

CITY OF LEBANON, NH SUBDIVISION REGULATIONS – TECHNICAL CHECKLIST PRELIMINARY MAJOR SUBDIVISION	
PROJECT NAME:	
APPLICANT:	DATE:
GENERAL SUBMISSION REQUIREMENTS:	

All applications to the Planning Board for Subdivision Review must be submitted by 12:00 Noon on the day of the filing cutoff. [§7.7.C] Submissions must be accompanied by the following information or review of the application may be delayed:

- A properly completed and signed Application Form. [§7.7.A(1)]
- The appropriate filing fees. [§7.7.A(2)]
- A written project description. [§7.7.A(3)]
- A list of the names and mailing addresses of all persons to be notified, by certified mail, of the public hearing. [§7.7.A(4)]
- A completed and signed Technical Checklist. [§7.7.B]
[Applicants must complete the entire checklist to ensure that all necessary information and materials have been provided with the application or that written requests for waivers have been properly provided in accordance with Section 7.15 of the Subdivision Regulations, as appropriate.]
- Eight (8) sets of project plans to be distributed for Staff Review.** [§10.4.A(1)]
[A Staff Review meeting is held at City Hall one (1) week following the cutoff date. Staff Review meetings begin at 2:00PM, unless otherwise noted. All revised and/or additional information or materials must be submitted within one (1) week following the Staff Review meeting.]
- A digital copy of Subdivision plan in .PDF and .DWG format. [§10.4.A(2)]

NOTE: Applications shall contain sufficient information to enable the City Staff and the Planning Board to evaluate the proposed development for compliance with the Zoning Ordinance, the Planning Board’s Regulations, and other applicable City Codes, and for the Planning Board to make an informed decision.

All required application materials shall be submitted as a single inclusive package, including any appropriate waiver requests as permitted by the Regulations. Submission of a complete application package ensures that the review process by City Staff is as efficient and effective as possible.

The purpose of the filing deadline is to provide adequate time for City review of the proposal. Submission of any altered, additional, or substitute application materials required by the Regulations, subsequent to the filing deadline, other than as directed by City Staff, shall cause the application to be deemed untimely filed, and such application shall not be heard until a subsequent month.

CITY OF LEBANON, NH
SUBDIVISION REGULATIONS - TECHNICAL CHECKLIST
PRELIMINARY MAJOR SUBDIVISION

PLAN SUBMITTAL TECHNICAL CHECKLIST:

NOTE: Preliminary Major Subdivision plans shall include the information described below pursuant to Section 10 of the Lebanon Subdivision Regulations. Plans shall be submitted on sheets no larger than 24" x 36". Plan sets with multiple sheets shall include sheets of uniform size and be bound on the left edge. When more than three (3) sheets are required, an additional cover sheet shall be attached including a table of contents. The scale of the plans shall be appropriate to the size of the overall development. All lettering shall be of a size and type that is legible.

In order to facilitate the use of the City's Geographic Information System (GIS) for planning purposes, all surveys and engineered plans submitted for Subdivision Review shall utilize the NH State Plane Coordinate system and shall reference the North American Vertical Datum of 1988 (NAVD 88), unless prior approval to use an alternate coordinate system and/or vertical datum is granted by the Planning Office.

A written request for waiver shall be required, pursuant to Section 7.15 of the Subdivision Regulations, for any submission requirement for which the information or data is not provided by the applicant. [§10.4.A(3)]

Plan Requirements	Info. Provided	Waiver Sought
<p><u>10.4.A(1)(a)</u> -</p> <ul style="list-style-type: none"> - Proposed subdivision name or identifying title; - Name of the City and County in which the subdivision is proposed; - A Locus map; - North arrow; - Scale of the plat; - Date of the plat and of any revisions to the plat shall be shown on the first page or cover page, if applicable; <p>(NOTE: The date on the plat at the time of initial submission for application review shall be included on all subsequent submissions to the City. Any subsequent change(s) to the plat shall include a revision date and description of the revision(s).)</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><u>10.4.A(1)(b)</u> - Names and mailing addresses of Applicant(s); Owner(s) of Record of subject properties; Owners of abutting properties, including tax map and lot references; and Holders of any easements, rights-of-way, or other restrictions.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>10.4.A(1)(c)</u> - Names and business addresses of the surveyor, including license number and seal, and of every engineer, architect, soil scientist, or wetlands scientist whose professional seal appears on any plan or document submitted to the Board.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>10.4.A(1)(d)</u> - Zoning District in which the subdivision is located, including district boundaries if in more than one district.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>10.4.A(1)(e)</u> - Boundary lines of the overall tract, and each of the proposed lots, including bearings and distances as determined by an actual field survey by a licensed land surveyor, including the date of the completion of the survey. All dimensions shall be shown in feet and decimals. Monuments shall be referenced on the plat as required under Section 13.5(A) of the Regulations.</p>	<input type="checkbox"/>	<input type="checkbox"/>

