, tract, or parcel of land into two or more lots, plats, sites, or other divisions of land for the purpose, whether immediate or future, of sale, lease, condominium or other collective conveyance and/or development. "Subdivision " includes further, or re-subdivision, and, when appropriate to the context, relates to the process of subdividing or to the land or territory subdivided. The division of a parcel of land held in common and subsequently divided into parts among the several owners shall be deemed a subdivision.
- 2.0.36-a Major Subdivision. A subdivision involving four or more lots for development purposes.
- 2.0.36-b Minor Subdivision. A subdivision involving not more than three lots, with no potential for further, or re-subdivision, that fronts on an existing road and requires no new roads, utilities, or other municipal improvements, including lot line adjustments and lot consolidations.
- 2.0.37 Substantial Completion. The threshold for completed development, to be agreed by the applicant and the Board, normally defined by the issuance of building permits, certificates of occupancy, or similar milestones.
- 2.0.38 Surveyor. The applicant's duly designated surveyor, who shall be licensed by the State of New Hampshire under RSA 310-A:53.

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**3.0 PROCEDURES**

**3.1 Preapplication Review.**

Prior to the submission of an application for subdivision, and particularly for those involving Major Subdivisions, a potential applicant is encouraged to come to the Board to discuss the concept of the proposal in the context of the Town's Master Plan, Zoning Ordinance and other regulations. Preapplication review discussions are non-binding, but the Board's general guidance at this point may save the applicant money and time during the application review.

In addition, responses to general pre-application questions directed to the Designated Representative or the Land Use Administrator by a potential applicant are non-binding. A professional acting as an agent for a potential applicant may direct pre-application questions specific to a proposed application to the Designated Representative or the Land Use Administrator only after, or in connection with, the initial submission of that application.

**3.1.1 Process.**

- a. A potential applicant shall ask the Land Use Administrator no fewer than fifteen days prior to a meeting of the Board to contact the Secretary to place the matter on that agenda.
- b. The potential applicant may refer the Board to a site location or a base map of the site that provides minimal detail of the proposal; detailed proposals will not be considered or discussed.
- c. The Board may identify general issues to be addressed by the proposal and will, without providing advice or reactions to specific elements of the proposal, address the applicant's general questions. Subject to the payment of applicable fees, the potential applicant may request assistance in interpreting any guidance from the Board from the Land Use Administrator and/or the Designated Representative.
- d. Preapplication review does not require notification of abutters.

**3.2 Completed Application.**

The Secretary shall determine whether an application for subdivision is complete, as set forth in this Section, and shall submit a Completed Application to the Board for acceptance.

**3.2.1 General.**

A Completed Application shall include:

- a. all fees and other payments authorized by Chapter 4 Fees;
- b. all of the information required by Chapter 6 Plat Requirements, Chapter 10 Design Standards, and the Subdivision Plan Review Checklist;
- c. a list of and reasons for any waivers of such requirements requested of the Board;
- d. any additional information requested by the Designated Representative after a preliminary review of the application; and
- e. the signatures of all applicants, their agents, and the owners (if different) on the application form, and all required signatures and seals on the plat.

The Secretary shall not submit an application that does not meet the requirements of a Completed Application to the Board.

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3.2.2 Waivers.

The applicant may ask the Board to waive any of the requirements for the application contained in these regulations, or other Town regulations, that are permitted to be waived. The Designated Representative may recommend to the Board the granting, denial or conditional approval of any requested waiver.

3.2.3 Preliminary Review.

The Designated Representative shall review each application for material deficiencies and make recommendations before submission to the Secretary, who will determine if the application complies with the requirements for a Completed Application. The Secretary shall determine whether material deficiencies have been addressed, or whether the applicant must provide additional materials, before such determination can be made.

3.2.4 Application Filing.

An applicant shall submit an initial application to the Land Use Administrator for review at least 30 days before the regular meeting of the Board at which the applicant wishes to appear. If the Secretary has determined that the application is a Completed Application at least 21 days before that meeting, it will be placed on the agenda for that meeting. If the application is not determined to be a Completed Application at least 21 days before that meeting, it will be placed on the agenda for the next regular meeting that is at least 21 days after the application is determined to be a Completed Application.

3.2.5 Public Notice.

The Secretary shall notify the applicant and the abutters of the submission of a Completed Application and/or the date scheduled for a public hearing thereon, by verified mail at least 10 days prior to the meeting and otherwise in accordance with RSA 676:4 I (d). Notice shall be posted in two public places and printed in a newspaper of general circulation in the Town at least 10 days prior to the meeting. If notice of the public hearing was included in any prior notice, additional notice is not required. Notice of the adjournment of a hearing is not required, provided that the date, time and place of the rescheduled session has been announced at the prior meeting.

3.3 Acceptance of Application.

At any public hearing on a Completed Application, the Board will hear the applicant and receive comments from abutters and the general public. If the Board determines, after a public hearing, that the application as submitted contains all the information necessary for the Board to make a decision to approve, conditionally approve or disapprove the application and the proposed plat contained therein, it may vote to accept the Completed Application. If the Board determines that the application is not, in fact, sufficient to permit it to make such determination, it may request specified additional information from the applicant, in accordance with Section 3.5, or deny the application, with a statement of its reasons for denial. The Board shall have 65 days following the date of acceptance, as recorded in the minutes, to approve, disapprove or conditionally approve the application and the plats contained therein, subject to Chapter 4 Fees. The Board may, in its discretion, determine to both accept and, after discussion, approve, disapprove or conditionally approve a Completed Application in a single meeting if it has information sufficient for such determination and the fees required by Chapter 4 have been paid.



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**3.4      *Action on Accepted Application.***

**3.4.1      Consideration.**

In the course of considering a Completed Application for acceptance and/or approval at one or more public hearings, the Board will evaluate (a) the planning and design of the proposed development, (b) its potential impact on existing Town facilities and services, surrounding natural resources, transportation and/or abutting properties, (c) the ability to comply with Chapter 4 of the Zoning Ordinance, (d) compliance with the other requirements of the Wilton Land Use Laws and Regulations, and (e) such other factors as the Board may lawfully determine. The Designated Representative shall have reviewed and commented on the application's compliance with State requirements and Wilton Land Use Laws and Regulations, as well as accepted planning practices. In accordance with RSA 674:36 II (n), the Board shall consider and vote to grant or deny the applicant's requests for any waivers, as set forth in the Completed Application.

**3.4.2      Timing.**

The Board shall act to approve, conditionally approve or disapprove an Accepted Application within 65 days following its acceptance. The Board may apply to the Select Board for an extension of the review period not to exceed 90 days. In addition, the applicant may consent to one or more mutually agreed extensions. If the Board has not taken action on an Accepted Application within 65 days following its acceptance and has not obtained an extension, the applicant may obtain an order from the Select Board directing the Board to act within 15 days following issuance of the order. Failure of the Board to act on the order shall constitute grounds for the applicant to petition the Superior Court as provided in RSA 676:4, I (c).

**3.4.3      Approval.**

If the Board determines that an Accepted Application, as it may have been amended or augmented by additional information or professional review, and the proposed development meet the requirements of these regulations, the Zoning Ordinance and other applicable laws and regulations, and the proposed development satisfies all criteria of good planning and design, it shall vote to approve the application. The signatures of the appropriate members of the Board or their permitted designees on the mylar copy of the plat included in the application, with the date of approval, shall evidence approval, and the Board will transmit the signed mylar to the Hillsborough County Register of Deeds for recording, along with the applicable recording fees. The approved plat will not be recorded until all fees have been paid by the applicant.

