

**Subdivision Checklist** – formal application  
For a project with a new road

*\*To be filled out by applicant/agent (with notes to be inserted by staff)*  
See regulations for other specific requirements  
Town of Durham Planning Department

Project Name: \_\_\_\_\_ Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant/agent: \_\_\_\_\_ Signature: \_\_\_\_\_

**General items**

|   | Yes                      | No                       | N/A                      | Waiver Requested         | Comments |
|---|--------------------------|--------------------------|--------------------------|--------------------------|----------|
| <b>15</b> sets completed application <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____                    | _____    |
| Total application fee   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| <b>15</b> sets letter of intent                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| <b>3</b> sets of full-size plans                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| 15 sets of 11 X 17 reductions                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Completed abutters list (See Admin Asst)                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Copy of existing covenants, easements, and deed restrictions  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |

**Plan Information**

|  |                          |                          |                          |                          |       |
|--|--------------------------|--------------------------|--------------------------|--------------------------|-------|
| Basic information including:   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Title sheet  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Name of project  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Date   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • North arrow  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Scale  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Legend   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Revision block   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Vicinity sketch - no less than 1" = 1,000'                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Approval block (for signature by staff attesting to Planning Board approval) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Name and address of developer/applicant                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Name, stamp, and NH license # of licensed land surveyor for platting         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

**General items Continued**

|  | Yes                      | No                       | N/A                      | Waiver Requested         | Comments |
|--|--------------------------|--------------------------|--------------------------|--------------------------|----------|
| Name, stamp, and NH license # of licensed engineer for streets, utilities and drainage | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Town tax map & lot #'s   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Notation on plans: "For more information about this subdivision contact..."            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| References to neighboring plans and subdivisions                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Information on abutting properties:  |                          |                          |                          |                          |          |
| • owner name   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| • owner address  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| • tax map and lot #  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| • square footage of lots   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| • approximate building footprints  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| • use  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |

**Zoning**

|   |                          |                          |                          |                          |       |
|---|--------------------------|--------------------------|--------------------------|--------------------------|-------|
| Zoning designations of subject tract and in vicinity of tract | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Zoning requirements for district:                             |                          |                          |                          |                          |       |
| • frontage  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • lot dimensions/density                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • all setbacks  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • lot coverage  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Zoning overlay districts                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

**Existing Topographic Features**

|   |                          |                          |                          |                          |       |
|---|--------------------------|--------------------------|--------------------------|--------------------------|-------|
| Contour lines and spot elevations                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Soil types and boundaries   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Soil test pit locations, profiles, and depth to water table and ledge | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Percolation test locations and results                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

**Existing Topographic Features Continued**

|   | Yes                      | No                       | N/A                      | Waiver Requested         | Comments |
|---|--------------------------|--------------------------|--------------------------|--------------------------|----------|
| Water features (ponds, streams)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Wetlands including name of certified wetlands scientist & license # who delineated                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Statement whether located in flood area, and if so, 100 year flood elevation                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Delineation of treed and open areas   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Overview of types of trees and vegetation   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Location of rock outcroppings   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Stone walls and archaeological features   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Locations of trails and paths   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Other natural/cultural resources (productive farmland, habitats, scenic views, historic structures, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Existing buildings/structures   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Existing driveways and access points  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |

**Platting**

|   |                          |                          |                          |                          |       |
|---|--------------------------|--------------------------|--------------------------|--------------------------|-------|
| Surveyed property lines including:        |                          |                          |                          |                          |       |
| • existing and proposed bearings          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • existing and proposed distances         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • existing and proposed pins              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Existing and proposed location of:        |                          |                          |                          |                          |       |
| • monuments                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • benchmarks                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Proposed square footage for each lot      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Subdivision # on each lot (1, 2, 3, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Include error of closure statement        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

**Streets**

|   | Yes                      | No                       | N/A                      | Waiver Requested         | Comments |
|---|--------------------------|--------------------------|--------------------------|--------------------------|----------|
| Street plan (including utilities)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Street profiles including vertical data and street stations and utilities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Street cross sections including (if appropriate):                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| • width of pavement   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| • travel and parking lanes  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| • striping  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| • curbing   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| • lawn strips   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| • sidewalks   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| • street trees  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| • drainage  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| • structure of base and pavement  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| • all utilities   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Curb, intersection, and cul de sac radii                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Limits of construction/ground disturbance                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Traffic control devices (stop signs, etc.)                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Street light locations and details  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Spacing, species, specifications for street trees                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Landscaped island in cul de sacs  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Proposed street names   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |

**Utilities**

*Show existing and proposed for all subject lots and within right of way. Include plans, profiles, sizes, materials, and all appropriate details.*

|  |                          |                          |                          |                          |       |
|--|--------------------------|--------------------------|--------------------------|--------------------------|-------|
| Water lines/well (with appropriate radius) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Sewer lines/septic and leaching areas      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

**Utilities Continued**

|   | Yes                      | No                       | N/A                      | Waiver Requested         | Comments |
|---|--------------------------|--------------------------|--------------------------|--------------------------|----------|
| Pump stations   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Stormwater management system:<br>pipes, culverts, catch basins, detention/<br>retention basins, swales, rip rap, etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Fire hydrant locations and details  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Electric, telephone, cable TV (underground)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Gas lines   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____    |

**Other Elements**

|   |                          |                          |                          |                          |       |
|---|--------------------------|--------------------------|--------------------------|--------------------------|-------|
| Phasing plan, if appropriate  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Traffic study, if appropriate   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Drainage study with calculations, storm<br>water impact analysis, and mitigation plan | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Grading plan  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Earth being removed from site   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Erosion and sedimentation plan  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Mitigation plan for environmental<br>impacts during construction                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Proposed open space areas   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Proposed recreation facilities on site  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| School bus pickup/drop off plan   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Proposed covenants, easements,<br>and deed restrictions                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Fiscal impact study (if requested)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

**Additional Comments:**

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