CITY OF LEBANON, NH
SUBDIVISION REGULATIONS - TECHNICAL CHECKLIST
PRELIMINARY MAJOR SUBDIVISION

Plan Requirements (cont.)	Info. Provided	Waiver Sought
10.4.A(1)(f) - Topographic contours, at intervals of 5 feet or less, including spot elevations on existing roads and a grading plan, if natural contours are to be changed by more than 2 feet. All contours and spot elevations shall be referenced to USGS or FEMA FIRM datums, as appropriate. Existing topographic information shall be prepared by a professional engineer or licensed land surveyor.	<input type="checkbox"/>	<input type="checkbox"/>
10.4.A(1)(g) - Location of existing structures, roads, easements, and trails on the property and within 200 feet of the property.	<input type="checkbox"/>	<input type="checkbox"/>
10.4.A(1)(h) - Location of existing natural features, such as permanent or intermittent watercourses, marshes, lakes, ponds, flood plains, wetlands, rock outcrops, wooded areas, and other significant features on the property and within 200 feet of the property. Indicate the approximate limits of clearing and those natural features to be removed, retained, or altered. Wetlands on the property, if any, shall be delineated by a NH Certified Wetlands Scientist, whose seal and signature shall appear on the plat.	<input type="checkbox"/>	<input type="checkbox"/>
10.4.A(1)(i) - Location of existing water and wastewater mains, culverts, and drains on the property and within 200 feet of the property with sufficient information, including pipe sizes and direction of flow, to allow the subdivision to be viewed in the context of existing City utilities.	<input type="checkbox"/>	<input type="checkbox"/>
10.4.A(1)(j) - If the application covers only a part of the applicant's entire holding, a map of the entire tract shall be drawn at a scale of not smaller than 1" = 400', showing all existing streets and an outline of the platted area.	<input type="checkbox"/>	<input type="checkbox"/>
10.4.B(1)(a) - Proposed lot lines and rights-of-way, with bearings and distances, and areas of each lot in square feet and acres.	<input type="checkbox"/>	<input type="checkbox"/>
10.4.B(1)(b) - Approximate width, location, and grades of all proposed streets or road rights-of-way.	<input type="checkbox"/>	<input type="checkbox"/>
10.4.B(1)(c) - Preliminary profile of streets and cross-sections for construction of streets and sidewalks.	<input type="checkbox"/>	<input type="checkbox"/>
10.4.B(1)(d) - Approximate location and size of all proposed water lines, valves, hydrants, wastewater lines, manholes, and connections to existing public or private utility lines. Alternate means of water supply or wastewater disposal and treatment, including data on soil tests and preliminary designs and locations, shall be provided if existing municipal systems are not available.	<input type="checkbox"/>	<input type="checkbox"/>
10.4.B(1)(e) - Preliminary storm drainage plan, indicating the approximate location and size of proposed catch basins, manholes, drainage lines, ditches, retention, detention, or infiltration systems and their profiles, connections to existing lines or ditches, and all other means of storm water management.	<input type="checkbox"/>	<input type="checkbox"/>
10.4.B(1)(f) - Location and preliminary design of any proposed bridges or culverts.	<input type="checkbox"/>	<input type="checkbox"/>
10.4.B(1)(g) - Preliminary plan for existing and proposed telephone, cable, and electric utilities, including municipal fire alarm systems.	<input type="checkbox"/>	<input type="checkbox"/>