**3.4.4      Conditional Approval.**

If the Board determines that an Accepted Application, as it may have been amended or augmented by additional information or professional review, and the proposed development will meet the requirements for approval set forth in Section 3.4.3 upon (a) completion of purely administrative non-discretionary actions, (b) completion of non-discretionary action by the Board, or (c) the issuance of permits or approvals by other boards or agencies such as the Environmental Protection Agency, the State Wetlands Board, the Department of Transportation or the State Water Supply and Pollution Control Division, the Board may conditionally approve the application. The approval of the Accepted Application will become final, and the plat may be recorded as set forth in Section 3.4.3, without a further public hearing upon the applicant's certification of the fulfillment of all conditions and as set forth in RSA 676:4 I (i). If the conditions are not met by the next regular meeting of the

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Board after the date on which conditional approval was granted, the Board will determine whether to take further action on the application.

**3.4.5**     Disapproval.

If the Board determines at any time not to approve or conditionally approve an Accepted Application, the reasons for disapproval shall be clearly stated in the minutes of the meeting and written notice thereof provided to the applicant.

**3.5**         Revisions to Completed Applications.

Before determining to accept an application or take other action with respect thereto, the Board may in its discretion require (a) the applicant to provide additional information, and to revise the application accordingly, and/or (b) professional review of information submitted by the applicant, in any case, at the applicant's expense. The Board could, for example, request studies assessing traffic, fiscal or environmental impact, or legal or other professional review. Information or other materials requested by the Board shall be submitted to the Designated Representative for review at least nine days before the public hearing to which consideration of the application has been continued. Failure to timely submit materials shall result in postponement of the public hearing.

**3.6**         Failure to Diligently Prosecute.

If an applicant fails to diligently prosecute an application after the Board has requested further action or information from the applicant in order to determine whether to accept or approve it, the case may be continued on the Board's agenda for up to two consecutive regular monthly meetings after the date of the request. After such time, as it may be extended in the Board's discretion, the Board may deny acceptance or approval without prejudice due to lack of diligent prosecution and shall provide written notice thereof to the applicant.

**3.7**         Caveat Lot Consolidations.

An application involving only the consolidation of two or more lots shall be submitted to the Secretary on the "Caveat Lot Consolidation" form attached to these regulations. The Secretary shall acknowledge receipt of a completed form, together with other documents required thereby, as indicated on the form. Copies of the completed form shall be sent to the Hillsborough County Register of Deeds and to the Town tax assessor.

**4.0**         **FEES**

An application for a subdivision will be processed only if accompanied by the application, administrative and other fees, including the costs of all reviews by the Designated Representative, set forth in Appendix III to the Wilton Land Use Laws and Regulations. The applicant may also be required to deposit in escrow funds sufficient to cover the cost of any additional studies and reviews required by the Board to make an informed decision on the application pursuant to Section 3.5. An application will not be submitted to the Board until all such payments then due have been made.

**5.0**         **GENERAL REQUIREMENTS FOR THE SUBDIVISION OF LAND**

An application and the plans contained therein shall reflect the following general requirements and principles of land subdivision.

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**5.1 Compliance with These Regulations.**

No subdivision of land shall occur, nor shall any land in any subdivision be sold, leased, organized, transferred or conveyed, developed, or offered for any such purpose, and no road or utility construction shall be started until an application, including a plat, prepared in accordance with these regulations, has been approved by the Board, all other required permits have been issued, and the approved plat has been recorded at the Hillsborough County Registry of Deeds.

Where strict conformity to these regulations would result in undue hardship or injustice to an applicant, a proposed subdivision substantially conforming to these regulations may be approved by the Board, provided, that the spirit of these regulations is upheld, and the public health, safety and welfare are not adversely affected.

**5.2 Compliance with Federal, State and Local Plans and Regulations.**

A proposed subdivision shall comply with the Wilton Land Use Laws and Regulations and applicable State and Federal codes, laws and regulations.

**5.3 Site Analysis.**

An applicant shall conduct an analysis of the site at the applicant's expense to assess the positive and negative development characteristics of the site. The analysis will address soils; topography; existing vegetation; threatened and endangered species; wetlands and surface waters; drainage patterns; groundwater resources; existing structures and road networks; existing and future easements; open space and visual features; historic features; present and future use of the site; impact on public services and facilities such as water, sewer, schools, fire and police; and surrounding land uses. The layout of the subdivision will be based on the site analysis. To the maximum extent possible, development will be located to preserve the natural features of the site, avoid environmentally sensitive areas and minimize negative impact.

**5.4 Land Characteristics.**

Land of such character that it cannot, in the judgment of the Board, be safely developed because of danger to the public health or peril from fire, flood, poor drainage or other hazardous conditions shall not be subdivided for residential, commercial or industrial uses, nor such other uses as may increase the danger to life or property, or aggravate the flood hazard. Land with inadequate characteristics or capacity for subsurface sewage disposal shall not be subdivided for residential, commercial or industrial uses unless connected to a municipal sewer system.

**5.5 Special Flood Hazard Areas.**

For subdivisions that involve land designated as "Special Flood Hazard Areas" by the National Flood Insurance Program:

- a. The applicant shall obtain all necessary Federal and State approvals and permits from those governmental agencies with jurisdiction over such land, including Section 404 of the Federal Water Pollution Control Act of 1972, 33 U.S.C. 13b.
- b. All applications for subdivisions involving more than 50 lots or 5 acres, whichever is less, shall include Base Flood Elevation data (i.e. floodplain boundary and 100-year flood elevation).

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- c. The applicant shall submit with the application sufficient evidence (construction drawings, grading and land treatment plans) to allow the Board to determine that:
  1. the proposal minimizes potential flood damage;
  2. all public utilities and facilities, such as sewer, gas, electrical and water systems, are located and constructed to minimize or eliminate potential flood damage; and
  3. there is drainage adequate to reduce exposure to flood hazards.

**5.6 Scattered or Premature Subdivision.**

The Board shall not approve the scattered or premature subdivision of land that could adversely affect the public health, safety or welfare because of inadequate water supply, drainage, impact on transportation, school capacity, fire protection or other public services, or would necessitate the disproportionate expenditure of public funds to supply such services. If the proposed subdivision does not have access to an adequate supply of water for fire suppression, as determined by the Fire Chief, an independent fire suppression system, such as a cistern, shall be installed in accordance with Town regulations.

**5.7 Visual Quality.**

The Board may make recommendations to the applicant relating to earth movement and retention of natural cover in order to preserve the natural, visual quality of Wilton and its environment.

**5.8 Parks and Open Space.**

Areas set aside for parks, playgrounds and open space, either dedicated to the Town or reserved for the common use of the property owners, shall be of reasonable size and character suitable to the purpose. Reserve strips of land which, in the opinion of the Board, show intent on the part of the applicant to control access to land dedicated or to be dedicated for public use shall not be permitted.

**5.9 Utility Easements.**

The boundaries of proposed permanent easements for utilities and drainage ways over or on the property shall be shown on the plat. Easements shall have a minimum width of 20 feet. Adequate access from existing or proposed public rights-of-way shall be provided for each easement. Watercourses proposed for public control shall have a permanent easement of not less than 20 feet.

**5.10 Legal Documents.**

Prior to approval of an application, legal documents, including but not limited to proposed easements, restrictive covenants, or other documents affecting legal title, or imposing other obligations with respect, to the property, shall be submitted to the Board and reviewed and approved, in form and substance, by Town Counsel, at the expense of the applicant.

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**5.11 Active and Substantial Development; Substantial Completion.**

The applicant shall note on the plat included with the application proposed milestones defining active and substantial development and substantial completion for the proposed subdivision. The Board may accept the applicant's proposals or require changes to any such milestones, which shall then be noted on the approved plat.

Upon active and substantial development of a subdivision, the rights set forth in RSA 674:39, I, 5-year Exemption and RSA 676:4-a, Revocation, shall accrue. Prior to the expiration of the 24-month period during which active and substantial development must take place, the Board may, for good cause, extend such period and may also grant further extensions on similar conditions prior to the expiration of any extension

Upon substantial completion of a subdivision, the rights set forth in RSA 674:39, II, 5-year Exemption, shall accrue.

