

**TOWN OF RANDOLPH, NH
CHECKLIST FOR SUBDIVISION APPLICATIONS**

Applicant Name: _____ **Map #** _____ **Lot #** _____

Using the Applicant column, please check off each item below that is contained in your application material or write "NA" if you feel the item does not apply to your application.

Please note that the Board may require such additional information as it deems necessary to evaluate your application in relation to the Subdivision Regulations.

Applicant	For Planning Board Use	
✓	✓	
_____	_____	Required With All Subdivision Applications (Section 7.03):
_____	_____	A. Subdivision application form signed by all owners.
_____	_____	B. The names and addresses of all abutters, as shown in Town records not more than five days before the day of filing, and of all holders of conservation, preservation or agricultural preservation easements over land within the proposed subdivision.
_____	_____	C. Payment to cover filing fees, mailing, advertising, recording, and other costs in Section 6.
_____	_____	D. Any additional information which the Board deems necessary to evaluate the application in relation to the Subdivision regulations.

3 Paper Copies and PDF on one or more 24" x 36" sheets prepared and stamped by a land surveyor or engineer licensed in New Hampshire, with space reserved for all needed endorsements, containing the statement "The Subdivision Regulations of the Town of Randolph, N.H., are a part of this Plat, and approval of this Plat is contingent on completion of all requirements of said Subdivision Regulations, excepting only any waivers or modifications approved in writing by the Planning Board" and including the following:

_____	_____	1. Proposed subdivision name or identifying title.
_____	_____	2. Name and address of the applicant and of the owner(s), if other than the applicant.
_____	_____	3. Scale of 1 inch = 100 feet, and north arrow.
_____	_____	4. Locus plan showing general location of the total tract within the Town.
_____	_____	5. Name, license number, and business address of every engineer, architect, land surveyor or soil scientist whose professional seal appears on the plat.
_____	_____	6. Date and dates of any revisions.
_____	_____	7. Boundary survey including bearings, distances, and the location and type of permanent markers.
_____	_____	8. Existing and proposed easements, rights-of-way, buildings, water courses, ponds, standing water, rock ledges and outcrops, stone walls, and other significant natural and cultural site features.
_____	_____	9. Location of existing and proposed property lines, including entire undivided lot, lot area in acres and square feet, street frontage and setbacks. Each lot shall be numbered according to the Town's tax map numbering system.
_____	_____	10. Regulated shoreland, flood hazard areas and fluvial erosion hazard areas if mapped.

Applicant

For Planning Board Use

✓

✓

11. Existing and proposed topographic contour boundaries at two-foot intervals for the area of the lot within 100 feet of any proposed improvements, including septic field and driveway, and five-foot intervals for the remainder of the lot. Show all areas of slope over 25%.

12. A soils classification map including slopes and boundaries, together with descriptive information for each soil type. Identify hydric soils and soils subject to flooding. Show square footage of contiguous areas of buildable land in accord with Section 10.01. For proposed lots less than 2.5 acres this information shall be obtained from on-site soil survey conducted by a soil scientist certified in N.H.

13. Location of groundwater and percolation tests and test results as described in Regulations.

14. Existing or proposed deed restrictions, including conservation, preservation or agricultural preservation easements.

15. Open space to be preserved, including agricultural land, wetlands, natural areas and recreational trails.

16. Proposed location of driveway entrances.

17. All existing streets, roads, shared driveways and driveways (showing the edge of the traveled way and right-of-way line), utilities and permanent water bodies, and flood hazard areas within 100 feet of the area submitted for approval.

Additional Information to Provide with ALL Applications if Applicable:

18. State highway/municipal access permit, as applicable.

19. State subdivision approval if required

20. Any other permits required from NHDES such as wetlands, shoreland, alteration of terrain.

21. Written requests for waivers, if any, in accord with Section 5.07, including the justification for relaxing the requirements.

22. Any additional information which the Board deems necessary in order to apply these Regulations.

Required for Major Subdivisions Only:

23. Road designs (3 copies) as described in the Regulations for any roads proposed for construction or improvement, in plan and profile, on sheets 22 x 34 inches in size, that have a horizontal scale of 1 inch = 50 feet and a vertical scale of one inch = 10 feet, accompanied by a detailed engineer's estimate of construction costs.

24. A layout showing how the site will be served by electric, telephone or other public utilities, together with a letter of intent to supply service from a utility company supplying such service and, where required by such company, with easements.

25. A stormwater management plan providing adequate detail as described in the Regulations to demonstrate compliance with the appropriate applicable best management practices identified in Volumes 1, 2 and 3 of the NHDES New Hampshire Stormwater Manual.

26. Provisions for fire prevention and control, including access, water supply.

27. Pedestrian/bicycle paths.

28. Plans if any for common water supply and sewage disposal systems.