

**APPLICATION FORM FOR  
SUBDIVISION/SITE PLAN APPROVAL  
TOWN OF TILTON, NH**

"The undersigned subdivider/site planner hereby submits to the Tilton Planning Board a preliminary plat (layout) and application dated \_\_\_\_\_, entitled

\_\_\_\_\_

And respectfully requests application approval. In consideration for approval and the privileges accruing thereto, the subdivider/site planner here by agrees:

1. To carry out the improvements agreed upon and as shown and intended on any approved final plat or related documents, including any work made necessary by unforeseen conditions which become apparent during construction.
2. To post all streets 'Private' unless accepted by the Town and to provide and install standard street signs as approved by the Town for all street intersections.
3. To give the Town on demand proper deeds for land or right-of-way reserved on the plat for streets, drainage or other purposes as agreed upon.
4. To save the Town harmless from any obligations it may incur or repairs it may make because of my failure to carry out any of the foregoing provisions.
5. To make no changes whatsoever in the Final Plat as approved by the Board unless a revised plat or plat of resubdivision is submitted to and approved by the Board.

\_\_\_\_\_ Mr. \_\_\_\_\_ Mrs. \_\_\_\_\_ Ms. \_\_\_\_\_ of \_\_\_\_\_  
Is hereby designed as the person to whom all communications to the subdivider/site planner may be addressed and the person on whom legal process may be served in connection with any proceeding arising out of the agreement herein.

Subdivider/Site Planner

Phone Number

Address

Signed by: \_\_\_\_\_  
Owner/President (if a Corporation)

Send all materials to:  
Land Use Office  
Town of Tilton  
257 Main Street  
Tilton, NH 03276

**FOR PLANNING BOARD USE**

Application and supporting data received

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

Final Action by Board:

Case Number: \_\_\_\_\_

All subdivision/site plan reviews are subject to: Subdivision/Site Plan Review Regulations for the Town of Tilton, NH, as revised and adopted.

- I. Preliminary (Layout) Plat – to accompany subdivision/site plan application.
  - 1. Three (3) copies of a map or drawing of the property, drawn to scale which shall show:
    - a. Name of subdivision/site plan, if any.
    - b. Name of present property owner(s).
    - c. Names of abutting property owners and map/lot number from Tilton Tax Map
    - d. Location in reference to nearest streets and highways.
    - e. Indicates North direction and scale.
    - f. Location and type of existing buildings on property.
    - g. Location of existing wells, septic tanks and leach fields, if known.
    - h. Lines of proposed lots to be created and dimensions of areas of proposed lots.
    - i. Additional items as required in Section IV, 4.4 or as required by the Board.
  - 2. Statement explaining proposed use of land or reason for subdividing/site changes:  

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  - 3. A subdivision/site plan for more than three (3) lots must include the following:
    - a. Contour lines and elevations.
    - b. Soil Types
    - c. Location of test pits and pit logs.
    - d. Percolation test data.
    - e. Easements, existing or proposed.
    - f. Water courses, existing or proposed.
    - g. Street lines, existing or proposed
    - h. Water mains, sewers and other utilities, existing or proposed.
    - i. Road profiles and type and location of drainage facilities.
    - j. Statement of whether or not approved by Water Supply & Pollution Control Commission and by Dredge and Fill Special Board and numbers of such approvals.

The above may be shown on more than one map, if desired.

II. Final Plat requirements shall meet the provisions of Section IV, 4.7 and 4.8.

III. Fees (for Board use only): See Table 1.0 to determine the fees.  
Table 1.0 attached.

Total Received \_\_\_\_\_

TABLE 1.0			
Tilton Land Use Schedule - Calculation Form			
Calculation and Fee to be Submitted with Application			
		FEE	Times DUE
<b>Conceptual Meeting</b>			
	Meeting request fee	\$ -	
<b>Notification Fee</b>			
	Each abutter	\$ 10.00	
<b>Site Plan</b>			
A.	Residential		
	1 Residential Filing Fee	\$ 100.00	
	2 Residential Per Unit Fee	\$ 40.00	
B	Filing Fee - Commercial/Industrial (new or with improvements)	\$ 300.00	
	Per additional disturbed acre (above first)	\$ 100.00	
C	Filing Fee - Commercial/Industrial (Change of use with no improvements)	\$ 100.00	
D	Earth Excavation Fee (in addition to Commercial Site Plan Fee)	\$ 50.00	
<b>Subdivision</b>			
A	Subdivision		
	1 Filing Fee	\$ 250.00	
	2 Per Lot	\$ 100.00	
B	Boundary Line Adjustment - Filing Fee	\$ 25.00	
C	New/changed manufactured home park/condo sites/units or campground.		
	1 Filing Fee	\$ 250.00	
	2 Per site/unit	\$ 50.00	
D	Condominium conversions with no lot/physical changes		
	1 Filing Fee	\$ 150.00	
	2 Per site/unit	\$ 20.00	
<b>Variance/Special Exception/Equitable Waiver/Appeal</b>			
	Filing Fee	\$ 100.00	
<b>Wetland Applications - NH DES (Town Fee)</b>			
	Filing Fee (includes certified mail postage)	\$ 25.00	
<b>Other Fees</b>			
A	Land Use Ordinances and Regulations, each	\$ 5.00	
B	Land Use Ordinances Book (in a binder)	\$ 25.00	
C	Photocopies - 8.5" x 11"	\$ 1.00	
D	Photocopies - 11" x 17"	\$ 1.00	
E	Copy of Public Hearing Tapes	\$ 5.00	
F	Master Plan (which includes NRI)	\$ 25.00	
G **	Recording Fee at Registry of Deeds ( Per Page)	\$ 50.00	
	*** Surcharge fee of \$25.00 (LCHIP Program Funding)	\$ 25.00	
***This is a state fee for funding of the LCHIP Program***			
Must be a separate check made out to the Belknap County			
Registry and present at the time of recording the plans			