**6.0 PLAT REQUIREMENTS**

Each application shall include a proposed plat. The following requirements are designed to provide the Board with the information necessary to make informed decisions about applications and to establish a uniform format for plat layout.

**6.1 Plat Standards.**

The applicant shall include six (6) copies of the proposed plat, any associated information, and any additional information requested by the Designated Representative or the Secretary, as well as a digital copy of the plat satisfying the requirements of Chapter 8 Digital Data Requirements. All plats shall be formatted as, and contain the information set forth below.

- a. Page Setup.
  1. Each sheet shall be 11 X 17 inches or 22 X 34 inches;
  2. margins shall be at least one inch outside ruled border lines on three sides and at least two inches along the left side for binding; and
  3. separate sheets shall be numbered consecutively, showing their relationship to each other;
- b. Title Block. A title block shall be located in the lower right corner of the plat and shall contain:
  1. the proposed subdivision name;
  2. names and addresses of all applicants and owners of record (if different);
  3. name and address of the Engineer and/or Surveyor; and
  4. the date of the first draft;
- c. Signature Block for the Board. A signature block shall be located above the title block, near the lower right corner of the plat, as set forth in Chapter 7 Approved Applications;
- d. Revision Block. A revision block to record the dates and a description of the changes effected by each revision to date;
- e. Locus Map. A locus map at a scale of 1,000 feet to the inch, showing the location of the site within the Town, and including its own bar scale and north arrow;

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- f. Notes Section and Required Notes. A numbered notes section for information relevant to the plan, including notes addressing, without limitation, the following:
1. the tax map and lot number(s) of the parcel(s) to be subdivided;
  2. the zoning districts within which the parcel(s) to be subdivided is/are located, and the applicable dimensional requirements for subdivided lots as set forth in the Zoning Ordinance;
  3. the purpose and the proposed use (i.e. single-family, multi-family, industrial) of the subdivision;
  4. proposed lots, numbered consecutively starting with 1 and including the map and original parcel letter/number (i.e. lot F-12 divided into three lots produces F-12-1, F-12-2 and F-12-3). Existing lot numbers SHALL NOT be reused;
  5. a list of all variances and waivers granted by the Wilton Zoning Board of Adjustment or the Board, including the application/case numbers and dates granted;
  6. a definition of the development threshold for Active and Substantial Development”
  7. a definition of the development threshold for Substantial Completion;
  8. a note as follows: “The fee schedule in Appendix VIII to the Wilton Land Use Laws and Regulations as of the date of approval will be applicable to any new development on lots created by this subdivision for a time period determined by NH RSA 674:39, after which the fee schedule in effect at the time of application for a Building Permit will apply”;
  9. for Major Subdivisions, a note as follows: “No building or other local permits shall be issued unless and until the preconstruction meeting required by the Wilton Subdivision Regulations Section 11.0 has occurred”; and
  10. other notes as required under Section 6.3, such as 6.3.i.2 (Erosion and Sediment Control), 6.3.t.1 (Proposed Driveways), 6.3.u.1 (Proposed Curb-cuts), 6.3.v.1 (Proposed Easements), 6.3.x (Remaining Land with Intended Future Use), and 6.3.y.1 (Other Required Permits and Approvals);
- g. Signatures and Seals.
1. the signature of or on behalf of the owner (and the applicant, if different);
  2. the seal and signature of the Surveyor; and.
  3. the seal and signature of the Engineer (where required for engineering designs);
- h. Drawing Scale.
1. The plat shall have a horizontal scale not to exceed 100 feet to the inch (the preferred scale is 50 feet to the inch);
  2. elevation drawings presented in the plat shall have a vertical scale not to exceed 40 feet to the inch; and
  3. a bar scale for each drawing scale used on the plat, appropriately positioned on the sheet, shall indicate the scale of each drawing;
- i. North Arrow. A north arrow pointing to the geographic (true) north; and

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- j. Datums and Projected Coordinate Systems. A description or note referencing all datums, projected coordinate systems, and controls applied to the plat, as required under Section 8.1.3.

**6.2**      **Abutting Property Information.**

The following information for all abutting properties shall be provided on the plat:

- a. Property Lines. Locations of property lines and the approximate dimensions of abutting lots;
- b. Tax Map and Lot Numbers;
- c. Owner Information. The names and addresses of the owners of record, as indicated in Town records not more than five (5) days before the date the application is submitted;
- d. Property Details.
  1. The locations of existing buildings, septic system leachfields, water supply wells or springs, protective well radii, and building setbacks lying within 100 feet from any boundary of a subdivided parcel;
  2. the locations, dimensions, and names of driveways, roads, driveway/road intersections, and easements lying within 200 feet from any boundary of a subdivided parcel;
  3. the locations, dimensions, and names of abutting parks and open space; and
  4. the locations and names of abutting subdivisions.

**6.3**      **Subdivision Information.**

In addition to the requirements for the plat set forth in Section 6.1, the application shall include the following information about the parcel to be subdivided, indicated on the plat as practicable:

- a. Boundary Survey and Permanent Markers. A boundary survey for the entire parcel, including bearings, distances and the locations of permanent markers with a maximum error of closure of 1 part in 10,000. The following items shall be clearly and accurately identified on the plat:
  1. locations, bearings and distances of existing and proposed lot lines;
  2. lengths of existing and proposed frontage on public rights-of-way; and
  3. locations of existing and proposed permanent boundary markers such as monuments, pins and drill holes, in accordance with Section 10.1;
- b. Lot Area. The area (in acres) of all proposed lots, denoting wetland area, dry area and total area;
- c. Zoning District Boundaries. If the parcel to be subdivided is within or close to multiple zoning districts, the existing zoning district boundaries with the district classifications labeled, as designated on the Town of Wilton Zoning Map;
- d. Setbacks and Buffers. All building setbacks and buffer locations, with the required distances labeled, as set forth in the Zoning Ordinance;
- e. Natural Features. The locations of all water bodies, watercourses, wetlands, rock/ledge outcrops and other significant natural features;

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- f. Floodplain. The location of the 100-year floodplain as designated on the National Flood Insurance Program, Flood Insurance Rate Maps for the Town of Wilton, in accordance with Section 5.5;
- g. Topography and Contour Lines. Existing and proposed topography for the entire parcel with contour intervals not to exceed 5 feet;
- h. Soil Details. Soil types and locations of soil boundaries as designated in the most current version of the United States Department of Agriculture Soil Survey, or as certified by the Engineer or a Certified Soil Scientist;
- i. High Intensity Soil Survey. For Major Subdivisions, and where otherwise requested by the Board, a high intensity soil survey for the entire parcel, in accordance with Section 10.2, including the required ground control points (well-distributed throughout the site at a density of not less than four points per acre);
- j. Proposed Dredge and Fill Areas. Locations and sizes of proposed dredge and/or fill areas;
- k. Erosion and Sediment Control.
  - 1. For Major Subdivisions, and where otherwise requested by the Board, erosion and sediment control plans in accordance with Section 10.6; or
  - 2. if no erosion and sediment control plan is required, a note in the Notes Section: “The Building Inspector may require an acceptable plan to address erosion and sediment control, as well as any applicable stormwater or other requirements, for future residential development within this subdivision;”
- l. Existing Buildings and Structures. The locations and dimensions of existing buildings on the parcel, as well as the locations of other existing structures and notable man-made features on the parcel;
- m. Private Water Systems. The locations of existing and proposed private water systems, including the locations of wells and protective radii;
- n. Private Septic Systems. The locations of existing and proposed private septic/sewage systems, including the locations of leachfields (for existing systems) and the 4,000 square foot septic reserve areas (for proposed systems), as well as:
  - 1. test pit and perc test data for each lot where a private septic system is proposed; and
  - 2. engineering specifications for proposed complex septic systems;
- o. Town Water and Sewer Service. The locations of existing and proposed town water and sewer connections, including, for new town water and/or sewer services, a letter from the water and/or sewer commissions stating the intent to provide service;
- p. Stormwater Drainage Systems. The locations of existing and proposed stormwater drainage systems, accompanied by drainage plans indicating interconnections, profiles and elevations of the proposed systems and drainage calculations based on a 25-year storm event;
- q. Utility Service Connections. The locations of existing and proposed utility service connections (for telephone, electricity, and other public utilities), including for new public utility services, a letter from each utility company stating the intent to provide service;
- r. Fire Safety.



