

WILTON LAND USE LAWS AND REGULATIONS
SECTION B - SUBDIVISION REGULATIONS

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 _____

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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”).

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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)

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PLANNING BOARD
TOWN OF WILTON, NH

SUBDIVISION PLAN REVIEW CHECKLIST

(Amended December 1, 2021)

<p>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.</p>

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) |

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