**TOWN OF TILTON  
SITE PLAN REVIEW/SUBDIVISION APPLICATION CHECKLIST**

**NAME (as shown on application):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHYSICAL** \_\_\_\_\_

**AGENT:** \_\_\_\_\_

**AGENT'S ADDRESS:** \_\_\_\_\_

- | <input checked="" type="checkbox"/> | <u>N/A</u>               | <u><b>REQUIRED FOR APPLICATION</b></u>                                                                                           |
|-------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>            | <input type="checkbox"/> | Completed application form for Subdivision/Site Plan Approval                                                                    |
| <input type="checkbox"/>            | <input type="checkbox"/> | Fees                                                                                                                             |
| <input type="checkbox"/>            | <input type="checkbox"/> | Names and addresses of all abutters                                                                                              |
| <input type="checkbox"/>            | <input type="checkbox"/> | Completed application checklist                                                                                                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Three (3) copies of Preliminary Plat<br>As required by Town of Tilton Subdivision Regulations or Site Plan Review<br>Regulations |
| <input type="checkbox"/>            | <input type="checkbox"/> | Drawings, plans, photos, other exhibits                                                                                          |

- | <input checked="" type="checkbox"/> | <u>N/A</u>               | <u><b>EXISTING DATA AND INFORMATION REQUIRED</b></u>                                |
|-------------------------------------|--------------------------|-------------------------------------------------------------------------------------|
| <input type="checkbox"/>            | <input type="checkbox"/> | Location of site                                                                    |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legend detailing all of the symbols used on the plan.                               |
| <input type="checkbox"/>            | <input type="checkbox"/> | Names and addresses owners of record and all abutters                               |
| <input type="checkbox"/>            | <input type="checkbox"/> | Tax Map # _____                                                                     |
| <input type="checkbox"/>            | <input type="checkbox"/> | Surveyor or preparer, including address of preparer                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Scale of map                                                                        |
| <input type="checkbox"/>            | <input type="checkbox"/> | North arrow                                                                         |
| <input type="checkbox"/>            | <input type="checkbox"/> | Date of plat                                                                        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Boundary lines, angles and bearings                                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grades                                                                              |
| <input type="checkbox"/>            | <input type="checkbox"/> | Drainage systems                                                                    |
| <input type="checkbox"/>            | <input type="checkbox"/> | Existing wells, septic tanks and leach fields, if known                             |
| <input type="checkbox"/>            | <input type="checkbox"/> | Location and type of existing structures                                            |
| <input type="checkbox"/>            | <input type="checkbox"/> | Elevations                                                                          |
| <input type="checkbox"/>            | <input type="checkbox"/> | Height and size of existing structures                                              |
| <input type="checkbox"/>            | <input type="checkbox"/> | Natural features, including indication of which to be retained, which to be altered |
| <input type="checkbox"/>            | <input type="checkbox"/> | Existing roads and driveways                                                        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Size and location of utilities                                                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Existing landscape                                                                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Locus sketch                                                                        |

- N/A **PROPOSED PLAN AND INFORMATION REQUIRED**
- Lines of proposed lots to be created and dimensions of proposed lots
- Proposed grades and contours
- Proposed drainage system
- Proposed storm drainage, including location, elevation and layout of catch basins and other surface drainage features

- N/A **PROPOSED PLAN AND INFORMATION REQUIRED (continued)**
- Location of proposed structures
- Shape, size, height and surface treatment of proposed structures and existing structures to be retained
- Elevation views of all buildings
- Location, width and curbing of proposed streets
- Location, width and curbing of proposed driveways
- Location of proposed parking spaces and loading spaces
- Location and width of proposed sidewalks
- Location of all easements
- Size and location of proposed utilities
- Proposed landscaping, including alteration of existing natural features
- Proposed exterior lighting
- Proposed signage, including location, type and design
- Snow storage or other snow removal plan
- Other information: Specify

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- N/A **ADDITIONAL REQUIRED FOR SUBDIVISION OR SITE PLAN FOR MORE THAN THREE (3) LOTS**
- Soil types
- Location of test pits and pit logs
- Percolation test data
- Water mains, sewers and other utilities
- Road profiles
- Statement regarding approval by Water Supply & Pollution Control Commission
- Letter from TNFD ascertaining adequate emergency vehicle access to property
- Letter from T-N Aqueduct Co. ascertaining the proposed water plans have been reviewed

- N/A **OTHER**
- Statement and documentation of environmental impact (if required)
- Statement and documentation of economic impact (if required)
- Other technical study (if required)

Check list completed by: \_\_\_\_\_

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

Revised: March 18, 2008

Names and Address of All Abutters as defined by Section III, 3.0 Subdivision Regulations.

Map \_\_\_\_\_ Lot \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Map \_\_\_\_\_ Lot \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Map \_\_\_\_\_ Lot \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Map \_\_\_\_\_ Lot \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_  
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Map \_\_\_\_\_ Lot \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Map \_\_\_\_\_ Lot \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Map \_\_\_\_\_ Lot \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_