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1. A letter from the Wilton Fire Chief stating that proposed water supplies provide sufficient volume, pressure and flow for fire protection and that access for emergency vehicles is adequate; and
2. the locations, dimensions and engineering specifications of independent fire suppression systems such as cisterns, in accordance with applicable regulations including Section I – Cistern Regulations;
- s. Roads. The locations, names and widths of existing and proposed roads, including grades, radii, culvert locations and proposed bridge designs in accordance with Section 10.4 and the standards set forth in Appendix I to the Wilton Land Use Laws and Regulations;
- t. Driveways. The locations of existing and proposed driveways in accordance with Section 10.7, and a note in the Notes Section as follows: “All new driveways must conform to the Wilton Driveway Regulations, including obtaining a driveway permit prior to construction and any necessary driveway waivers. Any driveway relocation requires prior approval of the Wilton Planning Board;”
- u. Proposed Curb-cuts. A Curb-cut Approval Permit from the NH Department of Transportation for subdivision driveways and/or roads accessing a state highway or a letter of approval from the Road Agent for driveways and public rights-of-way accessing local roads, a copy of the submitted application if the permit is pending, and a note in the Notes Section indicating the required curb-cut approval permit, application/permit/approval number, and status (i.e. deferred, pending, approved);
- v. Easements and Associated Legal Documents. The locations and dimensions of existing and proposed easements, including for land to be dedicated to public use, and copies of all associated legal documents as prescribed in Section 5.10, as well as a note or notes in the Notes Section referring to the proposed easements and associated legal documents (with Hillsborough County Register of Deeds record reference numbers if recorded, or noted as to be recorded);
- w. Intended Future Use of Remaining Land. If the proposed subdivision covers only a portion of the entire tract, a sketch of the prospective future road system, if any, and a note in the Notes Section addressing the intended future use of the remainder, any necessary future adjustments or road connections for which the Board shall consider in its review of the application at hand; and.
- y. Other Required Permits and Approvals. Copies of all Federal, State and local permits, or of the submitted applications therefor, that are required for the project, including, but not limited to: New Hampshire Wetlands Board Dredge and Fill Permit, Army Corps of Engineers Dredge and Fill Approval, New Hampshire Supply and Pollution Control Division Site Specific Permit, and a note or notes in the Notes Section identifying all other required permits and approvals, application/permit/approval numbers, and status (i.e. deferred, pending, approved).

**6.4 Field Delineation.**

The following shall be identified or delineated in the field to facilitate site investigations:

- a. Wetland. Wetland areas shall be flagged before submitting the application to the Secretary.
- b. Proposed Roads. The centerline of all proposed roads shall be staked.

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- c. Other Key Locations. To the extent practicable, the existing or proposed locations of the site characteristics described in Section 6.3.a, i, j, k, m, n, o, p, q, r.2, s, t, and v, and any other locations as requested by the Board, shall be flagged, staked or otherwise identified.

**7.0 APPROVED APPLICATION**

Upon Board approval of the application and the plat contained therein, the Board shall issue a Notice of Decision and the applicant shall deliver to the Secretary six paper copies of the entire approved plat and one mylar original, in permanent black ink, in form to be recorded with the Hillsborough County Register of Deeds. The mylar original shall be signed by the appropriate members of the Board or their permitted designees and dated the date of approval. The approval signature block shall provide adequate space for the necessary endorsement by the proper authorities and read:

“Approved by the Wilton Planning Board on  
\_\_\_\_\_  
Certified by \_\_\_\_\_, \_\_\_\_\_ Chair,  
and by \_\_\_\_\_, \_\_\_\_\_ Vice-Chair or  
designated member.”

All six copies shall be signed by the applicant; five copies will remain with the Town and the applicant will retain one. In addition, the applicant shall submit a digital copy of the approved plat satisfying the Digital Data Requirements in Chapter 8.

**8.0 DIGITAL DATA REQUIREMENTS**

Any time hard copy documents, including applications, plans, and any updates of any thereof, are submitted to the Land Use Administrator or the Secretary, digital data therefor as set forth below shall also be submitted.

Digital data shall be identical to the printed plan or Mylar and contain all information included thereon. Digital data submission shall include the project name, name of the submitting consultant, file name, date, and whether the plan is preliminary, update (include revision date), approved (recording date or date of final approval), or as-built.

Digital data shall be submitted via e-mail, a secure FTP or Internet dropbox, a compatible digital storage media, or other secure data transfer methods, provided that the Secretary or the Land Use Administrator can assess and save the data conveniently and securely.

**8.1 General Digital Data Standards.**

**8.1.1 File Format.**

Digital data shall be submitted as a PDF (.pdf).

**8.1.2 File Resolution.**

Digital data shall be submitted at a resolution sufficient to produce legible full-size copies.

**8.1.3 Datums and Projected Coordinate System.**

All digital mapping data shall be shown in New Hampshire State Plane feet using the North American Datum 1983 (NAD83) or newer. The vertical datum shall be the North American

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Vertical Datum 1988 (NAVD88) or newer. Datums, projected coordinate systems, and controls shall be noted both on plats and in the digital data submission.

**8.2**      **Additional Requirements.**

In addition to the digital data in PDF format required by Section 8.1, the Board may ask the applicant to submit digital data in CAD or GIS format for the approved plat (and any as-built plans, if required), as follows:

**8.2.1**      **File Format.**

Digital data shall be submitted in CAD or GIS industry-standard formats, for example, Drawing Exchange File (.dxf) format, AutoCAD Drawing (.dwg) format, ESRI Geodatabase or shapefile (.shp) format.

**8.2.2**      **Datums and Projected Coordinate System for Final Plat and As-Built Plan.**

All digital mapping data shall be shown as indicated in Section 8.1.3.

**8.2.3**      **Feature Type and Layer Name.**

Each feature type (roads, buildings, lot lines, etc.) shall be organized thematically with corresponding descriptive names, for example:

<b>Feature Type</b>	<b>Layer Name</b>
Lot Line	LOT LINE
Building	BUILDING
Roads	ROAD
Driveways	DRIVEWAY

CAD submissions shall separate feature types into discrete layers; GIS submissions may contain thematic layers organized in separate layer files or feature classes.

**8.2.4**      **Polygon Linework.**

All lines representing lot lines, buildings, structures, and any other linework representing polygons shall consist of continuous linework snapped to endpoints and the polygons shall be closed.

**9.0**      ***PERFORMANCE GUARANTEE***

The Board may require an applicant to post a performance guarantee in an amount sufficient to secure satisfactory completion and inspection by the Consulting Engineer of all necessary improvements proposed in a conditionally approved application or any other activity for which the Board may require a performance guarantee under these regulations, including, without limitation, construction of roads or other public improvements; the extension and construction of water and sewer lines and associated facilities; stormwater drainage systems; erosion and sediment control structures; monumentation and fire safety structures.

The amount of the performance guarantee will be determined by the Board based on an estimate of costs provided by the applicant, and a review by the Consulting Engineer, at the expense of the applicant. Any required performance guarantee shall be posted prior to the approval of the application. The amount of the performance guarantee shall be re-computed by the Board from

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time to time after the first anniversary of the approval of the application, based on the applicant's progress towards completion of the secured activity.

The performance guarantee shall be in form acceptable to and approved by the Board, Town Counsel (at the expense of the applicant) and the Select Board. The terms of the guarantee shall precisely identify the work to be performed, the completion schedule, the standards for satisfactory completion, and the conditions for partial or total release of the guarantee. Separate performance guarantees may be required for each phase of a phased development and shall be posted before construction on that phase may begin.