CITY OF LEBANON, NH
SUBDIVISION REGULATIONS - TECHNICAL CHECKLIST
PRELIMINARY MAJOR SUBDIVISION

Plan Requirements (cont.)	Info. Provided	Waiver Sought
10.4.B(1)(h) - Preliminary location of proposed recreational or open space areas, including land proposed to be dedicated to public use. The plan shall also indicate the location of all existing publicly accessible recreation or open space areas within 1/4 mile (1,320 feet) of the property.	<input type="checkbox"/>	<input type="checkbox"/>
10.4.B(1)(i) - Location of any proposed traffic control devices necessary in conjunction with the subdivision, as well as the location of all existing transit routes and transit stops located or passing within 1/4 mile (1,320 feet) of the property.	<input type="checkbox"/>	<input type="checkbox"/>
10.4.B(1)(j) - Phasing lines, where applicable.	<input type="checkbox"/>	<input type="checkbox"/>
Supporting Documents and Information, Where Applicable	Info. Provided	Not Applicable
10.4.B(2)(a) - Preliminary statement of the anticipated work required on existing streets and other off-site improvements to meet the minimum standards set forth in the Regulations.	<input type="checkbox"/>	<input type="checkbox"/>
10.4.B(2)(b) - Information and impact statements required by all applicable portions of Section 12 of the Regulations. (NOTE: The Board may require the applicant to pay reasonable fees to cover the City's administrative expenses and costs of investigative studies and/or peer reviews with regard to the impact statements as provided in Section 7.7.F of the Regulations.)	<input type="checkbox"/>	<input type="checkbox"/>
10.4.B(2)(c) - Where private individual wastewater systems are proposed, the applicant shall perform soil tests complying with requirements of Section 13.4 of the Regulations. For all proposed lots less than 5 acres in size, the applicant shall have a soil investigation made and a report prepared to establish the existence of at least 4,000 square feet of contiguous area meeting NHDES requirements. NHDES approval of all subdivision lots less than 5 acres in size shall be obtained and provided to the Board prior to the recording of the approved plat. Soil maps and information shall be in accordance with the most current USDA Natural Resource Conservation Service County Soil Maps. Maps prepared by field investigation shall be stamped and signed by a Certified Soil Scientist.	<input type="checkbox"/>	<input type="checkbox"/>
10.4.B(2)(d) - If a subdivision is to be served by public water supply or public wastewater services, the applicant shall provide a statement from the City Engineer attesting to the availability of such services. The applicant shall also provide a statement of methods of sanitary wastewater estimations and computations therefor.	<input type="checkbox"/>	<input type="checkbox"/>
10.4.B(2)(e) - Any development estimated to generate a net increase of 100 peak hour trips or 1,000 average daily trips (based upon the most current edition of the ITE Trip Generation Manual) shall prepare and submit a Traffic Impact Study in accordance with standard traffic analysis conventions as set forth by the NHDOT. The Board may, in its discretion, require the submission of a Traffic Impact Study for developments estimated to generate less than 100 peak hour trips or 1,000 average daily trips if the Board has reason to believe such development could adversely affect levels of service or have other adverse impacts.	<input type="checkbox"/>	<input type="checkbox"/>

CITY OF LEBANON, NH
SUBDIVISION REGULATIONS - TECHNICAL CHECKLIST
PRELIMINARY MAJOR SUBDIVISION

Supporting Documents and Information, Where Applicable (cont.)	Info. Provided	Not Applicable
<u>10.4.B(2)(f)</u> - For any subdivision of 20 or more lots, plats, sites, units, or other divisions of land, the applicant shall request a letter from Advance Transit, or other local public transportation providers, stating whether, in the opinion of the transit provider, public transportation service can be adequately provided to the development.	<input type="checkbox"/>	<input type="checkbox"/>
<u>10.4.B(2)(g)</u> - A drainage analysis map and computations for the watershed area appropriate to the scale of the development and the scope of the project as determined by the Board.	<input type="checkbox"/>	<input type="checkbox"/>
<u>10.4.B(2)(h)</u> - Where a phased development is proposed, a preliminary schedule for construction and completion of streets, utilities, and other required infrastructure improvements.	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: THE APPLICANT IS RESPONSIBLE FOR PROVIDING THE REQUIRED INFORMATION PURSUANT TO SECTION 10 OF THE SUBDIVISION REGULATIONS. PLEASE BE AWARE THAT THIS CHECKLIST IS FOR INFORMATION AND GUIDANCE ONLY AND DOES NOT REPRESENT THE LAW DICTATING SUBMITTAL REQUIREMENTS NOR IS IT COMPLETE AND INCLUSIVE THEREOF.

Completed By: _____

Planning office Use Only:

Date Received ___/___/___ Checklist Complete YES or NO Checked by: _____

(Last Revised 05/23/13)