

TROY PLANNING BOARD  
P.O. BOX 891  
TROY, NEW HAMPSHIRE 03465

**APPLICATION FOR SUBDIVISION OF LAND**

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FILE NO. \_\_\_\_\_

DATE: \_\_\_\_\_

This application is for:

Design Review

Minor Subdivision

Technical Subdivision

Major Subdivision

Lot Line Adjustment

Condominium Development

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This form and all required information must be filed at least 21 days prior to the meeting at which it is to be submitted to the Board. The application must be submitted to the Planning Board at a regularly-scheduled meeting. A completed application consists of the following information, in addition to a completed checklist (attached) and the payment of all applicable fees.

1. Name, mailing address, telephone number, and email (if applicable) of applicant.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Name, mailing address and telephone number of owner of record if other than applicant.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Location of proposed subdivision \_\_\_\_\_ Tax Map \_\_\_ Lot # \_\_\_

4. Name of proposed subdivision \_\_\_\_\_

5. Number of lots and/or units for which approval is sought \_\_\_\_\_ Lots \_\_\_\_\_ Units

6. NH DES Septic System Approval No. (if applicable) \_\_\_\_\_

7. Zoning District(s) \_\_\_\_\_

8. Name, mailing address, telephone number, and email address of surveyor

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Abutters: Attach a separate sheet listing the names, mailing addresses and tax map & lot numbers of all abutters, including those across a street, brook or stream; the person(s) who prepared the plan; and any holders of conservation, preservation, or agricultural preservation easements. Names should be taken from the Town tax records no longer than five (5) days prior to the application submission.

10. Items on the attached checklist.

11. Payment of all applicable subdivision fees:

Preliminary Conceptual Consultation	No fee
Design Review	Only Newspaper and Abutter
Application Filing Fee	\$100.00
Review Fee/\$25.00 per lot	\$ _____
Advertising Fee	\$100.00
Abutter notification \$12.00 per abutter	\$ _____
TOTAL	\$ _____

The applicant and/or owner or agent, certifies that this application is correctly completed with all required attachments and requirements and that any additional costs for engineering or professional services incurred by the Planning Board or the Town for processing this application shall be borne by the applicant and/or owner.

"I hereby authorize the Troy Planning Board and its agents to access my land for the purpose of reviewing this subdivision plan, performing road inspections and any other inspections deemed necessary by the Board or its agents, to ensure conformance of on-site improvements with the approved plan and all Town ordinances and regulations."

Date \_\_\_\_\_

Owner or Agent \_\_\_\_\_

If this application is determined by the Planning Board to be complete, it will be placed on the agenda on \_\_\_\_\_ for submission.

(Date)

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**FOR PLANNING BOARD USE ONLY**

Completed Application Submitted to Planning Board \_\_\_\_\_  
(Date)

Application Accepted/Rejected \_\_\_\_\_  
(Date)

Public Hearing \_\_\_\_\_  
(Date)

Application Approved/Disapproved \_\_\_\_\_  
(Date)

Notice of Decision sent to Applicant \_\_\_\_\_  
(Date)

## SUBDIVISION CHECKLIST

Note: The Checklist does not apply to Preliminary Conceptual Consultation or Design Review.

Complete each checklist item required for the type of Subdivision you have selected above. If you are requesting a waiver, you must submit a written request along with the application and checklist.

Is this a development that has Regional Impact?			Yes	No	
✓ = required item					
Major	Minor	Lot Line/TS	Plan Submission Items	Submitted	Waived
✓	✓	✓	1. Name of Subdivision; name and address of subdivider. (Sec. V, B.1)		
✓	✓	✓	2. North arrow, scale, date of the plan. (Sec. V, B.2)		
✓	✓	✓	3. Name, license number and seal of the surveyor; signature block for Planning Board endorsement. (Sec. V, B.3)		
✓	✓	✓	4. Condition of survey stating tolerances that are met for the survey, following the New Hampshire Land Surveyors Association guidelines. (Sec. V, B.4, Appendix #2)		
✓	✓	✓	5. Names of abutting subdivisions, streets, easements, building lines, and other facts regarding abutting properties. (Sec. V, B.5)		
✓	✓	✓	6. Locus Plan showing zoning designations (Sec. V, B.6)		
✓	✓	✓	7. Boundary survey including bearings, distances, and location of permanent markers. The survey shall be conducted according to the standards outlined by the NH Land Surveyors Association. (Sec. V, B.7)		
✓	✓	✓	8. Location of property lines, lot areas in square feet and acres, setback lines, and lots numbered according to the Troy tax map system. (Sec. V, B.8)		
✓	✓	✓	9. Existing and proposed easements, rights-of-way, driveways, buildings, and other structures. (Sec. V, B.9/B.10)		
✓	✓		10. Water courses, ponds, standing water, rock ledges, stone walls and other natural features; existing and proposed foliage lines; and other open space to be preserved. (Sec. V, B.11/B.12)		
✓	✓		11. Location and profiles of existing and proposed water mains, sewers, culverts, drains and connections. (Sec. V, B.13)		

Major	Minor	Lot Line/TS	Checklist (cont.)	Submitted	Waived
✓	✓		12. Location of perc tests and test results and of the 4,000 square foot septic area. (Sec. V, B.14)		
✓	✓		13. Location of 75 foot well radius on property. (Sec. V, B.15)		
✓	✓		14. Location of existing and proposed driveways. (Sec. V, B.16)		
✓	✓		15. Base flood elevations. (Sec. V, B.21)		
✓	✓		16. Plans for drainage and/or soil erosion and sedimentation control. (Sec. V, C.1)		
✓	✓		17. Copy of state subdivision approval or certification from a septic designer. (Sec. V, C.2)		
✓	✓		18. Copy of driveway permit. (Sec. V, C.3)		
✓	✓		19. Copy of any other state or federal permits. (Sec. V, C.4)		
✓	✓		20. Copy of any deed restrictions. (Sec. V, C.5)		
✓	✓		21. Copy of deeds covering land to be used for public easements and rights-of-way. (Sec. V, C.5)		
✓			22. Existing and proposed streets with names, classifications, widths of travel surface and right-of-way. (Sec. V, B.17)		
✓			23. Final road profiles, center line stationing, and cross sections. (Sec. V, B.18)		
✓			24. Existing and proposed topographic contours based upon the USGS topographical data with spot elevations where necessary. (Sec. V, B.19)		
✓			25. Soil data, designating wetlands and floodplains. (Sec. V, B.20)		
If the proposal is for a condominium development, the following items must also be provided:					
1. A Declaration compliant with RSA 356-B:16, including individual unit boundaries and horizontal and vertical limits of each unit. Reference to the specific Section shall be included as a Note on the plan.					
2. All common areas including but not limited to shared land and facilities, roads, driveways, or parking areas, and any open space, recreation areas, or utilities					
3. Individual common areas reserved for specific units, clearly labeled.					
4. Dimensions or reference to a floor plan, either recorded or not yet completed.					
Additional reports may be requested by the planning board including but not limited to the following:					
▪ Stormwater Management Report					
▪ Impact Studies					
▪ Construction Sequencing Reports					