The performance guarantee shall be released upon satisfactory completion of all improvements or other secured activity and the Board's receipt of relevant as-built plans acceptable to the Board provided by the applicant, which shall be submitted both in hard copy and as a digital submission in compliance with Chapter 8.

**10.0      *DESIGN AND EXECUTION STANDARDS***

In addition to the requirements set forth in these regulations, the Zoning Ordinance and other applicable law and regulations, improvements proposed for a subdivision, and other work required to be done to complete an application shall be designed and executed, installed and/or constructed as follows:

**10.1      Monumentation.**

**10.1.1      Construction.**

Monuments constructed of concrete or stone at least four inches across the top and at least 36 inches high shall be set at all block corners and iron pins or equivalent markers at all lot corners.

**10.1.2      Drill Holes.**

Drill holes shall be at least one-half inch in diameter and set at least one inch deep in an unmovable stone in the center of the wall, unless otherwise shown on the plat.

**10.1.3      Pins.**

Iron pins shall be at least one inch in diameter and anchored in the ground a minimum of 36 inches, or if physical conditions do not permit, the pins shall be set in concrete.

**10.1.4      Timing of Placement.**

All monuments shall be in place before the Board approves the application, or the applicant shall post a performance guarantee in an amount determined by the Board to be sufficient to cover the cost of installation.

**10.2      High Intensity Soil Surveys.**

High intensity soil surveys required for Major Subdivisions shall be prepared by a Certified Soil Scientist. The map of the parcel on a perimeter survey, with a minimum scale of one hundred feet to the inch, shall identify and locate soils in accordance with the high intensity soils mapping standards and guidance published by the Society of Soil Scientists of Northern New England and the United States Department of Agriculture sources such as the Soil Survey Manual.

The applicant shall deliver both a hard copy and a digital copy complying with the requirements of Chapter 8 of the map to the Board. The map shall contain the seal and signature of the

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Certified Soil Scientist and any qualifying notes. If a soil classification indicated on the map is in dispute, the Board may ask a qualified consultant to review the map at the applicant's expense.

**10.3**      **Subsurface Sewage Disposal.**

All lots proposed with on-site septic systems shall have adequate capacity to handle effluent and shall meet the following requirements:

- a. A 4,000 square foot leachfield area or an area two times that required by State standards, whichever is greater, shall be reserved on each lot and designated on the plat.
- b. The designated leachfield shall be left open and cannot be used for incompatible purposes, including, without limitation, driveways or structures of any type. Parking areas may be located over a designated leachfield only if chambered systems are used.
- c. Septic systems and leachfields shall be constructed and maintained in accordance with the standards set and enforced by the New Hampshire Department of Health and Welfare, the New Hampshire Department of Environmental Services, Water Supply and Pollution Control Division, and the Town of Wilton.
- d. No septic system or leachfield shall be located in poorly or very poorly drained soils.
- e. Leachfields cannot be located in areas with finished slopes greater than 25 percent.
- f. Septic systems and leachfields shall be set back from wetlands, open water bodies and perennial streams as follows:
  1. systems located entirely or partially in highly permeable soils (a permeability of six inches or greater per hour throughout, as indicated in the most current version of the United States Department of Agriculture Soil Survey) – 125 feet;
  2. systems located entirely or partially in somewhat poorly drained soils, moderately well-drained soils or soils with a restrictive layer and a slope of eight percent or greater - 100 feet; and
  3. systems located in all other soils - 75 feet.
- g. If a required high intensity soil survey indicates bedrock less than three feet from the surface, sufficient test pits shall be made to ensure that required setbacks can be met.

**10.4**      **Roads.**

All roads shall be constructed to meet the requirements of these regulations and the Road Design Standards and Specifications contained in Appendix I to the Wilton Land Use Laws and Regulations.

**10.4.1**      **Layout.**

Roads shall be logically related to the topography of the site to minimize cuts and fills, to provide for reasonable grades and safe intersections, and to produce usable lots. Roads shall be arranged to provide for the continuation of the principal streets in adjoining subdivisions, or for their proper projection when adjoining property is not subdivided. Connecting streets will conform in width, but in no instance will any new road be narrower than 20 feet.

**10.4.2**      **Road Names.**

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Roads that join or are in alignment with streets on abutting properties shall have the same name. New names will not duplicate or bear phonetic resemblance to the names of existing roads within the Town of Wilton. All names are subject to final approval by the Select Board.

10.4.3 Design and Construction Standards.

Road networks, including pavement, drainage facilities, curbs and sidewalks, shall be designed and constructed in accordance with the specifications contained in Appendix I to the Wilton Land Use Laws and Regulations. The Road Agent and/or the Consulting Engineer shall oversee the construction of all roads and shall perform all required inspections.

10.5 Storm Drainage.

Natural drainage patterns and offsite runoff shall be maintained at predevelopment locations and volumes to the maximum extent feasible. Disturbed areas shall be graded to eliminate pooling of water. The applicant shall develop and submit a stormwater management system and plan, conforming to the requirements applicable Land Use Laws and Regulations, approved by the Board and/or the Consulting Engineer as part of the application, to control drainage and related issues. Runoff shall not cross a road surface but shall be directed into catch basins, ditches, or underground via a pipe not less than 15 inches in diameter, or such other size as may be deemed necessary by the Road Agent and/or the Consulting Engineer.

In addition to any other requirements under applicable law, the stormwater management plan shall indicate:

- a. existing and proposed methods of handling stormwater runoff;
- b. the direction of runoff using arrows;
- c. the location, elevation and size of all catch basins, drainage ditches, swales, retention basins and storm sewers; and
- d. drainage calculations based on a 25-year storm frequency.

10.6 Erosion and Sediment Control.

As part of an application for a Major Subdivision, the applicant shall provide a soil erosion and sediment control plan conforming to the standards contained in Appendix II to the Wilton Land Use Laws and Regulations, and otherwise as required by applicable Land Use Laws and Regulations, and including temporary and permanent control measures. The Board may ask a qualified consultant to evaluate the potential erosion and sedimentation impact of the proposed development at the applicant's expense, whether in connection with considering a requested waiver of this requirement or otherwise.

10.7 Driveways.

Driveways shall be constructed in compliance with the requirements for driveways contained in the Wilton Land Use Laws and Regulations and their locations, as well as the locations and dimensions of public rights-of-way and other roads serving the subdivision and adequate access points, turning radii and turnarounds for emergency vehicles, shall be indicated on the plat included with the application. The applicant shall provide the Board with a Declaration of Covenants and Restrictions and/or forms of easement addressing ownership, use, maintenance and repair of common driveways and public rights-of way to be maintained privately, in form acceptable and approved by the Board and Town Counsel, at the expense of the applicant.

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**11.0 PRECONSTRUCTION MEETINGS**

As a condition of approval, the Board may require that, prior to any ground disturbance, the applicant convene a pre-construction meeting with parties who will have significant involvement in the development of any lot in an approved major subdivision, including, without limitation, the applicant, the developer, major contractors, the Engineer, the Consulting Engineer, the Wilton Building Inspector, the Fire Chief, and the Road Agent. The purpose of the preconstruction meeting shall be to review and clarify all issues related to project design, site work and construction, and to confirm that all performance guarantees are in place, as applicable to that lot(s).

The meeting shall address, among other relevant matters and to the extent applicable, erosion and sedimentation controls, protection of natural vegetation, delineation of limits of ground disturbance, the construction process (timeframes, hours of construction), mitigation of impact of construction on abutters, installation and connection of utilities, driveway permits, fire code compliance, job site security and any necessary traffic control during construction. Timely notice of such meeting shall be given to the Land Use Administrator. Representatives of each Board with jurisdiction over the application and the Select Board may also attend the preconstruction meeting. The Town may condition the issuance of local building, certificates of occupancy, or other permits on the occurrence of the preconstruction meeting.

