

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

---

**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>
---

**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**

---

**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**

---

**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**

---

**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. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations and dimensions of existing and proposed easements and corresponding note(s). (Sec. 6.3.v)  |
| 26. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - 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. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - 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.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - If new town water service is proposed, a letter from water commission certifying availability and intent to provide service. (Sec. 6.3.o)  |
| 2.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - If new town sewer service is proposed, a letter from sewer commission certifying availability and intent to provide service. (Sec. 6.3.o)  |
| 3.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - If new utility service(s) are proposed (telephone, electricity, and other public utilities),<br>a letter from each corresponding utility company stating the intent to provide service. (Sec. 6.3.q) |
| 4.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - A letter from the Fire Chief certifying adequate water for fire protection and access for emergency vehicles. (Sec. 6.3.r.1)   |
| 5.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Drainage calculations based on a 25-year storm frequency. (Sec. 6.3.p)   |
| 6.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - 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.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - 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.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - A copy of the NH Water Supply and Pollution Control Division Subdivision Septic Approval Permit. (Sec. 6.3.y)  |
| 9.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - 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. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - A copy of the NH Water Supply and Pollution Control Division Site Specific Permit. (Sec. 6.3.y)  |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - A copy of any other required permits and approvals. (Sec. 6.3.y)   |

**Sheet 4 of 4 End.**