**12.0 ADMINISTRATION AND ENFORCEMENT**

These regulations shall be administered by the Board, including the Secretary, the Designated Representative and/or the Consulting Engineer charged with reviewing applications, including the plats included therein, for completion and compliance and for conducting on-site inspections to confirm compliance with the approved plat. These regulations may be enforced by the Select Board or the Wilton Building Inspector, as contemplated by the Zoning Ordinance.

**13.0 AMENDMENTS**

These regulations may be amended by the Board following a public hearing on the proposed changes. Amendments to the regulations shall take effect when a copy of the approved amendments is filed with the Wilton Town Clerk. A copy of any amendments shall also be filed with the NH Office of State Planning in accordance with RSA 675:9.

**14.0 PENALTY**

Any violation of these regulations shall be subject to a civil fine as provided in RSA 676:16 and 676:17, as amended. The Select Board or the Wilton Building Inspector may institute appropriate action under the provisions of RSA 676:17.

**15.0 CONFLICT AND SEPARABILITY**

Wherever these regulations conflict with any Federal, State or local law, ordinance or other regulation, the provision that imposes the greater restriction or the higher standard shall govern.

If any section, provision, portion, clause or phrase of these regulations shall be declared invalid or unconstitutional, such invalidity shall not impair or invalidate any other section, clause, provision, portion or phrase of these regulations.

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**PLANNING BOARD**  
**TOWN OF WILTON, NH**

**SUBDIVISION PLAN REVIEW APPLICATION**

*(Amended December 1, 2021)*

**1. Property Information**

Describe the lot(s) to which this application applies (the location of proposed development, construction, improvement or structure requiring the permit). If more than one lot is involved, describe them below or attach additional copies of this page.

Tax Map and Lot Number \_\_\_\_\_ Lot Size \_\_\_\_\_

Street Address \_\_\_\_\_

Zoning District (check one):

- Residential  General Residence and Agricultural  
 Commercial  Industrial  Office Park

Relevant Overlay Districts (check any that apply):

- Research and Office Park  Floodplain Conservation  Watershed  
 Wetlands Conservation  Aquifer Protection  Age-restricted Housing

Check this box if this lot is part of an approved subdivision.

**2. Owner**

List all owners of each lot below or attach additional copies of this page.

Name (individual(s), company or other):

\_\_\_\_\_

Mailing address (Street, Town, State, Zip):

\_\_\_\_\_

\_\_\_\_\_

If not an individual, name of contact: \_\_\_\_\_

Complete one entry below for each owner:

Daytime phone \_\_\_\_\_  Evening phone \_\_\_\_\_

Work e-mail \_\_\_\_\_  Personal e-mail \_\_\_\_\_

*(application continues next page)*



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**3. Applicant**

Same as owner

If the applicant is other than the owner(s) (e.g., tenant, developer proposed purchaser), provide the following information.

Name (individual(s), company or other):

\_\_\_\_\_

Mailing address (Street, Town, State, Zip):

\_\_\_\_\_

\_\_\_\_\_

If not an individual, name of contact: \_\_\_\_\_

Complete one entry below:

Daytime phone \_\_\_\_\_  Evening phone \_\_\_\_\_

Work e-mail \_\_\_\_\_  Personal e-mail \_\_\_\_\_

Relationship to the Property: \_\_\_\_\_

**4. Representative of the Applicant**

If a representative is authorized to act on behalf of the applicant before the Wilton Planning Board or Zoning Board, or otherwise to respond to questions or provide further information about this application to those Boards, the Secretary of the Planning Board (Secretary) and/or the Land Use Administrator, provide the following information.

Name: \_\_\_\_\_

Company (if any): \_\_\_\_\_

Mailing address (Street, Town, State, Zip): \_\_\_\_\_

\_\_\_\_\_

Complete one entry below:

Daytime phone \_\_\_\_\_  Evening phone \_\_\_\_\_

Work e-mail \_\_\_\_\_  Personal e-mail \_\_\_\_\_

*(application continues next page)*

**WILTON LAND USE LAWS AND REGULATIONS**  
**SECTION B - SUBDIVISION REGULATIONS**

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**5. Required Site/Project Information**

Provide six (6) copies of a site plan/drawing and all supporting documentation.

**Please Note:** See the checklist attached hereto for all required information.

**6. Abutters**

Attach a list of the names and addresses of all abutters identified in Town records as of a date not more than five (5) days prior to submitting this application. The list shall include all abutters directly across roadways and/or streams, the owner(s) of each such property, and all others identified in RSA Sections 676:4-I (d) and 676:7 I(a) and Section 4.14 of the Wilton Zoning Ordinance. Please also provide three sets of mailing labels for the abutters.

**7. Fees**

Include payment of the following permit and notification fees with this application. (See Appendix III to the Wilton Land Use Laws and Regulations – Application Fee Schedule.)

Legal Notice Fee (for waiver requests) \$ \_\_\_\_\_

Application Fee:

Subdivision Pre-Application Consultation \$ \_\_\_\_\_

Subdivision Lot Line Adjustment/line adjusted  
\_\_\_ # lines x \$ \_\_\_ fee/line = \$ \_\_\_\_\_

Subdivision Condo Conversions  
\_\_\_ # units x \$ \_\_\_ fee/unit = \$ \_\_\_\_\_

All other Subdivisions including Cluster  
\_\_\_ # lots/units x \$ \_\_\_ fee/lot or unit = \$ \_\_\_\_\_

Abutter Notification (for waiver requests)  
\_\_\_\_\_ # of abutters x \$ \_\_\_\_\_ /abutter \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

**Please Note:** In addition, the Planning Board may require the applicant to fund an escrow account for the payment of the fees of professional consultants or advisors to the Board, at such times, for such purposes, and in such amounts as the Planning Board may determine (“Escrow Fees”).

*(application continues next page)*

**WILTON LAND USE LAWS AND REGULATIONS**  
**SECTION B - SUBDIVISION REGULATIONS**

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**8. Authorizations, Undertakings and Signatures**

This application must be signed by the owner(s), the applicant and any representative of the applicant, as set forth below. Attach additional copies of this page, if necessary.

**Owner(s):**

Each undersigned owner hereby certifies that, to the best of his/her/its knowledge and belief, all of the information provided in this application with respect to the property(ies) owned by him/her/it identified above is true, complete and correct.

**Name** (individual(s), company or other): \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name and Capacity if signing on behalf of non-individual owner:**

\_\_\_\_\_

**Applicant (must be executed even if the applicant is also an owner):**

The undersigned applicant hereby (a) certifies, to the best of his/her/its knowledge and belief, that all of the information provided in this application is true, complete and correct; (b) agrees to be fully responsible for the payment of all fees, costs and expenses associated with this application and the project the subject hereof, including, without limitation, Escrow Fees, and (c) authorizes the above-named representative, if any, to act on behalf of the applicant before the Wilton Planning Board or Zoning Board, or otherwise to respond to questions or provide further information about this application to those Boards or the Secretary.

**Name** (individual(s), company or other): \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name and Capacity if signing on behalf of non-individual applicant:**

\_\_\_\_\_

**Representative:**

The undersigned representative hereby acknowledges and accepts the applicant's authorization to act on behalf of the applicant before the Wilton Planning Board or Zoning Board, or otherwise to respond to questions or provide further information about this application to those Boards or the Secretary.

**Name** (individual(s), company or other): \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name and Capacity if signing on behalf of non-individual representative:**

\_\_\_\_\_

*(checklist on following page)*

**WILTON LAND USE LAWS AND REGULATIONS**  
**SECTION B - SUBDIVISION REGULATIONS**

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**PLANNING BOARD**  
**TOWN OF WILTON, NH**

**SUBDIVISION PLAN REVIEW CHECKLIST**

*(Amended December 1, 2021)*

<p><b>This checklist is intended to help the applicant and staff to ensure application completeness. If there is any discrepancy between the checklist and regulations, the actual regulations shall control.</b></p>
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**I. PLAT STANDARDS**

**Key: Y=Yes P=Pending W=Waiver Request NA=Not Applicable**

- |     | <u>Y</u>                 | <u>P</u>                 | <u>W</u>                 | <u>NA</u>                |  |
|-----|--------------------------|--------------------------|--------------------------|--------------------------|--|
| 1.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Six (6) copies of the plat plus an identical digital copy. (Sec. 6.1 and Sec. 8.0)   |
| 2.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Proper page setup: sheet size, margin, numbering. (Sec. 6.1.a)   |
| 3.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Title block positioned in the lower right corner of the plat, with the following information: (Sec. 6.1.b)                       |
| 4.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Subdivision name. (Sec. 6.1.b.1)   |
| 5.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Name and address all applicants and, if different, owners of record. (Sec. 6.1.b.2)  |
| 6.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Name and address of the subdivider and engineer/surveyor. (Sec. 6.1.b.3)   |
| 7.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Date plans first drafted. (Sec. 6.1.b.4)   |
| 8.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Signature block for the Board, positioned above the title block. (Sec. 6.1.c and Sec. 7.0)                                       |
| 9.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Revision block. (Sec. 6.1.d)   |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locus map at a scale of 1"=1000" with its own bar scale and north arrow. (Sec. 6.1.e)  |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - A numbered notes section with the following notes: (Sec. 6.1.f)  |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Tax map and lot numbers of the parcel(s) being subdivide (Sec. 6.1.f.1)  |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Zoning districts and dimensional requirements. (Sec. 6.1.f.2)  |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Purpose and proposed use of the subdivision (Sec. 6.1.f.3)   |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Proposed lots with proper numbering; Existing lot numbers SHALL NOT be reused (Sec. 6.1.f.4)                                     |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - All variances and waivers granted (Sec. 6.1.f.5)   |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Definitions of the development threshold for "active and substantial development" and "substantial completion". (Sec. 6.1.f.6-7) |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Required notes addressing impact fee and preconstruction meeting. (Sec. 6.1.f.8-9)   |
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Signature of or on behalf of the owner (and the applicant, if different). (Sec. 6.1.g.1)   |
| 19. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Seal and signature of the Surveyor. (Sec. 6.1.g.2)   |
| 20. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Seal and signature of the Engineer (where required for engineering designs). (Sec. 6.1.g.3)                                      |

**Sheet 1 of 4 Continued >**

**WILTON LAND USE LAWS AND REGULATIONS**  
**SECTION B - SUBDIVISION REGULATIONS**

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**This checklist is intended to help the applicant and staff to ensure application completeness. If there is any discrepancy between the checklist and regulations, the actual regulations shall control.**

***I. PLAT STANDARDS (CONTINUED)***

***Key: Y=Yes    P=Pending    W=Waiver Request    NA=Not Applicable***

- |     | <u><b>Y</b></u>          | <u><b>P</b></u>          | <u><b>W</b></u>          | <u><b>NA</b></u>         |   |
|-----|--------------------------|--------------------------|--------------------------|--------------------------|---|
| 21. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Horizontal scale at a minimum of 1"=100' (1"=50' preferred). (Sec. 6.1.h.1)                               |
| 22. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Vertical scale not to exceed 1"=40'. (Sec. 6.1.h.2)   |
| 23. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Bar scale for each drawing scale used, appropriately positioned. (Sec. 6.1. h.3)                          |
| 24. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - North arrow pointing to the geographic (true) north. (Sec. 6.1.i)   |
| 25. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Datums, projected coordinate systems, and controls (NAD83/NAVD83 or newer)<br>(Sec. 6.1.j and Sec. 8.1.3) |

***II. ABUTTING PROPERTY INFORMATION***

***Key: Y=Yes    P=Pending    W=Waiver Request    NA=Not Applicable***

- |    | <u><b>Y</b></u>          | <u><b>P</b></u>          | <u><b>W</b></u>          | <u><b>NA</b></u>         |  |
|----|--------------------------|--------------------------|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of property lines and their approximate dimensions. (Sec. 6.2.a)   |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Tax map and lot numbers. (Sec. 6.2.b)  |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Names and addresses of the owners of record as indicated in Town records not more than five (5) days before the date of application submission. (Sec. 6.2.c)                         |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of existing buildings lying within 100 feet of a subdivided parcel boundary.<br>(Sec. 6.2.d.1)   |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of existing septic system leachfields, water supply wells or springs, and protective well radii lying within 100 feet of a subdivided parcel's boundary.<br>(Sec. 6.2.d.1) |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of building setbacks lying within 100 feet of a subdivided parcel's boundary. (Sec. 6.2.d.1)   |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations, dimensions, and names of driveways, roads, driveway/road intersections, and easement lying within 200 feet of a subdivided parcel's boundary. (Sec. 6.2.d.2)              |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations, dimensions, and names of abutting parks and open space. (Sec. 6.2.d.3)  |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations and names of abutting subdivisions. (Sec. 6.2.d.4)   |

***Sheet 2 of 4 Continued >***

**WILTON LAND USE LAWS AND REGULATIONS**  
**SECTION B - SUBDIVISION REGULATIONS**

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**This checklist is intended to help the applicant and staff to ensure application completeness. If there is any discrepancy between the checklist and regulations, the actual regulations shall control.**

**III. SUBDIVISION INFORMATION**

**Key: Y=Yes    P=Pending    W=Waiver Request    NA=Not Applicable**

- | <u>Y</u> | <u>P</u>                 | <u>W</u>                 | <u>NA</u>                |                          |  |
|----------|--------------------------|--------------------------|--------------------------|--------------------------|--|
| 1.       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations, bearings and distances of property lines. (Sec. 6.3.a.1)  |
| 2.       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Lengths of frontage on public right of way. (Sec. 6.3.a.2)   |
| 3.       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of permanent boundary markers. (Sec. 6.3.a.3)  |
| 4.       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Area of proposed lots - wet, dry and total. (Sec. 6.3.b)   |
| 5.       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Zoning district boundaries, with the district classifications labeled. (Sec. 6.3.c)  |
| 6.       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Building setbacks and buffer locations, with required distances labeled. (Sec. 6.3.d)  |
| 7.       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of all water bodies, watercourses, wetlands, rock/ledge outcrops or other significant natural features. (Sec. 6.3.e)   |
| 8.       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Location of the 100-year floodplain. (Sec. 6.3.f)  |
| 9.       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Existing and proposed topography for entire parcel with contour intervals not to exceed 5 feet. (Sec. 6.3.g)   |
| 10.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Soil types and locations of soil boundaries as designated in the most current version of the United States Department of Agriculture Soil Survey, or as certified by a registered engineer or certified soil scientist. (Sec. 6.3.h) |
| 11.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - High intensity soil survey, if required. (Sec. 6.3.i)  |
| 12.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations and sizes of proposed dredge and/or fill areas. (Sec. 6.3.j)   |
| 13.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Erosion and sediment control plans or required note. (Sec. 6.3.k)  |
| 14.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations and dimensions of existing buildings; locations of other existing structures and notable man-made features. (Sec. 6.3.l)   |
| 15.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of existing and proposed private water systems, including wells and protective radii. (Sec. 6.3.m)   |
| 16.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of existing and proposed private septic systems, including leachfields and 4,000 square foot septic reserve areas. (Sec. 6.3.n)  |
| 17.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Test pit and perc test data. (Sec. 6.3.n.1)  |
| 18.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Engineering specifications for proposed complex septic systems. (Sec. 6.3.n.2)   |
| 19.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of existing and proposed water and/or sewer connections. (Sec. 6.3.o)  |
| 20.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of existing and proposed stormwater drainage systems, accompanied by drainage plans indicating interconnections, profiles and elevations (Sec. 6.3.p).   |
| 21.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of existing and proposed utility service connections. (Sec. 6.3.q).  |
| 22.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - The location, dimensions and engineering specifications of independent fire suppression systems such as cisterns. (Sec. 6.3.r.2)   |
| 23.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations, names, widths and profiles of existing and proposed roads showing grades, radii, culverts and drains, and bridge designs. (Sec. 6.3.s)  |
| 24.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of existing and proposed driveways and required note. (Sec. 6.3.t)   |

**Sheet 3 of 4 Continued >**

**WILTON LAND USE LAWS AND REGULATIONS**  
**SECTION B - SUBDIVISION REGULATIONS**

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**This checklist is intended to help the applicant and staff to ensure application completeness. If there is any discrepancy between the checklist and regulations, the actual regulations shall control.**

**III. SUBDIVISION INFORMATION (CONTINUED)**

**Key: Y=Yes    P=Pending    W=Waiver Request    NA=Not Applicable**

- |  |          |          |          |           |  |
|--|----------|----------|----------|-----------|--|
|  | <u>Y</u> | <u>P</u> | <u>W</u> | <u>NA</u> |  |
|--|----------|----------|----------|-----------|--|
25.     - Locations and dimensions of existing and proposed easements and corresponding note(s). (Sec. 6.3.v)
26.     - Required notes for all required permits and approvals, including the NH Department of Transportation Curb-Cut Approval Permit and/or approval from the Wilton Road Agent. (Sec. 6.3.u and Sec. 6.3.y)
27.     - If the proposed subdivision covers only a portion of the entire tract, a statement concerning the intended future use of the remaining land, and a sketch of the prospective future road system (Sec. 6.3.w)

**IV. SUPPORTING INFORMATION**

**Key: Y=Yes    P=Pending    W=Waiver Request    NA=Not Applicable**

- |  |          |          |          |           |  |
|--|----------|----------|----------|-----------|--|
|  | <u>Y</u> | <u>P</u> | <u>W</u> | <u>NA</u> |  |
|--|----------|----------|----------|-----------|--|
1.     - If new town water service is proposed, a letter from water commission certifying availability and intent to provide service. (Sec. 6.3.o)
2.     - If new town sewer service is proposed, a letter from sewer commission certifying availability and intent to provide service. (Sec. 6.3.o)
3.     - If new utility service(s) are proposed (telephone, electricity, and other public utilities), a letter from each corresponding utility company stating the intent to provide service. (Sec. 6.3.q)
4.     - A letter from the Fire Chief certifying adequate water for fire protection and access for emergency vehicles. (Sec. 6.3.r.1)
5.     - Drainage calculations based on a 25-year storm frequency. (Sec. 6.3.p)
6.     - A copy of each associated legal document for all existing and proposed easements, restricted covenants or other documents affecting legal title of the property. (Sec. 5.10 and Sec. 6.3.v)
7.     - A copy of the NH Department of Transportation Curb-Cut Approval Permit and/or a letter of approval from the Wilton Road Agent. (Sec. 6.3.u)
8.     - A copy of the NH Water Supply and Pollution Control Division Subdivision Septic Approval Permit. (Sec. 6.3.y)
9.     - A copy of the NH Wetlands Board Dredge and Fill Approval Permit and Army Corps of Engineers Dredge and Fill approval, if required. (Sec. 6.3.y)
10.     - A copy of the NH Water Supply and Pollution Control Division Site Specific Permit. (Sec. 6.3.y)
11.     - A copy of any other required permits and approvals. (Sec. 6.3.y)

**Sheet 4 of 4 End.**

**TOWN OF WILTON, NH**  
**APPLICATION AND NOTICE OF CAVEAT LOT CONSOLIDATION**

**INSTRUCTIONS**

In accordance with NH RSA 674:39-a, *Voluntary Merger*, and section 3.7, *Caveat Lot Consolidations*, of Section B, Subdivision Regulations, of the Town of Wilton Land Use Laws and Regulations, the owner(s) of two (2) or more contiguous pre-existing approved or subdivided lots or parcels who wish to merge (consolidate) them for municipal regulation and taxation purposes shall complete the attached application and notice. All lot consolidations shall comply with the Land Use Laws and Regulations.

The applicant(s) shall submit to the Land Use Administrator:

- The attached form, completed, signed and notarized.
- A legal copy of the deed(s) describing the subject lots.
- All applicable fees set forth in Appendix III to the Land Use Laws and Regulations.

After the application is submitted, a public hearing shall be scheduled. After Planning Board approval of the application, it shall be acknowledged on behalf of the Planning Board and the original shall be recorded at the Hillsborough County Registry of Deeds and submitted to the Town Assessor.



**WILTON LAND USE LAWS AND REGULATIONS  
SECTION B - SUBDIVISION REGULATIONS**

---

**TOWN OF WILTON, NH  
APPLICATION AND NOTICE OF CAVEAT LOT CONSOLIDATION**

The undersigned owner(s) of the parcels identified below hereby apply to consolidate and merge the parcels, which shall thereafter be treated as a single tract or parcel for all purposes in accordance with RSA 674:39-a.

**1. Owner(s) of record (must be identical for all parcels)**

Name: \_\_\_\_\_

**2. Mailing address**

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

City/Town: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**3. Lots to be consolidated**

The owner(s) hereby certifies(y) that he/she/they are the owners of record of the following \_\_\_\_ (#) contiguous parcels of land, which are to be consolidated hereby:

*Parcel 1*  
Assessor's Map \_\_\_\_\_, Lot # \_\_\_\_\_

Street Address/Physical Location:  
\_\_\_\_\_

Title reference:  
\_\_\_\_\_

(Book and page, or Probate number and Grantor)

*Parcel 3*  
Assessor's Map \_\_\_\_\_, Lot # \_\_\_\_\_

Street Address/Physical Location:  
\_\_\_\_\_

Title reference:  
\_\_\_\_\_

(Book and page, or Probate number and Grantor)

*Parcel 2*  
Assessor's Map \_\_\_\_\_, Lot # \_\_\_\_\_

Street Address/Physical Location:  
\_\_\_\_\_

Title reference:  
\_\_\_\_\_

(Book and page, or Probate number and Grantor)

*Parcel 4*  
Assessor's Map \_\_\_\_\_, Lot # \_\_\_\_\_

Street Address/Physical Location:  
\_\_\_\_\_

Title reference:  
\_\_\_\_\_

(Book and page, or Probate number and Grantor)

**WILTON LAND USE LAWS AND REGULATIONS**  
**SECTION B - SUBDIVISION REGULATIONS**

---

**4. Certification of Owner(s)**

The owner(s) hereby certifies(y) that none of the lots identified above to be consolidated is subject to a separate mortgage or other liens or encumbrances

Upon approval by the Planning Board, recording of this application and notice at the Hillsborough County Registry of Deeds and submission to the Wilton NH Town Assessor, the lots identified above shall for all purposes be considered a single lot, shall be assigned a single tax map and lot number, and shall not be sold separately, nor shall any other divided interest therein be conveyed, except with the prior approval of the Planning Board in accordance with duly adopted applicable regulations.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ .

**Owner:** \_\_\_\_\_

Print Name:

**Owner:** \_\_\_\_\_

Print Name:

**Witness:** \_\_\_\_\_

Print Name:

**Witness:** \_\_\_\_\_

Print Name:

STATE OF NEW HAMPSHIRE )

COUNTY OF \_\_\_\_\_ )

The foregoing instrument was signed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, by \_\_\_\_\_ (Owner) and \_\_\_\_\_ (Owner).

\_\_\_\_\_  
Justice of the Peace/Notary Public

My Commission expires: \_\_\_\_\_

***Approval Acknowledged***

***Town of Wilton Planning Board:***

By: \_\_\_\_\_

Print Name and Title:

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

The parcel created by this consolidation shall be referred to in the Town of Wilton Tax Records as

Map \_\_\_\_\_, Lot# \_\_\_\_\_ .